

## **WELCOME to Norwin Middle School**

Norwin Middle School is committed to fostering the intellectual, physical and emotional development of every student. Our school recognizes each child's unique talents and abilities by emphasizing independence, responsibility and self-discipline emphasized, through our activities, experiences and expectations.

This publication has been designed to supply information regarding the Middle School program and the policies and procedures for secondary students.

All students and parents/guardians must review this document. We trust this information will improve communication between the home and the school. Our main office can be contacted at any time at 724-861-3010.

We require that students and parents confirm their review of this document by completing the Verification Form located on page 52. This form must be returned to each student's homeroom teacher.

Best wishes for a successful year.

Robert A. Suman  
Principal  
[rsuman@norwinsd.org](mailto:rsuman@norwinsd.org)

Heather C. Newell  
Assistant Principal  
[hnewell@norwinsd.org](mailto:hnewell@norwinsd.org)

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## **Mission Statement**

Through quality educational experiences, the Norwin School District prepares students to become productive and responsible citizens in an ever-changing global society.

## **Vision Statement**

The Norwin School District is a nurturing learning community where students are welcomed, valued and challenged. The school community is a partner in developing students who are life-long learners. Through a quality education, we are committed to helping all students become productive and responsible citizens who will succeed in an ever-changing global society.

### **The Norwin School District Administration**

Dr. William H. Kerr, Superintendent

Dr. Tracy McNelly, Assistant Superintendent of Secondary Education

Dr. Mary Ann Hazer, Assistant Superintendent of Elementary Education

Ms. Margaret Zimmer, Director of Pupil Services and Special Programs

Mr. John H. Wilson, Business Manager

Mr. Thomas H. Wroblewski, Director of Human Resources

### **The Norwin School District Board of Directors**

Mr. Robert Perkins, President

Mr. Thomas Sturm, Vice-President

Mrs. Rebecca Gediminskas

Mr. Ronald Giuliana

Mr. Del P, Nolfi Jr.

Mr. Jerry O'Donnell

Mr. Donald W. Rhodes, Jr.

Mr. Dennis J. Rittenhouse

Mrs. Barbara A. Viola

## Norwin Middle School Contact Information

10870 Mockingbird Dr.  
N. Huntingdon, PA 15642

724-861-3010  
Fax 724-863-5408

## Norwin Middle School Office Staff

Department	Name	Title	Extensions
Main Office	Mrs. Janet Walczak	Secretary	X1400
Guidance	Mrs. Karen Fairgrieve	Secretary	X1408
Guidance	Ms. Jennifer DiVittis	Counselor	X1406
Guidance	Ms. Kiersten Venderlic	Counselor	X1404
Health Room	Mrs. Cathy Welsch	Nurse	X1420
Health Room	Mrs. Janet Petrozza	Nurse's Aid	X1420
Library	Mrs. Sherri Pecora	Secretary	X1412
Cafeteria	Mrs. Val Yost	Manager	X1430
Athletics & Transportation	Mr. Randy Rovesti	Director	724-861-3006
Athletics & Transportation	Mrs. Barbara Thompson	Secretary	724-861-3006

## SKYWARD FAMILY ACCESS

The Skyward Family Access site - <https://student.norwinsd.org>.

Norwin School District offers an on-line information link called Skyward that provides students and their parents / guardians up-to-date information from any computer connected to the Internet. The Skyward feature called "Family Access" allows users to view information such as a student's grades, attendance, cafeteria accounts, and health visits. Another feature is e-mail notification that may be requested by parents and guardians for academic progress reports.

Students will be provided their usernames and passwords and are encouraged to access Skyward as often as possible. This is especially useful when students are absent from school and need to check homework assignments, project deadlines, and testing information.

Parents / guardians should register with the Norwin School District Technology Department to receive their own usernames and passwords. Convenient uses of Skyward are health records, attendance dates, and cafeteria account balances.

# NORWIN SCHOOL DISTRICT 2011 – 2012 CALENDAR

Please see [www.norwinsd.org/Information](http://www.norwinsd.org/Information) for more details.

Students' first day – August 22, 2011

Students' last day – May 25, 2012

Classes for students will **not** be held on the following dates:

August 17, 2011	Staff Development Day
August 18, 2011	Staff Development Day
August 19, 2011	Clerical Day
September 5, 2011	Labor Day
November 24 & 25, 2011	Thanksgiving Recess
November 28, 2011	Staff Development Day
December 26, 2011 – January 2, 2012	Winter Recess
January 16, 2012	Clerical Day
February 17, 2012	Snow Day
February 20, 2012	Snow Day
March 9, 2012	Snow Day
March 12, 2012	Staff Development Day
April 5, 2012	Snow Day
April 6, 2012 – April 9, 2012	Spring Recess
April 10, 2012	Snow Day
May 4, 2012	Staff Development Day

## Tentative Testing Schedule 2011-2012

### GRADES 7 and 8:

- “Classroom Diagnostic Tools” Assessments in Reading and Math: 3 – 5 times per year
- PSSA Math and Reading: March 12 – March 23, 2012
- COIN: Career Interest Inventory

### ADDITIONAL TESTING FOR GRADE 8:

- PSSA Writing: April 16 – April 20, 2012
- PSSA Science: April 23 – April 27, 2012

# NORWIN MIDDLE SCHOOL STUDENT HANDBOOK

## ACADEMIC PROGRAM

Norwin Middle School operates on a team concept. Students are divided into three (3) teams in both seventh and eighth grades. The 7th grade teams are composed of five (5) core subject teachers in the areas of Language Arts, Mathematics, Science, Social Studies, and Reading. There are four (4) person teams in 8th grade composed of four (4) core subject teachers in the areas of Language Arts, Math, Science, and Social Studies. Practical applications of the curriculum and the development of critical thinking and problem solving are emphasized. Other subject areas include Art, Music (General Music, Band, or Chorus), Industrial Technology, Family and Consumer Sciences, Physical Education/Health, Communications, Computer Applications, and World Languages, consisting of Spanish, French, and German. Students have the opportunity to participate in many clubs and activities sponsored by the faculty.

## COURSE DESIGN

<b>GRADE 7</b>	<b>GRADE 8</b>
<b>Year Courses</b> <ul style="list-style-type: none"><li>• Pre-Algebra or Algebra</li><li>• Life Science or Biological Studies</li><li>• Reading or Literary Studies</li><li>• Global Studies</li><li>• Language Arts</li><li>• Study Hall (ungraded)</li></ul>	<b>Year Courses</b> <ul style="list-style-type: none"><li>• Algebra A, Algebra, or Geometry</li><li>• Integrated Science</li><li>• Language Arts or English Studies</li><li>• US/PA Studies or American Studies</li><li>• World Language (French, German, or Spanish)</li></ul>
<b>Semester Courses</b> <ul style="list-style-type: none"><li>• Health and Physical Education</li><li>• Music (Band, Chorus, General Music, or Orchestra)</li></ul>	<b>Semester Courses</b> <ul style="list-style-type: none"><li>• Health and Physical Education</li><li>• Communications I</li><li>• Computer Applications</li><li>• Music (Band, Chorus, General Music, or Orchestra)</li></ul>
<b>Nine-Weeks (9)/Quarter Courses</b> <ul style="list-style-type: none"><li>• Art</li><li>• Family and Consumer Science</li><li>• Computer Applications</li><li>• Industrial Technology</li></ul>	<b>Nine-Weeks (9)/Quarter Courses</b> <ul style="list-style-type: none"><li>• Art</li><li>• Family and Consumer Science</li><li>• Industrial Technology</li><li>• Study Hall (ungraded)</li></ul>

## COURSE DESCRIPTIONS, 7<sup>th</sup> Grade:

### **Grade 7 – Year Courses**

**Pre-Algebra** – This course will place a strong emphasis on the continued study of integers, order of operations, variables, expressions, and equations. Students will solve and graph equations and inequalities, write and solve proportions, and explore geometry, statistics, and graph concepts. Problem solving will be emphasized throughout the course. Students who earn below a 70% in Pre-Algebra are scheduled for Cognitive Tutor Algebra in 8th grade. Students who earn a 70% or above will be prepared to take Algebra I.

**Algebra I** – Algebra I is a course in which students learn how to solve problems by using variables to represent unknown quantities and then solving for those unknown quantities by writing equations and inequalities. Course topics include a review of the order of operations with integers, solving equations, and simplifying expressions.

Students will work extensively on solving and graphing linear and quadratic equations and inequalities. Additional topics will include rules of exponents, factors and polynomials, polynomial fractions, the Cartesian coordinate plane, radicals, and the quadratic formula. Students who successfully complete this course with an 85% or higher will be prepared to move on to Geometry. Students who earn an 84% or below will repeat Algebra I in 8th grade.

**Life Science** – Life Science is an introductory level course designed to enable students to explore basic biological concepts in a laboratory setting. Students focus on concepts that are shared by all living things such as cell structure, biochemical make-up, and inheritance. As students move into the second semester, the focus is on the diversity of life as they classify the many different species of living organisms into kingdoms and other classification categories. Students finish the year with a unit on ecology that relates the interdependence of living with each other and with their environment.

**Biological Studies** – Biological Studies is an advanced version of Life Science specially designed to meet the needs of the SOAR student. These students follow the basic Life Science curriculum; however, additional topics are also included such as forensics, karyotyping, and paleogeography. A field trip, which includes many hands-on activities, also enriches the existing course of study. Class discussions are conducted on a higher level and tests include more essay type questions, which encourage students to use higher level thinking skills. During the second semester, Biology students prepare and present their SOAR teaching projects. Students are expected to select a section from the textbook, supplement it with outside research, develop a lesson plan, and then teach that lesson to the class. In this way, they help to enrich their own curriculum with their chosen topics and they become more independent in their quest for knowledge.

**Reading** – This course is designed to provide instruction in basic reading skills according to the PA Standards for Reading and Writing. Topics include: Author's purpose, setting, conflict, characterization, elements of plot, theme, summarizing, making inferences, finding the main idea, poetic elements. Instruction is provided through a variety of literary genres, including historical fiction, biography, autobiography, science fiction, fantasy, realistic fiction, mythology, fables, poetry, and drama. Fostering reading as an independent activity is also a goal. Supplementary materials are also included. Among other novels available for additional reading, *The Pigman* is read and discussed as a class. Practice in writing to prompts will prepare students for the genre of test-taking, including the PSSA in Reading.

**Literary Studies** – This course is designed to provide instruction in basic reading skills according to the PA Standards for Reading and Writing and in addition to applicable IEP Goals. Topics include the following: Author's purpose, setting, conflict, characterization, elements of plot, theme, summarizing, making inferences, finding the main idea, and poetic elements. Instruction is provided through a variety of literary genres, including historical fiction, biography, autobiography, science fiction, fantasy, realistic fiction, mythology, fables, poetry, and drama. Fostering reading as an independent activity is also a goal. Supplementary materials are also included. Among other novels available for additional reading, *Animal Farm* is read and discussed as a class. Practice in writing to prompts will prepare students for the genre of test-taking, including the PSSA in Reading.



Global Studies – Seventh grade students take Global Studies--a yearlong course based upon world history, geography, economics, government, and ecology standards—to fulfill their social studies requirement. During Global Studies, students journey backwards through time to discover a world of empires. First, students learn how Greek civilization flourished to contribute many gifts (like psychology, democracy, art, literature, and theater) that we continue to use during our modern times. Next, students study life during the ancient Roman Empire, concentrating on the uniqueness of human relationships. As the school year progresses, students become familiar with the system of feudalism during the Middle Ages, as well as the dynastic rule that occurred throughout the then known world. Finally, students examine the religious, economic, social, political, and cultural changes that took place during the European Renaissance and Age of Exploration. Throughout Global Studies, students strengthen their cartography, critical thinking, and creative writing skills. In addition to studying how to organize answers to essay questions and to write creatively, students experience hands-on learning as they analyze artifacts, examine primary source materials, role play, engage in simulation activities, and work cooperatively.

Language Arts – The 7th Grade Language Arts course is designed to give an extensive overview of grammar and writing. The course focuses on the writing process and the instruction of the TEX3I format. Strong grammar instruction and content vocabulary are taken out of isolation and presented in the context of drafting, revision, proofreading, and literature.

### **Grade 7 – Semester Courses**

Health – The 7th grade health curriculum, conducted in conjunction with Physical Education, is designed to familiarize students with issues they will encounter during their middle school years. It is designed to provide knowledge and experiences, which will enable them to make choices which will have a positive impact on their health. Units covered include communicable diseases, wellness, tobacco, skeletal system, muscular system, and fitness.

Physical Education – The Physical Education program provides each student with the opportunity to participate in a comprehensive program consisting of skill development, lead up games, team sports, and physical fitness activities. The students receive instruction in rules, skills, and strategies associated with the different sports as well as learning experiences involving physical conditioning activities. The students will also have opportunities to become involved in life-long physical activities through individual sport units. The program promotes the spirit of cooperation, leadership, fair play, and friendly competition.

Adaptive Physical Education – This course is available for students in Grades 7 and 8 who either temporarily or permanently may not participate in regular physical education class as specified by a physician's excuse. This course utilizes a wide variety of activities and strategies to meet the needs of students participating in the program.

General Music – General Music in Grade 7 involves the reinforcement and mastery of the basic elements of music as a language. Some music history is taught through cross-curriculum references. Selected music repertoire may be sung and studied through the use of selected musicals.

Chorus – The Middle School Chorus class is open to all 7th grade students and will help students learn proper vocal techniques and develop better music reading skills. Simple choreographed movements may be used to enhance the mood and the rhythm. We learn individual, small group, and large group ensemble techniques and will experience a varied choral repertoire. Individual and small group dance, keyboard, and/or vocal opportunities may be granted. Students are to attend their regularly scheduled activity period rehearsal, which occurs one day per six-day cycle depending on their voice part. Students may participate in any other sport and/or activities and do have opportunities to make up missed rehearsals.

Orchestra – Middle School Orchestra is open to all 7th grade students who play violin, viola, cello, or bass. Orchestra class provides students with the opportunity to further develop their instrumental skills and experience quality orchestral literature through meaningful ensemble performance. Additional rehearsals take place several times a week during activity period throughout the school year. Two evening concerts (December and May) are required. Students electing Orchestra as a class may also participate in Band and/or Chorus during Activity Period.

Band – The Norwin Middle School Band is open to all students in Grades 7 and 8. The class is a yearlong ensemble that allows students who have already begun lessons in the elementary grades the opportunity to perform in a large ensemble setting. Performances include two (2) parades and two (2) concerts given each school year throughout the community. The prerequisite for this course is previous instruction; however, beginners may start at the discretion of the director any time during the school year. There is an opportunity for solo and select honors band groups as well. Other small ensemble groups such as Jazz Band, Flute Ensemble, and Percussion Ensemble are available.

### **Grade 7 – Nine- (9) Weeks Courses**

Art – Two- and three-dimensional art production are included in this course. Basic design, drawing, painting, and sculpture techniques will be explored. A concentration on the principles and elements of design, incorporated with art history, will be integrated into various art projects throughout the middle years.

Computer Applications – Students will learn basic computer skills, including an introduction to Windows, in addition to proper technique and keystroking. Students learn to touch type all alphabetic, numeric, symbols, and punctuation keys on a computer keyboard using MicroType Pro software.

Industrial Technology –

Computer Aided Design (CAD), Graphic Design and Robotics are the foundations of this course. Students will research all aspects of the universal systems model and utilize creative problem solving skills to solve design challenges in each area of concentration. Projects include CAD drawings, posters, mouse pads, and robotic programs.

Family and Consumer Science – Students will select and prepare a variety of food based on the Food Guide Pyramid. In doing so, they will be introduced to and expected to excel in decision-making processes, goal setting techniques, and planning and organizational skills.

## **COURSE DESCRIPTIONS, 8<sup>th</sup> Grade:**

### **Grade 8 – Year Courses**

Language Arts – This course consists of instruction in grammar, sentence and paragraph writing, and literature, focusing on the four genres: the short story, the drama, the novel, and poetry. There is a focus on informative and persuasive essay writing using the TEX3I format, including the effective use of the writing process, writing appropriate and effective introductions and conclusions, and using textual support. Vocabulary development is approached through a variety of vocabulary activities.

English Studies – This course consists of intense instruction in grammar, sentence and paragraph writing, and literature, focusing on the four genres: the short story, the drama, the novel, and poetry. There is a focus on informative and persuasive essay writing using the TEX3I format, including the effective use of the writing process, writing appropriate and effective introductions and conclusions, and using textual support. Vocabulary development is approached through a variety of vocabulary activities including SAT preparation and context clues. In addition, students complete an extensive independent project on a supplementary novel, which may involve research, writing, speaking, artwork, or a particular strength that students may decide to showcase. A number of enrichment activities also permit students to guide their own learning.

Algebra I – Algebra I is a course in which students learn how to solve problems by using variables to represent unknown quantities and then solving for those unknown quantities by writing equations and inequalities. Course topics include a review of the order of operations with integers, solving equations, and simplifying expressions. Students will work extensively on solving and graphing linear and quadratic equations and inequalities. Additional topics will include rules of exponents, factors and polynomials, polynomial fractions, the Cartesian coordinate plane, radicals, and the quadratic formula. Students who earn a 70% or above in this course may elect to take Geometry or Cognitive Geometry in 9th grade. Students who earn below a 70% will need to repeat an Algebra course by choosing either Algebra I or Integrated I as freshmen.

Algebra A – Students who require more demonstration and practice time in order to master the course topics of Algebra I (see list above) may choose Algebra A in 8th grade and Algebra B in 9th grade. This class covers the same Algebra curriculum over two years of instruction.

Geometry – The Geometry course is for students who have successfully completed Algebra I in 7th Grade with an average of 88% or better. The course includes the following topics: geometry terminology, inductive and deductive reasoning, the development of a postulate system, and the geometric proof. Various algebraic techniques are incorporated. Students who successfully complete this course by averaging an 88% or better in middle school will move on to Honors Algebra II. Students who earn above a 70% can take Algebra II as freshmen.

Integrated Science – This course combines the essential topics from Science and Physical Science. The topics taught in the Physical Science text include matter and its properties, understanding the periodic table at the molecular level, naming and writing chemical formulas, and balancing chemical formulas. The Science sub-branches

covered are the units on Meteorology and Astronomy. The school Weather Bug System is a major area of study that is used throughout the Meteorology curriculum. The final unit deals with the relationship of each area of study and how they affect the environment. Students who earn below an 82% will schedule for Applied Biology as freshmen. Students who earn an 82% or higher can choose to take Academic Biology in 9th grade. Students who earn a 92% or higher may elect to take Honors Biology.

**US/PA Studies** – This yearlong course consists of early American history and geography. The American history segment is designed to provide the 8th Grade middle school student with the opportunity to gain a basic understanding of the following topics: the growth of Democracy, the causes of the Revolutionary War, the Revolutionary War; the Constitutional Convention; the Constitution and the Bill of Rights; the origin of political parties; the growth of Federalism; the War of 1812; the Era of Good Feelings; the Age of Jackson; the impact of transportation advances; and the Industrial Revolution. Students will have the opportunity to develop a cultural understanding and raise awareness of the responsibilities of good citizenship. In addition, the course emphasizes the growth and development of critical thinking, basic study skills, and communication skills. Integrated into the U.S. History course is U.S. Geography, which provides the middle school student with the opportunity to explore various geographic regions in the United States. These regions include the Northeast, South, Midwest, and West. Regionalism, as a geographic theme, is emphasized specifically in conjunction with economics, cultural studies, demographics, history, nationalism, and topography. Critical thinking skills are developed with an interdisciplinary approach to teaching. This segment of the course focuses on the development of the United States regions as it impacts United States History.

**American Studies** – American Studies is an advanced course of US/PA Studies. The American Studies class follows the basic curriculum of the US/PA Studies course and additionally covers topics more in depth and with an emphasis on critical thinking skills, oral and written communication, and creative thinking. The needs of the SOAR student are met by focusing on debate skills, journal writing, and literary analysis. Students read and complete an independent project on a novel. Students also participate in a field trip where they engage in hands-on activities. Independence is encouraged as students have the opportunity to design the final product in various enrichment activities.

**French I, German I, and Spanish I** – These electives are designed to prepare students with the four basic language skills: listening, speaking, reading, and writing with a cultural approach to the skills. Emphasis is placed upon communicative skills, verb tenses, idiomatic structures, vocabulary, and the development of a practical knowledge of the language. The target language will be used as the primary mode of communication throughout the course.

### **Grade 8 – Semester Courses**

**Health** – The Health curriculum, conducted in conjunction with the Physical Education program, is designed to help individuals become sensitive, healthy persons who take an active roll in protecting, maintaining, and improving their health. Students study STI's, AIDS, nutrition, alcohol and drugs, CPR, circulatory system, eating disorders, and fitness.

**Physical Education** – The Physical Education program provides each student with the opportunity to participate in a comprehensive program consisting of skill development,

lead up games, team sports, individual sports, and physical fitness activities. The students receive instruction in rules, skills, and strategies associated with the different sports as well as learning experiences involving physical conditioning activities and lifelong physical activities. The program promotes the spirit of cooperation, leadership, fair play, and friendly competition.

Adaptive Physical Education – This course is available for students in grades 7 and 8 who either temporarily or permanently may not participate in regular physical education class as specified by a physician's excuse. This course utilizes a wide variety of activities to meet the needs of students participating in the program.

Communications I– The 8th Grade course combines written planning and organizing with public speaking. Written work will include narrative, informative, persuasive, and entertaining styles of writing. These styles will also be carried over to the public speaking portion of this course. Students will analyze model speeches to determine effective elements and choices of vocal control, diction, and syntax. Delivery methods for speeches will include extemporaneous, impromptu, memorized, and manuscript readings with time requirements that change for each speech given. Students are instructed in the six steps to planning compositions and speeches. Tests are given regularly throughout the semester, with a final given at the end of the semester.

Computer Applications – Students improve their keyboarding skills using Microtype Pro and MicroPace software programs. They learn the fundamental concepts of Microsoft Word and are taught to format, edit, and print documents. Microsoft Excel is introduced, and students learn to format spreadsheets using basic Excel formulas. Finally, each student learns to construct interdisciplinary PowerPoint presentations containing a variety of transitions, animations, and sounds.

Music – Music in Grade 8 emphasizes concepts of American Popular Music and musical theater of all generations. Music as an aesthetic is studied in detail using selected media. Selected musicals focusing on dance will also be studied.

Chorus – The Middle School Chorus is open to all 8th grade students and will help students learn proper vocal techniques and develop better music reading skills. Simple choreographed movements may be used to enhance the mood and the rhythm. We learn individual, small group, and large group ensemble techniques and will experience a varied choral repertoire. Individual and small group dance, keyboard, and/or vocal opportunities may be granted. Students are to attend their regularly scheduled activity period rehearsal, which occurs one day per six-day cycle depending on their voice part. Students may participate in any other sport and/or activities and do have opportunities to make up missed rehearsals.

Orchestra – Middle School Orchestra is open to 8th grade students who play violin, viola, cello, or bass. Orchestra class provides students with the opportunity to further develop their instrumental skills and experience quality orchestral literature through meaningful ensemble performance. The class meets 45 times during either the first or second semester. Additional rehearsals take place several times a week during activity period throughout the school year. Two evening concerts (December and May) are required. Students electing Orchestra as a class may also participate in Band and/or Chorus during Activity Period.

Band – The Norwin Middle School Band is open to all 8th grade students. The class is a yearlong ensemble that allows students who have already begun lessons in the elementary grades the opportunity to perform in a large ensemble setting. Performances include two (2) parades and two (2) concerts given each school year throughout the community. The prerequisite for this course is previous instruction; however, beginners may start at the discretion of the director any time during the school year. There is an opportunity for solo and select honors band groups as well. Other small ensemble groups such as Jazz Band, Flute Ensemble, and Percussion Ensemble are available.

### **Grade 8 - Nine- (9) Weeks Courses**

Art – Two- and three-dimensional art productions are included in this course. Basic design, drawing, painting, and sculpture techniques will be explored. A concentration on the principals and elements of design, incorporated with art history, will be integrated into various art projects throughout the middle years.

Industrial Technology – This course will cover some basic mechanical drawing through orthographic projection and multi-view drawings with emphasis on measurement, layout, accuracy, line technique, and neatness. Students also look at the role of a research and development engineer in racecar design. Students must consider aerodynamics such as drag, friction, streamlining, and turbulence while designing and developing their own compressed air dragster. Students will look at key concepts regarding earthquakes, loads, forces, foundations, and frameworks. Tower structures will be designed, built, and tested on an earthquake simulator. During the construction phases of the car and tower, students will learn proper hand and power tool use and safety.

Family and Consumer Science – Key concepts are reinforced by hands-on experiences covering independent living skills in the 8th grade curriculum. Students are given the opportunity to explore basic goal setting, money management, consumerism, home maintenance and design, clothing selection, sewing skills, and child development/babysitting. Organizational and decision- making skills are practiced throughout all areas of study.

# General School Operating Procedures

## 6-DAY CYCLE SCHEDULE

We use a six- (6) day cycle instead of a conventional weekly schedule. Each day's cycle number is listed on the District website under the link entitled, "Information." Cycle days are also announced each morning during the announcements and are displayed in classrooms for student and teacher reference.

## ACTIVITIES AND SPORTS

Students begin Activity Period immediately following homeroom. . This time is used for a variety of activities including clubs, intramurals, rehearsals, tutoring, and other school-related functions. Students must sign out of their homeroom prior to attending activities. Students who need to leave school early for an athletic competition will be permitted to do so at the time designated by the coach.

<u>CLUBS</u>	<u>SPORTS</u>	<u>ACTIVITIES</u>
Art Club Recycling Club Fitness Club Student Council National Junior Honor Society VolunTeen Fuel Up to Play 60 Science Challenge Squad S.A.D.D. Colorguard Exploratory Languages Science Olympiad Newspaper Yearbook Computer Club Video Club Robotics Club Reading Competition Ski Club Stage Crew	<i>Fall:</i> Football Girls Basketball Cross Country Cheerleading  <i>Winter:</i> Wrestling Boys Basketball Cheerleading  <i>Spring:</i> Girls Volleyball Softball Track and Field	Assemblies Dances Geography Bee Holocaust Museum Interdisciplinary Units Intramurals Motivational Speakers Reflections Contest Reward Days Junior Achievement

## AGENDA BOOKS

A Student Agenda book is provided for all students on the first day of school. For ease of reference and review, each Agenda contains a synopsis of this Handbook. See the first several pages for this brief summary. It is the expectation of all teachers that children record their assignments in their Agendas on a daily basis. The Agenda helps students and parents keep track of all assignments and upcoming projects, due dates, assessments, and reminders for each class. The Student Agenda is the core component in successful organization. Any student who loses the Agenda may purchase a replacement copy for \$5.00 from the Guidance Office.

## BELL SCHEDULES

### Regular Bell Schedule

Faculty Arrival - 7:35 AM					
Student Warning Bell - 7:47 AM					
Homeroom	7:50 – 7:55	Homeroom	7:50 – 7:55	Homeroom	7:50 – 7:55
Activity Pd.	7:58 – 8:20	Activity Pd.	7:58 – 8:20	Activity Pd.	7:58 – 8:20
Period 1	8:23 – 9:04	Period 1	8:23 – 9:04	Period 1	8:23 – 9:04
Period 2	9:07 – 9:48	Period 2	9:07 – 9:48	Period 2	9:07 – 9:48
Period 3	9:51 – 10:32	Period 3	9:51 – 10:32	Period 3	9:51 – 10:32
Lunch A	10:35 – 11:05	Period 4	10:35 – 11:16	Period 4	10:35 – 11:16
Period 4	11:08 – 11:49	Lunch B	11:19 – 11:49	Period 5	11:19 – 12:00
Period 5	11:52 – 12:33	Period 5	11:52 – 12:33	Lunch C	12:03 – 12:33
Period 6	12:36 – 1:17	Period 6	12:36 – 1:17	Period 6	12:36 – 1:17
Period 7	1:20 – 2:01	Period 7	1:20 – 2:01	Period 7	1:20 – 2:01
Period 8	2:04 – 2:45	Period 8	2:04 – 2:45	Period 8	2:04 – 2:45
Student Dismissal - 2:48 – 3:05 PM					

### Two Hour Delay Bell Schedule

Student Warning Bell - 9:47 AM					
Homeroom	9:50 – 10:05	Homeroom	9:50 – 10:05	Homeroom	9:50 – 10:05
Period 1	10:08 – 10:32	Period 1	10:08 – 10:32	Period 1	10:08 – 10:32
Lunch A	10:35 – 11:05	Period 4	10:35 – 11:16	Period 4	10:35 – 11:16
Period 4	11:08 – 11:49	Lunch B	11:19 – 11:49	Period 5	11:19 – 12:00
Period 5	11:52 – 12:33	Period 5	11:52 – 12:33	Lunch C	12:03 – 12:33
Period 2	12:36 – 12:59	Period 2	12:36 – 12:59	Period 2	12:36 – 12:59
Period 3	1:02 – 1:25	Period 3	1:02 – 1:25	Period 3	1:02 – 1:25
Period 6	1:28 – 1:51	Period 6	1:28 – 1:51	Period 6	1:28 – 1:51
Period 7	1:54 – 2:17	Period 7	1:54 – 2:17	Period 7	1:54 – 2:17
Period 8	2:20 – 2:43	Period 8	2:04 – 2:45	Period 8	2:04 – 2:45
PM Homeroom - 2:43 – 2:48 PM					
Student Dismissal - 2:48 – 3:05 PM					

### **BOOK BAGS**

Students at Norwin Middle School are encouraged to use book bags to carry their books and supplies to and from school. This provides protection for the school materials and also helps to decrease the chances of students losing their materials.

However, once students arrive at Norwin Middle School, they are to store their book bags in their lockers. Students are permitted to stop at their lockers during the school day if time permits. Therefore, carrying bulky book bags through the halls and into classrooms is unnecessary. Under extreme circumstances and with a medical excuse, exceptions may be made to this rule. Any parent or guardian who would like an exception to be considered should send a letter to or call the Guidance Office, stating in detail the reason for this request.



## **BUS CONDUCT**

The District's bus service provider is First Student. Questions specific to bus stops and times should be directed to First Student: 724-863-2262. Any student of the Norwin Middle School who is transported by bus is to load and unload at the designated stop and ride the bus or buses, which have been assigned. The school bus should not be used as student transportation for visits, parties, etc. Parents must make other arrangements for social transportation. If a student must ride another bus due to an emergency, all involved parents/guardians must contact the school in writing to explain the nature of the emergency. If approved, the student will be issued a bus pass. To clarify this process, bus pass forms are readily available in the main office for students to take home and for parents/guardians to complete.

### Points to Remember:

- Students should be at the assigned bus stop approximately 10 minutes ahead of the scheduled time, keeping a safe distance from cars. There is to be no running, shoving, tripping, fighting, snowballing, etc., while waiting for the bus.
- Students are not to tamper with or damage bus equipment, including the emergency door.
- Eating or drinking on the bus is not permitted.
- Throwing or shooting of any object is not permitted on the bus or at the bus stop (examples: rubber band, straw, ball, water gun, etc.).
- Students must remain seated while the bus is in motion. If the driver desires to assign seats, students will occupy the seats assigned.
- In most cases, middle school students must sit in the back half of the school bus. The front half of the school bus is designated for Hillcrest students. Loud or inappropriate language on the bus or at the bus stop is not permitted.
- Upon arriving at school, students must exit the bus in an orderly manner and walk to the appropriate gathering areas to wait for dismissal to homeroom.

The driver of a school bus is in charge of maintaining discipline on the bus and has the right to verbally reprimand and move the seat of any student who misbehaves in order to maintain peaceful conduct.

All Norwin Middle School buses are equipped to videotape for safety concerns and/or compliance with school regulations. Videotapes from buses can be requested at any time by the Director of Transportation, principal, or driver.

## **CAFETERIA**

The Norwin School District offers wholesome, well-planned meals for breakfast and lunch at a nominal cost. The same meals are provided free or at reduced cost for families meeting income guidelines. Application forms are sent home at the beginning of each school year; however, families may apply at any time or if there is a change in income status. All Free/Reduced Lunch application forms should be returned to the Cafeteria Manager by the student. The funding is determined by the number of children approved for free/reduced meals. If you fall within the income guidelines, you are encouraged to apply even if you choose not to use the benefit.

Each student is issued an ID card. Student ID cards will be necessary when purchasing lunches. Students will scan cards while in the cafeteria line to expedite the lunch

process. Students will be required to go to the end of the line if they do not have the ID badge. Students who need to replace their Student ID card should see the Guidance Office secretary. Replacement cards cost \$1.00 for the first replacement and \$5.00 for each additional replacement.

Questions about cafeteria services should be directed to the Cafeteria Manager, Mrs. Valerie Yost, the Food Service Director, or the Building Principal.

### Breakfast

A hot or cold meal is available in the cafeteria for all students who arrive in time to complete the meal prior to the start of the school day. Students are not permitted to bring a breakfast from home to eat at school. On weather-related School Delay days, breakfast will NOT be served.

### Lunch

Parents are encouraged to allow their child(ren) to purchase the school lunch. Parents should pay for meals by submitting a check to the cafeteria staff; please make checks payable to "Norwin Food Service". Parents can also choose to use the credit card service, RevTrak, available through Skyward Family Access.

### Prices

Breakfast      Daily - \$1.10

Lunch            Daily - \$1.85

Milk             Daily - \$.50

Milk is encouraged for all children and can be purchased on a daily basis by those who bring a lunch from home.

Parents may access detailed account summary information through Skyward or request a printed copy to verify account activity.

### Preventive Interventions

Step 1: When a student's account reaches \$5.00 remaining in their account, the student will receive a verbal reminder.

Step 2: When a student's account reaches \$2.00 remaining in their account, the student will receive a verbal reminder.

### Negative Balance Interventions

Students with a negative balance will only be permitted to purchase a "TYPE A" meal as described in the National School Lunch Program guidelines. No ala carte items will be allowed to be charged and any money presented will be applied toward the outstanding balance before being applied to ala carte items. Further charges may be refused. Students will be given the opportunity to call their parent/guardian before a meal is denied.

1. Step 1: When a student's account reaches a negative balance, a written reminder will be sent home with the student.
2. Step 2: When a student's account reaches a deficit greater than \$5.00, the cafeteria manager will place a call to the student's parent/guardian to remind him/her we have been feeding the child in good faith and money is owed to the

student's account. The manager will also offer the parent a detailed printout of the account activity.

3. Step 3: If payment is not received, and the student's account reaches a deficit of \$10.00 or greater, the cafeteria manager will again place a call to the student's parent/guardian, send home a free meal application and also report the problem to the building principal and the Director of Food Services.
4. Step 4: The principal, knowing family circumstances, will place a phone call or send a more severe letter to request payment and inform the parent/guardian that with continued non-payment there will be potential consequences. Consequences may include one or a combination of the following: Alternate Meal, Denial of Meal, Parent Conference, Restriction of School Activities, Withholding Report Card, and/or Referral to Social Services.

The cafeteria manager will prepare a list, for the principal, of all students owing money to their accounts on a weekly basis.

If there is evidence that the family may qualify for free meals, an application may be submitted and signed by the building principal or home visitor based on available information. The District will report pertinent information to the appropriate authorities.

### SPECIAL CIRCUMSTANCES

Parents may elect to deny their children charge privileges. If they wish to do so, the parent must send a note to the school cafeteria manager stating that charge privileges should be denied. In this event, a special note will be made in the POS computer system to this effect. However, if an elementary student (K-6) arrives at school without money to purchase a lunch, they will be permitted to call a parent/guardian if time allows. If time does not allow, a meal will be provided and charged to the student's account.

An alternate meal consisting of a cold cheese sandwich, side of fruit, and a carton of milk is acceptable once Procedure 255.1 has been followed as determined by the building principal and the Director of Food Services.

### Expected Student Behavior

Breakfast and lunch provide time for students to relax, enjoy a nourishing meal, and socialize with friends. In order to maintain an orderly atmosphere, it is expected that students follow these rules.

1. Be polite and use proper table manners.
2. Talk quietly.
3. Ask to use the restroom or leave the cafeteria.
4. Walk at all times.
5. Clean up after eating.
6. Do not loan or borrow money.
7. Do not trade or sell food.

Student misuse of lunchtime may result in the following consequences:

1. Verbal reprimand by cafeteria personnel.
2. Change in seating assignment or assignment of cafeteria clean-up duty.
3. Assignment of Lunch Detention.
4. Parent contact and/or conference.

5. Loss of cafeteria privileges.
6. Other consequence as determined by the principal.

### **CHANGE OF STUDENT INFORMATION: ADDRESS, PHONE, EMAIL, ETC.**

Any change of information should be reported to the Guidance Office as soon as possible after the change occurs. Please call 724-861-3010.

### **CLOSING OF SCHOOL**

Prior to the Beginning of the School Day: When weather conditions make traveling dangerous or when emergencies arise, our schools may be delayed in starting or they may be closed. Parents are requested not to call school buildings. Tune to radio or television station KDKA (1020), WPXI, or WTAE (1250) for the latest information. A one-hour delay may become a two-hour delay or the weather may worsen and result in school being cancelled.

Parents who transport their children to school on days when there are delays should adhere to postponed starting times. Depending on the road condition in the area of residence, parents may decide not to send their children after a school delay. The district will respect this decision and will record the absence as legal.

During the School Day: Parents should make prior arrangements for a place for their child to stay if an emergency causes an early dismissal of school. These arrangements should be shared with your child(ren) and recorded on the Emergency Care Card.

### **DISMISSAL PROCEDURES**

Student dismissal occurs at the front of the building and procedures begin daily at approximately 2:45 PM. All students will exit through the main doors by the office or through the doors by the Auditorium/Library. There are three waves of buses. All buses are dismissed via the PA system according to their time of arrival. Student walkers and those riding in cars will be dismissed with the third and last wave of buses.

### **EMERGENCY DRILLS**

Approximately once each month, the school will conduct a fire drill in compliance with state law. During the drill, all persons must leave the building and remain outside until given permission to return. Parents are encouraged to support the school in emphasizing the importance of these drills and the need for cooperation and compliance.

In addition, bus evacuation drills are conducted twice each school year, and each spring our students participate in a weather emergency drill.

### **ENTRANCE REQUIREMENTS AND VERIFICATION OF IMMUNIZATION**

The law requires that a parent/guardian shows duly certified evidence of specific immunizations for all students entering school.

Students attending school in Pennsylvania need these immunizations:

- 4 doses of Tetanus and Diphtheria (1 dose after age 4)
- 3 doses of Polio
- 2 doses of Measles, Mumps, and Rubella

- 3 doses of Hepatitis B
- 1 dose Varicella (Chicken Pox)

Keep a record of your child's immunizations. Keep this record in a safe place. Call your doctor or local state health center for immunizations or call 1-800-986-KIDS for a clinic near you.

If your child has not received the proper immunizations, please make arrangements with your family physician or Health Department at 724-832-5315. Your child may be excluded from school if immunizations are not completed by September 1. If there is a medical reason why your child should not be fully immunized, the state requires a certificate from your physician. If you object to immunizations for moral or religious reasons, the state requires that you sign a form to this effect at school.

### EVALUATION PROCEDURES

A computer-generated report card will be sent home with students each nine (9) week grading period. The final report card will be mailed home. Student grades will be in percentages. Teacher comments will be letters as seen in the following example:

Name	Teacher	T1	T 2	T 3	T 4	Final
Samuel Jones	J. Smith	80	77	83	88	82

Grading Scale:	Sample Comments
92 – 100 = A	Homework Incomplete
82 – 91 = B	Inconsistent Effort
70 - 81 = C	Positive Attitude
60 - 69 = D	
59 – BELOW = F	

Honor Roll Criteria:	96 – 100	Excellent
	93 – 95	High Honor
	90 – 92	Honor

Progress Reports: Progress reports will be mailed home at the mid-point of each nine (9) weeks to those students who drop below a 70% in any subject.

### Promotion Procedures

Grade 7 to Grade 8:

1. A student who fails three (3) of the five (5) major courses will be retained in Grade 7 unless he/she attends summer school and passes at least one of the courses failed.
2. A student who fails any of the five (5) major courses for two (2) consecutive years must attend summer school and pass the course or he/she will be retained.

Grade 8 to Grade 9:

1. A student who fails three (3) of the five (5) major courses will be retained in Grade 8 unless he/she attends summer school and passes at least one of the courses failed.
2. A student who fails any of the five (5) major courses for two (2) consecutive years must attend summer school and pass the course or he/she will be retained.

Grade 7 MAJOR COURSES	Grade 8 MAJOR COURSES
Language Arts	Language Arts
Reading	Communications I
Mathematics	Mathematics
Science	Science
Global Studies	US/PA Studies

### **HEALTH SERVICES/NURSE'S OFFICE**

When a student becomes ill, the student must report to his/her class first and get a pass from the teacher to be dismissed to the Nurse's Office.

The following are guidelines for medication to be administered at school:

1. Prescribed medication should be scheduled to be taken at home unless the frequency does not allow.
2. Medication prescribed to be taken during school **MUST** be sent to the Nurse in your child's correctly labeled prescription bottle. It should include the doctor's name, medication name, dosage, and frequency. The pharmacy will type an extra label and give an extra container for school medicine.
3. If medication is liquid, please send a measuring device.
4. All medication is to be stored and administered in the Health Room.
5. Please do not send your child with cough drops or throat lozenges. These will not be administered at school.
6. The child is responsible for reporting to the Health Room for his/her medication at the designated time.

### **Physical Examinations**

State law requires a physical examination for all students in grades kindergarten, six, and eleven. It is encouraged for your child to have a private exam since your family doctor has an established rapport with your child and knows his/her complete health history. Private physical exam forms must be dated on or after January 1 of the current school year to be considered current. Exception to this will be made on a case-by-case basis.

If you need to have the school exam, notices will be sent home once the appointments for the school doctor are established. Students will be scheduled alphabetically beginning in the month of October. Specific dates will be sent home as soon as they are available. There are several screenings mandated by Pennsylvania State Law.

### **SCREENING S REQUIRED**

Screening	Required in Grade 7	Required in Grade 8
Vision	Yes	Yes
Hearing	Yes	No
Height	Yes	Yes
Weight	Yes	Yes
Physical Exam	New students	New students
Dental	Yes	No
Scoliosis	Yes	No

### **Regulations for the Control of Communicable and Infectious Diseases**

The following diseases are classified as communicable. Any student suffering from any one of these shall be restricted to his/her own premises during the interval below and should notify the School Nurse:

Disease	Restriction Period
Chicken Pox	Readmitted to school at least five (5) days after first eruption appears or until vesicles become dry.
Conjunctivitis: Pink Eye	Readmitted to school after twenty-four (24) hours of medication has been administered and absence of eye drainage.
Streptococcal Diseases: Impetigo Strep Throat Scarlet Fever Scarlatina	Readmitted to school after twenty-four to forty-eight (24 – 48) hours of medication has been administered and absence of fever.

### Other Conditions

Persons absent or excused from school due to head lice, body lice, scabies, or ringworm may be readmitted after initial treatment with the approval of the school nurse. Parents who suspect any of the above conditions should contact the school nurse so that surveillance of other students can be initiated.

### Sports Physicals

The school physician and his associates will be available at the end of the school year to conduct sports physicals for students participating in sports for the following school year. Whether the student chooses to have a physical performed by the school doctor on this assigned date, or the student chooses to have his private physician perform the physical, recertification will be done at school for other sports seasons during the same school year.

### Health Emergencies at School

Beyond temporary care, an Emergency Care Card is used as an immediate referral. If a student becomes ill or suffers an accident during the school day, the parent or other emergency contact will be notified. It is the parents' responsibility to update emergency telephone numbers. Please do so by calling the Guidance Office.

In the event of a serious illness or injury and emergency contacts are not available, the school will exercise reasonable discretion in regard to taking the student to a hospital emergency care facility.

### **HOMEBOUND INSTRUCTION**

Homebound instruction may be provided for any student who is unable to attend school for a period to exceed two weeks because of his/her physical condition. A request for instruction should be made through the Middle School Guidance office. A doctor's statement specifying the nature of the illness and the anticipated duration of absence must accompany this request.

## **HOMEROOM**

Each morning at 7:40 a.m. students are dismissed from the Gymnasium and Cafeteria to go to their lockers and prepare their books and class materials for the day. Students arriving after the tardy bell at 7:50 AM must sign in at the Main Office and will be considered tardy to school. The accumulation of four (4) or more tardies will result in the consequence of an after-school detention.

We begin each day with a moment of silence, the Pledge of Allegiance, and morning announcements. This is followed by an activity period that allows students the opportunity to attend clubs, seek tutoring, and/or complete work. Channel I will be shown to students during morning Activity Period.

## **HOMEWORK/REQUESTING HOMEWORK**

Homework at Norwin Middle School is to be regarded as a continuation of the learning process started in school. It is an essential part of the students' education. Each student is responsible for recording assignments in the Student Agenda Book provided at the beginning of the year by the district. Parents should check over the Agenda Book daily and reinforce what the teachers are teaching every day. In the event that your child is absent from school, we ask that students and parents utilize Skyward Family Access for homework. If you would like to pick your child's homework up at the school, please call BY noon and the work will be copied and ready in the Guidance Office after 1:00 PM. Homework request # 724-861-3010 X1452

## **ID CARDS: STUDENT IDENTIFICATION CARDS**

Each year, each student receives an Identification (ID) Card with his or her recent school photo and unique identification number. The student number is frequently required information on many forms (i.e. sports applications, health records, etc.).

Student Identification Cards are issued at the beginning of each school year. The possession and use of each student's ID Card must follow these stipulations:

- Students should have their ID Cards with them each day at school.
- They must be provided for borrowing library materials.
- They must be presented to purchase cafeteria meals.
- They must be returned at the end of each school year for re- issuance or to be updated (Grade 8 only) at the start of the next school year.
- They must be replaced at the student's expense if damaged, lost, or defective due to tampering or improper care. There will be a \$1.00 charge for the first replacement and
- \$5.00 for each additional replacement. Replacement ID cards may be purchased in the Guidance Office.

## **INSURANCE**

The Norwin School District does not provide insurance coverage for accidents that may occur. Parents may choose to purchase accident insurance from an independent insurance carrier. Information regarding student insurance will be sent home with students the first week of each school year. Applications may be obtained at any time by contacting the school office.



## **LIBRARY POLICY**

Students in Grades 7-8 are permitted to borrow two books. Books are considered overdue after two weeks. Students who have overdue or damaged library books are not permitted to sign out any additional books until overdue or damaged books are paid for or returned to the library. If the students have not met these requirements by the end of the school year, their report card will not be released. The cost of a lost or destroyed library book reflects the current price of its replacement.

## **LOST AND FOUND**

Many quality items are left at school each year. If your child is missing an article of clothing or other item(s), the Lost and Found Box in the Main Office should be the first place your child should check.

## **MONEY**

Norwin Middle School is not responsible for money or other valuables lost, misplaced, or stolen. If money needs to be sent to school, parents are encouraged to place it in a sealed envelope with the student's name, the amount within the envelope, and the intended purpose of payment clearly printed on the envelope.

## **NEST**

The Norwin Middle School/Norwin School District's NEST Program is a systematic approach to the identification of students who may be at risk due to academic or personal problems. NEST provides for intervention and, if appropriate, referral of these students to internal or external support services.

NEST is an intervention, not a treatment, designed to facilitate collaboration between home and school to address students' needs. NEST is a caring group that strives to develop positive self-worth in Norwin students.

Students can be referred to NEST by administrators, counselors, nurses, parents, school staff, self-referrals, students, and/or teachers. This list includes, but is NOT limited to, persons who can make a referral. Any person who is concerned about a student can contact any NEST member.

NEST referrals can be made in the following circumstances:

- A student demonstrates a change in behavior, attitude, and/or academic performance.
- A student expresses hopelessness, helplessness, worthlessness, and/or confusion.
- A student develops eating, sleeping, or grooming changes.
- A student is experiencing a personal or family crisis and/or loss.
- A student withdraws socially from family relatives, friends, and/or teachers.
- There is a suspicion of drug and/or alcohol abuse.

The Norwin Middle School respects and maintains confidentiality throughout the NEST process.

## **PETS**

Pets are not permitted in school without the permission of the building principal.

## **RIDING ANOTHER BUS**

Students needing to ride a different bus **MUST** present a written permission slip to the Main Office. If this bus change must occur for several days in a row, parents must contact the Principal or Assistant Principal to make arrangements. If a bus change must be permanent, parents must contact the First Student bus company for more information: 724-863-2262. First Student reserves the right to limit number of passes issued.

If a student wishes to ride home with another student, **BOTH STUDENTS** must present written permission slips to the Main Office.

## **SCHOOL PROPERTY**

Students are responsible for all items assigned to or used by them. They will be required to reimburse the Norwin School District for anything lost, damaged, or defaced. This includes textbooks, library books, school materials, facilities, computers, and school property.

## **SCHOOL VISITATION**

For the protection and safety of all our students, only those visitors who are conducting school business are permitted in a school building. All guests and visitors must first report to the office, sign in, and obtain a visitor's badge. Students are not permitted to bring guests to school unless by consent of the school principal. Parents who must bring lunches, coats, umbrellas, etc., for their child(ren) should clearly mark their child's name on the item and leave the item(s) in the main office. Under no circumstances should a parent visit, interrupt, or disturb a classroom without a visitor's badge.

## **STUDENT DROP OFF/PICK UP**

Due to limited access to the building during the morning drop off and afternoon pick-up, it is important that students ride the school bus. Middle School students (grades 7 & 8) will sit in the back of the bus and Hillcrest Intermediate students (grades 5 & 6) will sit towards the front of the bus.

The drop-off point for students arriving to school via car will be at the sidewalk located to the left of the main entrance. Teachers help the flow of traffic and will signal for cars to approach the school from the entrance area of the front parking lot. Arrival time for students traveling by car begins at 7:30 AM.

Parents are requested to use the same area in front of the building when picking up students during or after school. Bus dismissal is from 2:45 p.m. through 3:05 p.m. Please plan to pick up your child before or after this bus dismissal time. At the end of the day, students who are using parent-provided transportation will be dismissed at approximately 3:05 p.m. daily.

## **STUDENT ARRIVAL**

When students arrive to school, Grade 8 will report directly to the Gym and Grade 7 will report to the Cafeteria. Students will be dismissed from these areas at 7:40 a.m. to report to lockers and homeroom. Students who attend morning tutoring may not enter the building before 7:00 a.m. and must report directly to the Resource Room (120). Students who attend morning detention may not enter the building before 7:00 a.m. and must report directly to the main office. No other student is permitted to enter the building before 7:30 a.m. without permission from the principal.

## TELEPHONE USAGE

Students cannot be called to the telephone during the school day EXCEPT for emergency situations. Important messages from parents/guardians will be conveyed to the student as soon as possible. There is a telephone in the Main Office for students to use only if permission is granted by the principal or secretary.

## TUTORING OPPORTUNITIES

Norwin Middle School is committed to the success of all students. To provide academic support, content area tutoring is offered in the morning, from 7:00 a.m. through 7:40 a.m., Monday through Friday, and in the afternoon, from 2:45 p.m. through 3:35 p.m., Monday through Friday. Reading and math tutoring with content team teachers are scheduled weekly for the 7th grade. Language arts and math tutoring with content team teachers is available on a weekly basis for the 8th grade. The National Junior Honor Society students participate in a Peer Tutoring program that offers homework and studying assistance during activity period in each homeroom.

### Activity Period Tutoring Schedule (subject to change.)

Subject	Team	Teacher	Day
Math, grade 7	Cheetah	Mrs. Martin	Tuesdays
	Cougar	Mrs. Santoro	Wednesdays
	Jaguar	Mr. Silianoff	Mondays
Math, grade 8	Lion	Ms. Krevokuch	Tuesdays
	Panther	Mrs. Young	Thursdays
	Tiger	Mrs. Warren	Mondays

Subject	Team	Teacher	Day
Reading, grade 7	Cheetah	Ms. Dvorznak	Thursdays
	Cougar	Mrs. Rosche	Mondays
	Jaguar	Ms. Ilich	Wednesdays
Reading, grade 8	Lion	Mrs. Scharritter	Thursdays
	Panther	Mrs. Leighty	Fridays
	Tiger	Mrs. Morgante	Wednesdays

**VENDING MACHINES**

Beverage machines in the Cafeteria are available for students' use during assigned lunch periods only. Vending machines in the hallway are available to students and guests to the Middle School after the end of the school day at 3:05.

**WALKING HOME FROM SCHOOL**

If a student needs to walk home after school, he/she must present a written permission slip from a parent to the Main Office. If a student wishes to walk home after school with another student, BOTH STUDENTS must present written permission slips to the Main Office.

**NORWIN SCHOOL DISTRICT REGULATIONS ON STUDENT RIGHTS,  
RESPONSIBILITIES, AND DISCIPLINE**

PROCEDURAL INFORMATION

- It is the responsibility of all students, their parents, guardians and teachers to become familiar with this document.
- For purposes of this document, elementary students are considered as grades K-6 and secondary students are considered grades 7-12.
- The Norwin School District adheres to all state laws and regulations regarding student discipline for drug, alcohol and weapons related activities.

Adopted: November 16, 1992  
Revised: May 16, 2011

SECTION I - RATIONALE  
DISCIPLINE POLICY

A student should have the freedom and encouragement to express his/her individuality in school so long as his or her conduct does not intrude upon and/or endanger the freedom of others, especially the freedom of his/her peers to receive instruction. It is, therefore, the intent of the Board of School Directors of the Norwin School District to establish a rational position which recognizes both the freedom of each individual and the necessity for sufficient order to permit the efficient operation of the instructional program in all of Norwin's schools.

The Board also recognizes that the implementation of this policy calls for sensitive, tolerant, intelligent action on the part of the entire school staff so that fostering individuality is not incompatible with educationally sound group effort. In each instance in which an employee acts to help a student conduct herself/himself properly, emphasis will be placed upon the growth of the student's ability to discipline herself/himself.

All Norwin students must recognize the consequences of their conduct. Their actions toward each other, their language, their dress, and their manners are all part of their conduct.

Students, both individually and in groups, shall comply with school regulations and shall recognize the authority of teachers. Disobedience or open defiance of the teacher's authority shall constitute sufficient cause for disciplinary action. When, in the judgment of a teacher, an individual student or a group of students challenges his or her authority to conduct meaningful instruction in a classroom or in any teaching/learning situation through disruptive acts, abusive language, or threats of bodily harm, the teacher shall report such activity at once to the Principal, who is empowered to institute appropriate, corrective and/or disciplinary action. It is to be understood that in the event the actions of the student or a group of students should pose an immediate threat to the health and welfare of other students or the teacher, it will be up to the discretion of the teacher to take any reasonable action necessary to protect those whose health and welfare is being threatened.

One of the major goals of the Norwin School District will be to help students develop self-discipline, which is a condition of orderly conduct, through inner control. The Norwin School District will assist each student in learning this control. Based upon the worth and dignity of each individual, discipline would be a guiding, rather than punitive, device. Discipline which destroys a student's self-respect should be avoided. The teacher's role in discipline should be to help students grow in their capacities for self-discipline and self-direction. However, when a student disobeys, external authority must be exercised. The infraction of the rule should be studied and an appropriate course of action should be sought. Disciplinary conferences with the pupil, his parent(s) or guardian(s), and school personnel will be held to discuss a pupil's behavior in school. If a student's conduct has not been corrected by the admonitions of teachers or administrators, or pursuant to disciplinary conferences, it will be permissible to administer alternative discipline in accordance with this policy.

SECTION II - STUDENT RESPONSIBILITIES

It will be the duty of the administration of the Norwin School District to inform the members of the student body and their parents or guardians of the Student Responsibilities as outlined in this policy.

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students share with the

administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

- B. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- C. Students must express their ideas and opinions in a respectful manner so as not to offend or slander others.
- D. It is the responsibility of students to:
  - 1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
  - 2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - 3. Dress and groom themselves so as to meet standards of safety and health, and not to cause substantial disruption to the educational process.
  - 4. Assume that until a rule is waived, altered or repealed in writing, it is in effect.
  - 5. Assist the school staff in operating a safe school for all students enrolled therein.
  - 6. Comply with state and local laws.
  - 7. Exercise proper care when using public facilities and equipment.
  - 8. Attend school daily, except when legally excused, and be on time to all classes and other school functions.
  - 9. Make up work when absent from school in a timely manner.
  - 10. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
  - 11. Report information accurately to student media. Do not use obscene language in student media or on school premises.

### SECTION III - EXCLUSION FROM SCHOOL

- A. 1. The power to exclude a student from school for cause shall be vested in the Norwin Board of School Directors, the Superintendent or Principal or their designee as hereinafter set forth.
- 2. Exclusion from school may be affected by temporary suspension, full suspension or expulsion. These terms as used herein are defined as follows:
  - a. Suspension is exclusion from school for a period from one (1) to ten (10) consecutive school days. An initial suspension of up to three (3) school days may be given by the principal or designee without a hearing, in accordance with policies of the Board of School Directors. The exclusion may be served in school at the elementary level or at the Alternative Learning Center at the secondary level. When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with state regulations.
  - b. Expulsion shall mean exclusion from school for an offense for a period exceeding ten (10) school days after a formal hearing. Permanent expulsion from school rolls, in accordance with policies of the Norwin Board of School Directors and State Regulations, may also result.
- 3. A student may be subject to suspension for an act which, in the opinion of the principal or superintendent or designee violates Board policy, rules, regulations or which interferes with the ordinary educational processes. An initial suspension of up to three (3) school days may be extended up to a total of ten (10) school days for the same offense. The ten (10) school day limitation will not be exceeded. Suspension may not be accumulated or made to run consecutively beyond this ten (10) school day limitation. Such suspension may only be imposed pursuant to the provisions stated in Section VI.
- 4. A student may be subject to expulsion by the Norwin Board of School Directors for any act which, in the opinion of the Board, violates Board Policy, rules, regulations or interferes with the ordinary educational processes of the school district. A suspension may be followed by an expulsion for the same offense, in which case the expulsion need not immediately follow the suspension, provided that the student has been returned to his/her normal class unless Section VI, Subsection 4 is applicable. Acts which may subject a student to suspension or expulsion include, but are not limited to, the following types of offenses:
  - a. Physical abuse toward fellow students, teachers, administrators, or other personnel of the school district or threats thereof.
  - b. Intentional destruction of school property or personal property of a fellow student, teacher, administrator or other school personnel or threats thereof or theft of same.

- c. Sale, use, possession, distribution or procurement of narcotics, marijuana, restricted drugs, look alike drugs, alcoholic beverages or substances purporting to be such.
- d. Violation of No Smoking regulations.
- e. Bomb threats; False Fire Alarms; Arson.
- f. Persistent refusal to comply with school rules and regulations. g. Insubordination.
- h. Possession, use or transfer of any item which could be used as a weapon. i. Indecent exposure.
- j. Violation of School Rules and Regulations.
- k. Any conduct specified in the Pennsylvania Crimes Code which occurs while the student is under the jurisdiction of the school district.
- l. Other acts on the part of the student which would seriously disrupt the educational processes of the school district or adversely affect the health, safety and welfare of fellow students, teachers, administrators or other school personnel.

A student who has been suspended three (3) times at the Middle School level and four (4) times at the High School level shall automatically receive an informal hearing before the Superintendent or his/her designee. This hearing shall follow the procedures outlined in Section V.

#### SECTION IV - SCHOOL RULES

- A. The Norwin Board of School Directors retains the right to make and enforce reasonable and necessary rules governing the conduct of students in school or at school-related events. The Board expects students to obey all school rules until such a time as they may be rescinded or waived.
- B. The following school rules apply throughout the Norwin School District during regular school hours, during all school or school related activities, and during the normal, reasonable time necessary to transport the students to and from school. This list of rules is by no means to be considered inclusive of all actions which would subject a student to exclusion from the Norwin School District. A student may be excluded for other actions which would disrupt the educational processes of the school district or adversely affect the health, safety and welfare of fellow students, teachers, administrators or other school personnel.
- C. At all levels (elementary, middle and high school), a progressive approach utilizing levels of discipline with students who violate school rules, is in effect.

These levels are for illustrative purposes only and are not meant to be an exhaustive list.

A level I infraction is defined as a minor or initial misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Level I infractions will be handled by individual teachers, teams of teachers or administrators who will use one or more of the following responses/options:

- Verbal Reprimand
- Personal Talk
- Isolation Within Classroom
- Special Assignment (i.e. letter of apology/explanation)
- Withdrawal of Privileges
- Detention (including Saturdays)
- Parental Contact
- Guidance Referral
- Time Out

A Level II infraction is defined as misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the Administrative level because the implementation of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of Administrative Personnel. Level II infractions will be handled by one or more of the following responses/options:

- Warning/Reprimand
- Schedule Change
- Modified Day
- Withdrawal from Extra Activities
- In-School Suspension

- Parental Conference
- Detention (including Saturdays)
- Parent Observation

Level III infractions are defined as acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. Corrective measures which the school should undertake are dependent upon the extent of the schools' resources for remediating the situation in the best interest of all students. Level III infractions will be handled by administrators using one or more of the following responses/options:

- Temporary Removal from Class
- Parental Conference
- Withdrawal From Extra-Curricular Activities
- In-school Suspension
- Restitution of Property Damages
- Clean and/or Repair Damaged Property
- Charges filed with local magistrate

Level IV infractions are defined as acts which could result in danger to persons or property or pose a threat to the safety of others in the school. These acts are serious in nature and will always require direct intervention by Administration. Level IV infractions will be handled by administrators using one or more of the following responses/options:

- Informal Hearing with Building Administrator
- In-school Suspension
- Exclusion From School
- Referral to Appropriate Law Enforcement Agencies
- Referral to Appropriate Support Service/Agency
- Restitution for Property/Personal Damages
- Formal Hearing with District Administration
- Formal Hearing with Board of School Directors
- Charges filed with local magistrate

D. Detention will be a supervised study period after school in an assigned classroom in accordance with the building procedure. Failure to meet assigned detention may result in suspension. It will be the responsibility of the student to provide his/her own transportation home after the completion of the detention assignment. All high school parking privileges are revoked for detention.

E. The following offenses may subject a student to suspension and/or expulsion:

1. POSSESSION OF TOBACCO OR SMOKING

Students shall be prohibited from possessing and/or using tobacco, tobacco products (including smokeless tobacco products) and smoking while in a school building, on school property or while traveling on school buses. This policy will also be in effect for all school sponsored activities.

- Students smoking or in possession of tobacco products are in violation of Act 145 of 1996 and commit a summary offense. Charges will be filed automatically with the district justice (magistrate) for secondary students, who are subject to fines which can be assessed by the district justice. Fines for violation of this summary offense may be a maximum of \$50. Elementary students will be subject to action under Section IV, School Rules.
- Students smoking on a school bus have the same rules apply. Students may also lose bus riding privileges for this violation.
- Students acting as look-outs for smokers shall be subject to a minimum of a temporary suspension. d. Secondary students found in violation of this rule may also be subject to a minimum of a temporary suspension. Elementary students found in possession of tobacco products will be subject to disciplinary action under Section IV, School Rules.
- Students chewing snuff or using or possessing any other tobacco products are in violation of the Act and may be subject to a minimum of a temporary suspension also.

Repeat offenders of any of these rules may be subject to a full suspension or expulsion.



2. SALE, USE, POSSESSION OF OR PROCUREMENT OF INTOXICATING BEVERAGES, RESTRICTED DRUGS, ETC.

a. Definition of Terms:

- (1) Restricted Drugs - includes but will not be limited to opiates, hallucinogens, marijuana, barbiturates, heroin, morphine, alcohol, tranquilizers, amphetamines, glue and other solvent-containing substances, any substance that can be inhaled, misuse of prescription drugs, substances listed as controlled substances in either Section 202 of the Federal Controlled Substance Act (21 U.S.C. §812) or Pennsylvania's Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. §780-101, et seq.). The term also includes any prescription or over the counter medications/products used for the purpose of intoxication, anabolic steroids; however, Human Growth Hormone (HGH) shall not be included as an anabolic steroid.
- (2) Drug Paraphernalia - shall include those items as listed in the Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. §780-101, et. seq.). "Drug Paraphernalia" shall also include any forged, stolen or blank prescriptions.
- (3) Look-a-like Drugs - shall mean a "substance which, or the label or container of which, substantially resembles a specific Restricted Drug and/or Controlled Substance." The Administration, in arriving at a determination of whether or not a substance is a look-a-like drug, shall be guided by the provisions of the Controlled Substance Drug Device and Cosmetic Act or any comparable or related state or federal statute or regulation.
- (4) Intoxicating Beverages - shall mean any liquor, malt or brewed beverages or alcohol as those terms are defined in the Liquor Code as amended (47 P.S. 1-101, et seq.) or any comparable or related state or federal statute or regulation.
- (5) Use - means to ingest, inhale, inject, imbibe or otherwise cause a restricted drug, look-a-like drug or intoxicating beverage to reach the blood stream or digestive tract or be under the influence thereof.
- (6) Possession - means the possession of any restricted drug, intoxicating beverage, look-a-like drug or drug paraphernalia. Such restricted materials found in a student's locker is equivalent to possession. Such restricted materials found in an automobile used by a student and located on school property is equivalent to possession.
- (7) Sale/Sell - shall include any abuse or transfer of a restricted drug, intoxicating beverage, drug paraphernalia, look-a-like drug, or over-the-counter drug (definition: "Over-the-counter Stimulants and/or Depressants" - any substance that can be purchased over-the counter which can be health endangering when used in any way contrary to the manufacturer's directions) for a consideration.
- (8) Distribution - means to deliver or give possession of a restricted drug, intoxicating beverage, look-a-like, over-the-counter drug or drug paraphernalia to another person whether or not said distribution is with or without consideration.
- (9) School Safety Zone - Students eighteen (18) years of age or older are subject to the School Safety Zone Law, Act 31 of 1988, Section 6314 of the Pennsylvania Crimes Code (18 P.S. 6314). The Safety Zone Law provides minimum sentences for delivery or possession with intent to deliver a controlled substance to a minor on school property or within one thousand (1,000) feet of the school's real property (or as amended from time to time by such Act).

b. Prohibited Conduct - the possession, sale, use, distribution of or aiding in the procurement of a restricted drug, intoxicating beverage, look-a-like drug, prescription drug, over-the-counter drug/product or drug paraphernalia is strictly forbidden. Secondary students participating in such prohibited conduct while on school grounds, during a school-sponsored activity, while going to or from their homes, while using school transportation or violating the School Safety Zone Law, shall be subject to the Policies regarding exclusion from school. Elementary students participating in such prohibited conduct shall be subject to action under Section IV, School Rules.

c. Notification of Police - In those instances where positive identification of a substance is deemed necessary to determine if it is a Restricted Drug or look-a-like drug, the Administration shall notify the Police and/or other appropriate authorities.

d. Exempted Conduct - A student shall not be considered involved in prohibited conduct if such student possesses and/or uses a substance that falls under the definition of restrictive drug when that student (1) has a valid prescription from a licensed physician and the student is adhering to the physician's directions or, (2) has obtained permission from the health office in the building in which that student is attending to have the substance in the student's possession. Provided, however, it shall be considered Prohibited

Conduct for a student to sell or distribute any such substance even though that student may have complied with the provisions of this Paragraph.

- e. Over the Counter Drugs - the sale, use and distribution of over- the-counter drugs/products is likewise strictly forbidden. Over-the- counter drugs/products, including caffeine derivatives, stimulants or depressants, may be abused and can cause serious allergic reactions to some users. As such, a student is strictly forbidden from selling, or distributing any such over the counter drugs/products. Secondary students who sell, use or distribute over-the-counter or prescription drugs/products, purporting them as restricted drugs, shall be subject to expulsion.

Any secondary student excluded under this provision will be referred to the Norwin Education Support Team (N.E.S.T.) and shall be evaluated prior to consideration for readmission to school. If the student is readmitted, N.E.S.T. shall evaluate/assess the situation and develop an appropriate plan of action for the student and parent/guardian who shall comply with the recommendations. The plan of action may include enrollment in a substance abuse treatment program during the period of the student's exclusion and/or return to school. (In no instance shall the recommendations by N.E.S.T. increase the time of the exclusion in contradiction of Section III.)

Elementary students who sell, use or distribute over- the- counter or prescription drugs, purporting them as restricted drugs, shall be subject to disciplinary action under Section IV, School Rules.

### 3. STEALING

At the secondary level:

- a. Any student who steals or attempts to steal school property or the property or monies of another person shall be subject to exclusion.
- b. Charges may be filed with the appropriate authorities. c.  
The student will be required to make restitution.
- d. Anyone assisting a student violating this section shall be subject to the same penalties.

At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

### 4. WEAPONS

- a. It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or upon the grounds of any public school in the Norwin School District. In addition, Federal Gun-Free Schools Act and Pennsylvania Act 26 of 1995 require adherence to certain discipline and reporting requirements in the event a student is in possession of a weapon or firearm. As such, students are prohibited from possessing a weapon:
  - (1) in any Norwin School District building;
  - (2) on any grounds of the Norwin School District;
  - (3) in any conveyance (including private) providing transportation to or from Norwin School District;
  - (4) at any school function, activity or event whether or not held on Norwin School District grounds; or
  - (5) while the student is on his/her way to or from school b.

Definitions:

- (1) Weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck stick, brass or metal knuckles, firearm, shotgun, rifle, chemical agent such as mace, explosive devices including but not limited to pipe bombs, and any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon possessed and used in conjunction with a lawful supervised school activity or course shall be permitted (e.g. starting pistol for track team).
- (2) Firearm includes actual firearms of any type whatsoever, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, any destructive device, pellet guns, BB guns, and look-alike firearms, whether they be capable of operation and whether they be

loaded or unloaded. Any device which is authorized by the school for a legitimate educational purpose (such as tools, play properties, pallet knives and the like) or any device or object which has been given prior approval by the Principal in connection with any educational programs or extra-curricular activity is not considered to be a weapon.

- (3) Possession means being on the person of the student, in the student's locker, or otherwise under his or her direct or indirect control while the student is on school property, on property being used by the school or at any school function or activity, or at any school event held away from the school or while the student is on his/her way to or from school.
- (4) Destructive device shall include any bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any such devices.

c. Investigation Procedures

Every school employee and/or student who has knowledge of a weapon being impermissibly on or in school property shall immediately inform a building administrator who will immediately conduct an investigation. A person who has knowledge of a weapon being in school or on school property shall be subject to disciplinary proceedings if the person does not timely report the matter.

If reasonable suspicion exists that a student possesses a weapon, the principal or school official will request that the student voluntarily empty his or her pockets, and remove any coat, book bag or purses so that it may be searched by a school official. Such a search shall take place according to the approved procedures. Reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects as provided by the Rules and Regulations of the State Board of Education.

If the student resists such a voluntary search, the principal or school official shall immediately summon the local police and request assistance. The parent or guardian of the student shall likewise be notified. Under no circumstances shall the school official act as the student's informed adult in regard to any Miranda Warnings given by the police when they appear.

The procedures for any student locker searches shall be followed by the school official. If a weapon is found and confiscated, the Superintendent shall assess the circumstances of the possession, including but not limited to the type of object confiscated, the intent of the student and the potential threat of danger to the school community. The Superintendent may recommend to the Board of School Directors disciplinary action less than expulsion as required herein, on a case-by-case basis.

All incidents involving the possession of a weapon prohibited shall be reported by the Superintendent or the Principal to local law enforcement officials. The Superintendent shall report to the Department of Education, Office for Safe Schools, all incidents relating to expulsions for possession of a weapon pursuant to this policy. Reports shall include the following information:

- (1) The age or grade of the student;
- (2) Name and address of the School District;
- (3) Circumstances surrounding the incident, including the type of weapon;
- (4) The disciplinary sanction imposed by the District; (5) Notification of law enforcement officials;
- (6) Remedial programs used in the disciplinary responses;
- (7) Any parental involvement required in the disciplinary sanction; and
- (8) Any arrests made or convictions and adjudications, if known.

In the event a student with a disability is determined to be in possession of a weapon in violation of this policy, all steps will be taken to comply with the Individual Disabilities Education Act, as amended, and other applicable Federal and State law and regulations. The student may be removed from school for up to ten (10) school days during which time educational services need not be provided. During that time, the IEP team will convene to determine the program and placement of the student into an alternative educational placement

for any period of time in excess of the ten (10) days but not to exceed forty-five (45) calendar days. During any period of alternative educational placement due process may be implemented in accordance with Federal and State Law and regulations, and the IEP team may convene to determine if the possession of the weapon was related to the student's disability. The student may be subject to further disciplinary action in accordance with Federal and State Law and regulations.

Look-alike weapons shall be considered under these provisions and are subject to the same procedures and punishment.

At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

## 5. APPROPRIATE ATTIRE

- a. Students are expected to exercise good judgment in the selection of appropriate attire for school. They should dress in such a manner as not to cause actual disruption of the educational process, create health or safety hazards, call undue attention to themselves or violate federal, state or local obscenity laws. District dress rules include but are not limited to:
  - (1) Good health practices require all students to wear shoes. Slippers are not considered to be shoes and are not permitted. All shoes with wheels, such as "Heelies" are not permitted on school property.
  - (2) Coats or jackets designed for outdoor wear, hats, sweatbands, bandannas, sunglasses, spiked jewelry and chains shall not be worn while in school.
  - (3) Halters; spaghetti straps; mesh or see-through blouses or shirts; deviant shirts; tank tops; tube tops; pajamas (lounging pants); undershirts; T-shirts which advertise illegal products, illegal/deviant behavior or contain profanity; or any item of clothing that exposes the shoulder or midriff, low-cut shirts, shall not be worn. All intermediate, middle and high school students must wear clothing with sleeves.
  - (4) Cutoffs and clothing that is ripped, cut or has holes shall not be worn.
  - (5) Messages or wording across the seat of shorts, pants, sweatpants and skirts are not permitted. Form-fitting athletic attire is not permitted to be worn.
  - (6) Pants, shorts, or skirts must be secured at the waist and cannot be worn "sag styles".
  - (7) Jewelry or ornaments that may cause injury are not permitted, including wallet and/or key chains that are used to secure items to clothing.
  - (8) Undergarments are not to be exposed.
- b. Students inappropriately attired will be required to change to appropriate attire before they will be permitted to return to class. At the secondary level, students who cannot obtain appropriate clothing will be asked to change into sweatshirts and sweatpants that are provided by the school. Students will be required to launder and return these items to the office. Elementary students will be subject to disciplinary action under Section IV, School Rules.
- c. Shorts are permitted to be worn to class throughout the school year. Cut-offs, spandex (biker), boxer-type, or very short skirts are not considered appropriate attire for class and are not permitted.
- d. Students may carry book bags/backpacks to and from school. They are not to be used throughout the school day. Clear or mesh bags are permitted for the carrying of gym clothes to and from physical education classes. Rolling book bags are not permitted.
- e. In all cases, the decision of the Principal as to the appropriateness of the attire is final.

## 6. ARSON

- a. Any student setting a fire or assisting in the setting of a fire on school property shall be subject to suspension and/or expulsion. Criminal charges shall be filed with the appropriate authorities.
- b. Any student setting off or attempting to set off a false fire alarm, or telephoning a false fire alarm alert, shall be subject to suspension and/or expulsion.
- c. Any student found guilty of tampering with a fire extinguisher will be subject to suspension and will be required to pay for the cost of refilling, repairing or replacing the fire extinguisher.

- d. Any student initiating a bomb threat or assisting in a bomb threat to the school shall be subject to suspension and/or expulsion. Criminal charges will be filed with the appropriate authorities.
- e. Any student who is in possession of, or who sets off smoke bombs, firecrackers or any other explosive or incendiary devices, shall be subject to suspension and/or expulsion.
- f. At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

7. CAFETERIA BEHAVIOR

A student who misbehaves during lunch time, such as leaving his/her tray, throwing food, etc. may lose cafeteria privileges. In such a case, the student will bring his/her own lunch and/or eat in a designated area near the administrative office for a specific period of time or be assigned to cafeteria cleanup duty. The student may also be subject to suspension and/or expulsion for repeated violations of this section.

At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

8. FALSIFYING INFORMATION

Any secondary student supplying false information on passes, library slips, parental excuses, phone calls, etc. shall be subject to exclusion. False information would include but not be limited to altering or forging ID cards, parental excuses, making or conspiring to make false phone calls, etc. This shall also include using the ID card of someone else.

At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

9. CHEATING

Cheating is any attempt by a student to represent someone else's work as their own, knowingly aid in an attempt by another student to misrepresent personal assignments, projects or tests. Students cheating shall be subject to appropriate academic penalties by the classroom teacher. Plagiarism is one form of cheating. Plagiarism occurs when anyone copies another writer's language or ideas without giving that person credit.

First Offense: Handled by teacher;  
Records, or documentation to be kept by teacher with copy sent to building principal;  
Zero (0) grade to be given assignments, projects or tests where cheating occurred;  
Parent must be notified by teacher

Second Offense: Notification of building principal by teacher; Conference held with parent, teacher and administrator; Student receives failing grade for the grading period. Additional penalties may be imposed by the building principal.

Severe or persistent incidents of cheating shall subject the student to exclusion.

At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

10. FIGHTING

- a. Any secondary student who is involved in the act of fighting will be suspended.
- b. Fighting in the elementary school will be handled by the building principal on an individual case basis.
- c. At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

#### 11. GAMBLING/CARD GAMES

- a. All forms of gambling and card games are prohibited.
- b. Violation of this section shall subject the student to detention and/or exclusion.
- c. At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

#### 12. HARASSMENT OR EXTORTION

Any student bullying or harassing individuals for the purpose of obtaining money or other advantages, or for the purpose of intimidating others, will be subject to exclusion and/or charges being filed against the student with the appropriate authorities. This definition includes sexual harassment or ethnic intimidation (as defined in the Pennsylvania Crimes Code, § 2710.)

At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

#### 13. LEAVING SCHOOL BUILDING WITHOUT PERMISSION

Any secondary student leaving the building without permission will be suspended.

At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

#### 14. LOITERING

Secondary students loitering in lavatories, parking lots, etc. shall be subject to detention and/or exclusion.

#### 15. THROWING SNOWBALLS

Throwing snowballs shall not be permitted. Violations of this section shall subject the student to appropriate disciplinary action and/or exclusion. Any student throwing a snowball at a moving vehicle shall have charges filed against them with the appropriate authorities.

At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules

#### 16. TRUANCY

If a secondary student is truant, the student will be suspended to the Alternative Learning Center. The student will be suspended from all activities during suspension. Charges may be filed with appropriate authorities.

At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

#### 17. TARDINESS

- a. Each secondary classroom teacher will keep a record of how many times the student is tardy to that particular class. The fourth (4th) time the student is tardy, classroom/team detention will be assigned.
- b. Any tardiness thereafter will result in additional detention, loss of privileges including participation in activities and/or suspension to the Alternative Learning Center.
- c. Tardiness can be defined as excusable and non-excusable. Any student whose tardiness to school is excusable will be designated as a late arrival. Tardiness not deemed excusable by the building administration will result in detention after the fourth time. If the tardiness continues, additional detention and/or suspension will be assigned and privileges will be lost.
- d. At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

## 18. CUTTING CLASS

If a student cuts class, study hall or assigned area, at the secondary level, this procedure will be followed:

### a. Cuts

1st time - detention (may include Saturday)

Additional cuts - may result in suspension to the Alternative Learning Center.

At the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

## 19. VANDALISM

Any student who destroys, damages or defaces school property (such as writing on the walls, seats, chairs, etc.) will be required to repair, to replace or to compensate for the damages. The student will also be subject to exclusion.

At the elementary level, students shall be subject to disciplinary action under Level IV, School Rules.

## 20. MISBEHAVIOR ON SCHOOL VEHICLE

The bus driver is in authority on the school bus at all times. It is a privilege to ride the bus. Students may be denied the privilege of riding the bus for misconduct. Any student who displays conduct on the bus that endangers the safety of students or interferes with safe driving, will forfeit his/her rights to bus transportation.

Any acts which are prohibited on school grounds or at school activities are also prohibited on a school bus or van, or at a school bus stop. at the elementary level, students shall be subject to disciplinary action under Section IV, School Rules.

## 21. IMPROPER USE OF THE INTERNET

The internet is designed to be an educational tool for use by students to complete their academic requirements. It is not to disrupt or impede the educational process. Using the internet for improper communication, to make threats against any individual, the District or any District facility shall be prohibited, even if such communication arises from a home-based computer. Off campus activities on the internet which create a threat of harm or serve to create a material and substantial disruption to the school program shall not be permitted. Charges may be filed with the appropriate authorities.

Students will be required to sign an internet agreement in order to use the available District computer technologies.

## 22. ELECTRONIC DEVICES AND CELLULAR PHONES

The Board prohibits the possession and use of personal electronic devices by students on school property, on buses and other vehicles provided by the District, and at school-sponsored activities, with the exception of designated school events, activities or instances where cameras or other personal electronic devices are specifically permitted. Students should be aware that this prohibition applies to web-enabled smart phones, laptop and netbook computers and iPods, for example, as well as other electronic devices.

For purposes of this policy, "personal electronic devices" shall generally mean any portable device used by persons to transmit, record or receive information or to play music, video or video games, such as a cellular telephone or smartphone, personal music or video player (such as an iPod, MP3, CD or DVD player), personal video gaming systems, video cameras, radios and pagers. Given rapid technological innovations, it is impossible to provide an exhaustive or up-to-date list of all prohibited personal electronic devices, but any device possessed by students which does not comply with the requirements of this policy or with applicable law is prohibited.

In the event that a student is found to be in possession of a prohibited personal electronic device in violation of this policy, the device will be confiscated, and the student's parent or guardian will be contacted to pick up the device during school hours. In addition to confiscation, further disciplinary action may follow.

It is the responsibility of a student wishing to possess a personal electronic device to ascertain or confirm whether such devices are permitted at a particular school event or activity by consulting with the relevant principal or school personnel in charge of the school event or activity.

In addition, the Board prohibits use by students of any electronic device, whether wired or wireless, that provides a connection to the Internet without prior approval of the building principal or designee.

The District shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

The use of cell phones on Norwin School District property by students during school hours is strictly prohibited. However, in an effort to accommodate students involved in various after-school activities, such as sports, plays, concerts, etc., possession of a cell phone will be permitted under the following stipulations:

1. The cell phone must remain in the "off" mode, and must not be visible or accessed during the school day. The school day is defined as beginning upon a student entering the building and lasting until the close of the academic school day.
2. The use of cell phones will be allowed after the close of the academic school day.

When cell phones are confiscated, the student's parent or guardian must come into the school during school hours to pick up the phone. In addition to confiscation, further disciplinary action may follow.

### 23. PUBLIC DISPLAY OF AFFECTION

Students are not permitted to demonstrate public displays of affection on school grounds or at school activities. This includes, but is not limited to, kissing, embracing or other inappropriate physical contact. Violations shall result in disciplinary action under Section IV, School Rules.

## SECTION V -DUE PROCESS PROCEDURE

A. The following procedures shall be followed in the suspension and/or expulsion of a student from the Norwin School District:

1. Suspension - The Principal and/or Superintendent, prior to imposing a suspension, shall meet with the student(s) involved and inform said student(s) of the reasons for the suspension and at this meeting shall give the student(s) the opportunity to present a defense to the alleged misconduct. If the suspension is imposed, the Principal shall:
  - a. Immediately notify the parent/guardian of the student by telephone, if possible.
  - b. Confirm said telephone call in writing, setting forth the reason for suspension, the date the suspension is to commence and the date of re-admittance for the suspended student.

2. Expulsion - Prior to the expulsion of a student, a formal hearing must be held as follows:

a. Definitions

- (1) "Parent" as used herein shall mean parent or parents, guardian or guardians, or person in legal custody of a student.
- (2) "Board" as used herein shall mean the Norwin Board of School Directors.

b. Notice

Subsequent to an investigation of the alleged misconduct by the Principal and/or Superintendent, or the Superintendent's designee, a formal hearing before the Board shall be scheduled. The Board shall give separate written notices by certified mail to both the student and parent or guardian of the student at least five days before the date of the formal hearing. The notice shall contain:

- (1) A concise statement of the charges alleged that make up the misconduct or the alleged offense.



- (2) The name of the person or persons bringing the charge. (3) The time and place of the hearing.
  - (4) A statement that the student and parent have the right to appear at the hearing, procure witnesses on their behalf and to be represented by legal counsel.
  - (5) A statement that the student, parent or legal counsel have the right to be presented with the names of witnesses against the student, and the right to demand that any such witnesses appear in person and answer questions or be cross-examined.
  - (6) The statement that the student, parent or legal counsel shall have the right upon reasonable request prior to the hearing to examine any written statements about the conduct and to obtain copies thereof, and to examine the student's academic and behavioral records.
  - (7) A statement that the hearing shall be private unless the student or parent submits a written request prior to the hearing that said hearing is to be public.
- c. Time of Hearing before Board  
The formal hearing shall be held with all reasonable speed and an effort shall be put forth to convene the formal hearing prior to the expiration of any existing full suspension.
- d. Hearing Procedure
- (1) The Board President or designee shall preside at all hearings.
  - (2) It shall be the duty of the chairperson to instruct the accused student, parent, or their counsel, that the student accused is not compelled to testify, and his/her refusal to testify shall not be construed as an admission.
  - (3) The hearing shall be private and shall be attended by the following: members of the Board, Board Solicitor, the student accused, his/her parents or guardians, their respective counsel, and all witnesses to be called by the parties involved. At the request of any of the parties involved, or the Board, witnesses may be separated. The accused student, his/her parents or their counsel may request that the hearing be public. However, such request must be in writing and received by the Board before the hearing begins.
  - (4) All witnesses shall be sworn in by a court reporter or the chairperson of the Board.
  - (5) The Board, its solicitor, the student and/or parent/guardian, or counsel for either of them, shall have the right to examine and cross-examine all witnesses. The student or parent/guardian may, in writing, request the attendance of any witness. Such a request must be in writing and received not later than forty-eight (48) hours prior to the scheduled hearing.
  - (6) The Board shall not be bound by technical rules of evidences at the formal hearing, and all relevant evidence of reasonably probative value may be received.
  - (7) The accused student's past record shall not be consulted or any testimony pertaining thereto received in evidence until after the Board determines the guilt or innocence of the student accused.
  - (8) The testimony of all witnesses shall be recorded by a court reporter or on a tape recording device. The student shall be entitled, at his/her expense, to a copy of the transcript of the record.
  - (9) After the evidence is closed, the accused student, his/her parent/guardian, or their legal counsel, may make a summation of the testimony and argument.
- e. Disposition of Case
- (1) Promptly after said hearing is closed, the Board shall consider the evidence and, by majority roll call vote, determine the guilt or innocence of the accused student
  - (2) If the Board has determined that the accused student is guilty of the charges, the Board may review the past academic and discipline reports to determine the student's penalty. Prior to imposing the penalty, the student or his/her parent or guardian or counsel may make a statement as to any mitigating circumstances in regard to a penalty.
  - (3) If the charges are sustained, the Board shall prepare a written adjudication which shall include findings of fact and conclusions setting forth in summary the evidence and the reasons for its decision and penalty imposed, if any. It shall transmit, by certified mail, a copy thereof to the student accused or to his/her parents/guardians and to their counsel, not later than five calendar days from the date of such hearing.

f. The formal hearing may be conducted in the absence of:

- (1) The student and/or
- (2) Said student's parents or guardians.

Provided, however, that the president or his/her designee at the time of the hearing is satisfied that the written notice requirements as required have been complied with and that proof of receipt of said certified mail notification has been received and made part of the record at the time of the formal hearing.

g. (1) The Board may issue subpoenas requiring the attendance of witnesses and the production of any documents pertinent to the formal hearing. Should the accused student demand the attendance of any witness, the Board shall, if necessary, issue a subpoena on behalf of the accused student.

(2) If a student of Norwin School District fails to appear and/or testify at a hearing as either directed by the Board or as subpoenaed by the Board or as directed by the Principal or Superintendent or the Superintendent's designee, the student may be subject to disciplinary action including possible suspension or expulsion.

h. If during a formal hearing, the Board is apprised of information which, if true, would justify the expulsion of any student other than the accused, the Board may set a formal hearing and direct the administration to investigate or reinvestigate the incident prior to the hearing.

i. A student who has been expelled may request readmission from the board.

#### SECTION VI - STATUS OF STUDENT PENDING SUSPENSION OR EXPULSION

- A. 1. During the period prior to the imposition of a suspension, and during any period of exclusion which exceeds ten (10) school days but is prior to the hearing and decision of the Board in an expulsion case, the student shall be placed in his normal class except as set forth below.
2. An initial suspension of up to three (3) school days may be extended for up to a total of ten (10) school days for the same offense.
3. When a suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in State Regulations relating to hearings. A suspension of three (3) days or less does not require an informal hearing. An informal hearing is required for suspensions of from four (4) to ten (10) days.
4. If a formal hearing for expulsion is initiated and it is determined, after an informal hearing, that the student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days provided that the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.
5. It is the policy of the Norwin School District (#234) to honor and continue to impose all unfinished suspensions and expulsions that were imposed on each new entrant by their previous school. Each and every new entrant will serve the remainder of the discipline prior to their physical entrance into any Norwin School. The Norwin School District will ensure that any such student has received all appropriate due process rights prior to the imposition of such punishment.

#### SECTION VII - THE ALTERNATIVE LEARNING CENTER

All secondary students excluded from school as a result of a temporary or full suspension shall be suspended to the Alternative Learning Center, unless the student and parent/guardian are otherwise notified. Students suspended to the Alternative Learning Center shall be considered present in school, shall receive and complete assignments from their classroom teachers and shall obey the rules and regulations established for the operation of the Alternative Learning Center.

## SECTION VIII - POLICE NOTIFICATION, QUESTIONING AND APPREHENSION

When, in the opinion of the Administration, a student who is in violation of this Policy is either uncooperative or the violation is of a serious nature, the Administration may notify the Police and/or other appropriate authorities. It is the policy of the Norwin School Board that while a student is properly in attendance, law enforcement officers may not remove a student from a school building for questioning, or question the student in school, without the permission of the parent or guardian. The situation will be different, however, if an enforcement officer has a warrant for the student's arrest or an order signed by a Judge of the Juvenile Division of the Court of Common Pleas. If a crime has been committed on school premises, pupils may be questioned in the school without parental consent.

## SECTION IX - SEARCHES OF PERSON AND LOCKERS

- A. Lockers are leased to students and are to be considered school property; therefore, under certain conditions the appropriate school authorities are free to search lockers. Searches of students' lockers shall be prohibited unless the building principal or the Principal's designee has a reasonable belief that a student's locker contains an article which is in violation of a federal, state, or local law, or is in violation of School District Policy and/or Procedure. In the event a search of a locker or lockers is warranted, said search shall be conducted as follows:
1. The building principal or the Principal's designee, in the presence of the student and another member of the school staff, may search the student's locker.
  2. In the case of an emergency such as a bomb threat, or if the student is absent, the locker may be searched without the student being present
- B. The search of a student's person shall be permitted only when there is a reasonable belief that said student has on his/her person items in violation of either federal, state or local laws or in violation of Board Policy. Such a search shall consist of a pat-down only and shall be conducted by a designated school official of the same sex in the presence of another member of the school staff of the same sex.
- C. Students should be aware that random, periodic searches have and will continue to be conducted by school officials in conjunction with the North Huntingdon Township Police Department. As a result of such searches, students shall not expect privacy regarding items placed in school lockers.

## SECTION X - LOCKERS AND LOCKER SECURITY

The school district or its employees will not be responsible for lost or stolen items. It is recommended that valuable items or large sums of money not be brought to school. Valuables should be checked in at the main office for safekeeping for the day. All valuables and money should be checked in with physical education teachers before gym class. Lost and found items will be turned in or claimed in the main office of the building. When a student uses a lock, the student must furnish the office with a key or combination numbers.

## SECTION XI - CORPORAL PUNISHMENT

- A. The Norwin Board of School Directors does not permit corporal punishment of students. School authorities (i.e. teacher, Principals, etc.) shall have the right to exert reasonable force in the following situations:
- a. to quell a disturbance;
  - b. to obtain possession of weapons or other dangerous objects;
  - c. for the purpose of self-defense;
  - d. for the protection of persons or property

In all situations where reasonable force has been used, the parents/guardians of the students involved shall be notified.

## SECTION XII - RETENTION OF DISCIPLINARY INFORMATION

Information on disciplinary actions taken under the provisions of this policy will be expunged upon the student entering grade 7 and grade 9 except for suspensions of three (3) or more days, expulsions, and other acts on the part of the student which would seriously disrupt the educational processes of the school district or adversely affect

the health, safety and welfare of fellow students, teachers, administrators or other school personnel. At graduation all disciplinary records will be expunged.

### SECTION XIII - HAZING

- A. Soliciting, encouraging, aiding or engaging in hazing by any student, coach, sponsor, volunteer, chaperone or other School employee is prohibited.
- B. Students engaged in hazing shall be subject to one or more of the following disciplinary actions, following due process:
  - 1. removal from activity
  - 2. conference with parent/guardian
  - 3. charges filed with appropriate law enforcement agency
  - 4. other measures as listed in the Student Rights, Responsibilities and Discipline Code
- C. Students engaged in hazing that endanger the mental or physical health or safety of another individual may also be subjected to one or more of the following disciplinary actions, under due process:
  - 1. suspension for up to ten (10) days
  - 2. expulsion
  - 3. referral to local police

### SECTION XIV - COMPLAINT PROCEDURE

Parents/guardians are reminded that when they have a complaint, it is District procedure that it be resolved at the lowest possible level and must be presented in writing. The process typically would follow these steps when there is a classroom concern.

first step	-	classroom teacher	second
step	-	building administrator	
third step	-	district office administrator	final
step	-	School Board	

Following this procedure will insure that the process is not delayed. All complaints must be filed within ninety (90) calendar days from the alleged incident. Complaints that do not follow the steps above will be redirected to insure that they are resolved at the lowest possible level.

### SECTION XV - SKATEBOARDS AND IN-LINE SKATES

It is the policy of the Norwin School District that no person shall use skateboards or in-line skates upon the property and grounds of the Norwin School District. Any person violating this policy will be deemed a defiant trespasser pursuant to Section 3503 of the Pennsylvania Crimes Code and shall be subject to summary criminal prosecution.

### SECTION XVI - INTEGRATED PEST MANAGEMENT

The Norwin School District uses an Integrated Pest Management approach for managing insects, rodents and weeds. The District's goal is to protect every student from pesticide exposure through routine cleaning and maintenance. Parents/guardians may request advanced notification of specific pesticide applications and must be placed on a school building's notification registry by contacting the building principal in writing.

### SECTION XVII – ATTENDANCE POLICY

Regular attendance is essential for success in school and life. Absences will be considered legal absences for the following reasons:

- 1. personal illness
- 2. recovery from an accident
- 3. death or illness in the family
- 4. observance of a religious holiday
- 5. family educational trips with prior approval
- 6. other absences approved by building administrator

Tardies to school and early dismissals that are recorded as ½ days will count toward total number of absences. Students who are absent from school beyond three (3) consecutive days or ten (10) or more days in a year are required to obtain a physician's excuse for each absence thereafter. When students are absent, they are required to submit an excuse upon their return to school. Failure to submit a valid excuse with three (3) days of returning to school will result in the absence being considered unexcused and/or unlawful. When a student obtains three (3) unlawful absences, the First Notice letter will be mailed home. For each unlawful absence thereafter, a Second Notice letter will be mailed home.

When a student is absent for seven (7) total days without a physician's excuse, a letter will be mailed home noting the excessive absences. When a student is absent for ten (10) days without a physician's excuse, a letter will be mailed home explaining that parents must submit a physician's excuse for each absence thereafter. Failure to provide a physician's excuse will result in each absence being considered unexcused and/or unlawful. Unlawful absences will be processed through the appropriate judicial proceedings.

#### Family Educational Trips

Family educational trips may be approved if:

- a. the school is notified in writing at least two (2) weeks prior to the trips;
- b. the student is willing to make up missed work;
- c. the trip is five (5) days or less;
- d. the trip does not exceed a total of five (5) school days;
- e. the student has accumulated ten (10) or less days of absence;
- f. the trip does not occur during standardized testing dates (e.g., PSSA, ITBS, Cognitive Ability Test).

### SECTION XVIII – BULLYING/CYBER BULLYING POLICY

Bullying shall mean unwelcome harassment, attacks, or comments directed by a student or group of students toward another student or group of students by means of intentional electronic, written, verbal, or physical acts or series of acts. Prohibited bullying may occur in the school setting or outside the school setting, if it impacts the school environment and is severe, persistent, or pervasive. Bullying can take many forms and can include a variety of behaviors, such as:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs
3. Emotional bullying, i.e. spreading rumors, ridiculing and manipulating social relationships
4. Threats and intimidation
5. Extortion or stealing
6. Racial, ethnic, or gender-based verbal or physical abuse
7. Spreading false information about a person
8. Cyber bullying

Bullying has the effect of doing any of the following:

1. Interfering with a student's education
2. Creating a threatening environment
3. Disrupting the orderly operation of the school

Cyber-bullying includes, but is not limited to, misuses of technology which have the effect of harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee carried out by means of sending or posting inappropriate email messages, instant messages, text messages, pictures, images or other text by means of computers or electronic devices. Inappropriate or derogatory use of personal profiles on websites or other website postings, etc. is also considered cyber-bullying.

Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying. Teachers and other District personnel (including, but not limited to secretaries, custodians, coaches, hall monitors, bus drivers, etc.) who observe acts of bullying shall take reasonable steps to intervene and to stop such conduct, unless intervention would threaten the staff member's safety.

Each student shall be responsible to respect the rights of others and maintain an environment free of bullying and cyber bullying. Students shall be encouraged to promptly report incidents of bullying and cyber bullying to a teacher, building principal or designee.

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

All incidents of bullying shall be immediately reported to the building principal or designee so it can be investigated promptly. The building principal or designee will appropriately take corrective action, ensure confidentiality, and conduct proper follow up communications with the parents/guardians.

A student who violates this policy shall be subject to appropriate disciplinary action, consistent with the student discipline code, which may include:

1. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another school building, classroom, or school bus
5. Exclusion from school-sponsored activities
6. Detention
7. Suspension
8. Expulsion
9. Counseling/Therapy outside of school
10. Referral to law enforcement officials

### **SPECIAL EDUCATION SERVICES**

A complete array of special education services is available to exceptional students in the Norwin School District. These services include academic support classes including learning support, gifted support, life skills support, and emotional support. Additionally, services are available for students with hearing or vision impairments, speech and language impairments, physical handicaps, autism, and multiple handicaps.

On-going comprehensive screening is done within all of Norwin's elementary and secondary buildings to locate children who have a specific need for special education programs. If parents feel their child is in need of special programming, they should discuss the child's needs with the classroom teacher, guidance counselor, or building principal. All interaction will be confidential and comply with the Family Educational Rights and Privacy Act of 1974.

The Norwin School District provides a full range of special education services made available to all students who are eligible under the Pennsylvania School Code Chapters 14 and 342. These revised standards and regulations, which became effective on July 1, 1990, may apply to your child. Interested parents should feel free to contact special education staff through Norwin's School Psychologist.

### **Support Services**

The following support services are available for students in the Norwin Middle School:

- **Adaptive Physical Education:** Developmental physical education activities, games, sports, etc., for students with physical limitations and/or disabilities.
- **English as a Second Language Teachers:** Norwin Middle School works in collaboration with the Westmoreland Intermediate Unit to provide English as a second language to students qualifying.
- **Guidance Counselor:** Responsible for the testing program, coordinating services from Westmoreland Intermediate Unit, and counseling individual students.
- **Hearing Therapy:** Instruction for students whose receptive and/or expressive oral language skills deviate from accepted norms.
- **Instructional Support:** A team approach to identify interventions to address academic, social, or emotional concerns.
- **Learning Support Program:** Special education service for students with educable mental retardation, learning disability, social/emotional concerns, or physical handicaps.
- **Life Support Programs:** Special education classroom for severely and profoundly mentally retarded students and moderately mentally retarded students.
- **Mentally Gifted:** Instruction for mentally gifted students (SEAL).

- **Physically Handicapped:** Program for students with significant physical handicap and/or limited mobility.
- **Reading Resources:** Supplemental reading services (corrective, remedial).
- **School Nurse:** Pupil general health and welfare.
- **School Psychologist:** Individual psychological testing, parent-teacher consultation, etc.
- **Vision Therapy:** Instruction for partially sighted and blind students.

#### **ASSURANCE OF CIVIL RIGHTS COMPLIANCE**

The School Food Authority hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000D et.seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 Et.seq.); all provisions required by the implementing regulations of the U.S. Department of Agriculture; U.S. Department of Justice Enforcement Guidelines; and USDA Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the ground of race, color, national origin, age, sex, or handicap, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the School Food Authority receives Federal Financial assistance from FNS); and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

By providing this assurance, the School Food Authority agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit Department and/or USDA personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the U.S. Department of Agriculture shall have the right to seek judicial enforcement of this assurance.

This assurance is binding on the School Food Authority, its successors, transferee, and assignees, as long as it receives assistance of, retains possession of any assistance from USDA.

#### **USDA COMPLIANCE STATEMENT**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age, or disability. Persons with disabilities who require alternative means for communication of all program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

#### **TITLE IX COMPLIANCE STATEMENT**

Inquiries concerning the application of Title IX may be referred to the Title IX coordinator for the Norwin School District, whose office is located at 281 McMahan Drive, North Huntingdon, PA 15642; telephone number 724-861-3000, or the Director of the Civil Rights of the Department of Health, Education, and Welfare, Washington, D.C.

**The Norwin School District does not discriminate on the basis of age, color, race, handicap or disability, ancestry, national origin, marital status, religion, gender, sexual orientation, veteran status, or political affiliation in its educational or employment programs and activities. Inquiries should be directed to:**

**Mr. Thomas Wroblewski  
Director of Human Resources  
281 McMahan Drive  
North Huntingdon, PA 15642**

## **PERMISSION TO BE PHOTOGRAPHED**

Throughout the school year opportunities arise to promote student accomplishments through various school and public media productions. This might include newspaper articles, yearbook photos, videotaping for school functions or classroom, and photos for other instructional purposes. Please indicate on the Verification Form at the back of the book if you **WOULD NOT** prefer your child to be included, should the opportunity avail itself.

## **NORWIN SCHOOL DISTRICT** **ACCEPTABLE USE OF THE NSD NETWORK AND THE INTERNET**

### **Overview**

The Norwin School District provides Internet access to administrators, teachers, and students for educational and instructional purposes. The use of the Internet and network technology must be in an ethical, lawful, and acceptable manner. This Internet Acceptable Use Policy has been established to provide the guidelines for such use.

### **A. Educational Purpose**

1. The Norwin School District's electronic data and communications network (NSD Network) has been established and is to be limited to educational purposes. The term "educational purpose" includes classroom activities, professional organization correspondence, career development, research, curriculum development and communication essential to the operation of the school system.
2. The NSD Network has not been established as a public access service or a public forum. The Norwin School District has the right to place reasonable restrictions on the material which all users access or post through the system. All users of this network are expected to follow the general use policy and procedure, any procedures found in school handbooks, and any applicable laws.
3. Users may not use the NSD Network for commercial purposes. This means users may not offer, provide, or purchase products or services.
4. Users shall only use electronic mail, chat rooms, and other forms of electronic communications for school-related purposes. Students may only use electronic mail, chat rooms, and other forms of electronic communication with prior teacher approval.

### **B. User Access to the Technical Services**

The computer technology resources covered by these regulations include stand-alone computers and peripheral equipment; computer workstations connected to local area networks and/or the Internet, servers, and networked peripherals. Using networked computer workstations, students and teachers may access resources available on our local networks and worldwide over the Internet.

Users should be aware that computers, computer files, and e-mail messages are the property of the Norwin School District. The District therefore reserves the right to monitor the use of the computers and any files contained thereon. Users of the NSD Network should be aware that in the course of routine maintenance and monitoring of the system, personal files, and e-mail messages may be accessed by the District's technology staff. This may lead to the discovery that a user has violated school policy, procedure, or the law. Violation of the school policy, procedure, or law may result in the termination of network access and appropriate disciplinary action as outlined herein.

1. Computer Workstations and Local Area Networks
  - a. The building principal or technology coordinator working with the classroom teachers will coordinate user access to computers and networked workstations. Access provides communication, presentation, and research tools and other applications, which supplement classroom education programs.
  - b. Users may not attach personal devices either wired or wireless to the District's network without permission of the building principal and the District network coordinator.
  - c. Users should be aware that personal electronic devices (i.e. PDA, cellular device, MP3 Player, iPod, etc...) used on District property may be accessed by District personnel in the course of an investigation when there is a reasonable belief that a District policy or school rule has been broken or if there has been a breach of school records.
2. The Internet
  - a. Student access to the Internet will be authorized by the parent/guardian using the Student Internet Access Agreement.



- b. To allow their students to have access to the Internet, parents will sign a Student Internet Access Agreement. Parents may request alternative activities for their children that do not require Internet access. If the parents exercise this right, the students will not have Internet access.
- c. Parents will be encouraged to specify to their children what material is and is not acceptable for their children to access through the NSD Network and the Internet.
- d. Authorized users will have access to the World Wide Web information resources through connected computer workstations in classrooms, libraries or school computer labs. The Web, a valuable research tool for users, provides access to a wide range of information in the form of text, graphics, photographs, video, and sound from throughout the world.

### C. Usage Guidelines

1. Personal Safety
  - a. Do not post personal contact information about yourself or other people. Personal contact information includes address, telephone, school address, work address, etc.
  - b. Students will not meet with someone they have met online without their parent's approval and participation.
  - c. Promptly disclose to their teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. Improper Activities
  - a. Attempting to gain unauthorized access (hack) or attempt to go beyond authorized access to the NSD Network or to any other computer system through the NSD Network. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".
  - b. Deliberate attempts to disrupt the computer system or destroy data by uploading/downloading and spreading computer viruses or by any other means.
  - c. Using the NSD Network to engage in any other activities that interfere with the operation of the educational program or compromise the safety and security of the school system.
3. Network Security
  - a. The user is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to use that account. Under no conditions should passwords be shared or distributed.
  - b. Immediately notify a teacher, building principal or technology staff, if a possible security problem is identified. The user is prohibited from looking for security problems, because this may be construed as an illegal attempt to gain access.
  - c. Avoid the inadvertent spread of computer viruses by following the school system virus protection procedures if downloading software.
  - d. Do not disable any virus protection software or security software.
4. Inappropriate Language and Graphics
  - a. Restrictions against inappropriate language apply to public messages, private messages, and any material posted on Web pages, even if such communications arise from a home-based computer.
  - b. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - c. Do not post information that could cause damage or present a danger or disruption to the NSD Network.
  - d. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, the user must stop.
  - f. Do not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
  - a. Do not repost a message that was sent to you privately without permission of the person who sent the message.
  - b. Do not post private information about another person.
6. Respecting Resource Limits
  - a. The user will access the NSD Network only for educational purposes.

- b. Activities that are deemed by the network coordinator or district computer coordinator to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
  - c. Do not download: games, music, executable files, or files larger than the capacity of a floppy disk without permission from the network coordinator.
7. Plagiarism and Copyright Infringement
- a. The user will not plagiarize works that are found on the Internet.  
Plagiarism is presenting the ideas or writings of others and not noting any credit to the original author.
  - b. The user will respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the user should follow the expressed requirement. If the user is unsure whether or not he/she can use a work, the user should request permission from the copyright owner. Copyright law can be very confusing. Any student questions should be directed to a teacher.
8. Inappropriate Access to Material
- a. The NSD Network is not to be used to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
  - b. If inappropriate information is mistakenly accessed, the user should immediately notify his/her teacher or building principal as the case may require. This may protect the user against a claim that he/she had intentionally violated this policy.

#### **D. Filtering**

1. The Children’s Internet Protection Act requires that filtering be on all computers with Internet access regardless of whether they are used by students or staff. In an effort to block and filter inappropriate material that may otherwise be accessible via the Internet, the Norwin School District has entered into an agreement with Secure Computing, Incorporated, to provide Internet Filtering. Secure Computing’s Filtering Service is fully compliant with the Children’s Internet Protection Act.
2. All Norwin School District computers with Internet access shall be equipped with filtering software.
3. The Children’s Internet Protection Act also allows for the filtering to be disabled for adults for bona fide research or other lawful uses. The act specifically states:  
  
“An administrator, supervisor, or person authorized by the responsible authority (i.e. school, school board, local educational agency, or other authority with responsibility for administration of such school) may disable the technology protection measure concerned to enable access for bona fide research or other lawful purposes”.

Therefore, in keeping with the above guideline of the Children’s Internet Protection Act, the network administrator, an adult administrator, or a teacher for bona fide research or other lawful purposes may disable the filtering service on computers. Students or other minors for any reason may not disable or circumvent the filtering service.

#### **E. Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the NSD Network will be error-free or without defect. The District will not be responsible for any damage the user may suffer, including but limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligation arising through the unauthorized use of the system.

#### **F. Personal Responsibility**

Use of the NSD Network requires a high degree of personal responsibility. It is the nature of the technology and availability of access points, which make full supervision impossible or even advisable. As users learn the power of this technology, they must also accept the responsibility for proper use, both in rules and, more importantly, in terms of personal behavior. The practical, moral, ethical and legal attitude that they bring to the keyboard will likely define the extent to which access and use will be controlled in the future.

#### **G. Penalties for Unacceptable Use**

Any student who violates these procedures shall be subject to the following penalties:

1. Any violation of these procedures may result in a suspension or termination of the privilege to use the School District’s computers or to access the Internet.

2. Violations of these procedures may result in student discipline, up to and including expulsion, in accordance with the procedures set forth in the Norwin School District Regulations on Student Rights, Responsibilities and Discipline.
3. Any illegal activity will be immediately reported to the police or other law enforcement agencies. The School District will fully cooperate with investigators concerning illegal computer activities.

7/31/2006

# NORWIN MIDDLE SCHOOL STUDENT HANDBOOK

## NORWIN MIDDLE SCHOOL VERIFICATION FORM

### MIDDLE SCHOOL STUDENT SECTION

I have received a copy of the Norwin Middle School Student Handbook. I understand that it is my responsibility to know the information and rules found within this document and review those rules with my parents and/or guardians. I also understand that the policies will be reviewed yearly for all students by the building principal.

_____	_____	_____
Student's Name (Printed)	Homeroom	Grade
_____	_____	
Student's Signature	Date	

### PARENT or GUARDIAN SECTION

I have reviewed the Norwin Middle School Student Handbook.

_____	
Parent/Guardian Name (Printed)	
_____	_____
Parent/Guardian Signature	Date