

**Kutztown Area Middle School**

**2025-2026**



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Principal**

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Guidance Counselor**

**This agenda**

**book belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Student Number \_\_\_\_\_

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### **Principal's Message**

Welcome to Kutztown Area Middle School. It is my hope that you are all looking forward to an exciting and rewarding school year. I encourage every student to take advantage of all that Kutztown Area Middle School has to offer. This year has the potential to be your best school year ever if you try. There may be challenges along the way, but we will face them together and we will celebrate your success together. Every teacher and staff member is here to help you reach for your dreams and it is my hope that they come true.

### **Photography/Videography**

Students are not permitted to take photographs without explicit permission from a teacher or staff member. Permission may be granted in support of an academic function or extracurricular activity and will be done with school equipment whenever possible. Periodically, the School District includes photographs of students on its website, or other media, in order to foster positive public relations while providing students an opportunity to earn some well-deserved publicity. Unless the School District is informed to the contrary by a parent/guardian, the School District will assume it has parental permission to post/publish a student's photograph in School District publications. Student's photographs will not include the student's name when published on the Internet. If any parent/guardian desires that his/her child's photograph not be "published," a note stating such must be submitted to the middle school office prior to the end of September of each year.

### **Student Responsibilities**

Student responsibilities include regular school attendance, conscientious effort in classroom work, 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.

#### **Respect yourself and others**

- You respect others, by not bullying or harassing them.
- You choose words and actions that are kind and respectful to others.
- You use appropriate language.
- You make healthy choices and maintain a healthy lifestyle
- You participate in positive peer and staff interactions

#### **Respect for property**

- You take care of your own property.
- You take care of the property of others, including the school and the community around you.

#### **Respect for learning**

- You are in class unless officially excused.

- You are on time to all of your classes.
- You are prepared with materials, assignments, and other required items.

If you continue to believe in the above items, Kutztown Area Middle School will certainly be a great place for you. You will gain confidence in yourself and be able to grow into an individual that takes pride in what they do and will share that pride within your school. Let us all carry that pride with us through the year and truly make this the greatest year of your school career

### **Middle School Staff**

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### **Attendance Policy (Policy #204)**

Kutztown Area School District recognizes regular attendance as a vital aspect of an overall educational program. In that regard, regulations adopted by the School Board and the administration that deal with student attendance follow the state laws (primarily Section 1329) and the overall philosophy of the school district. It is mandatory for all students of compulsory school age residing in the state to attend a school in which all required subjects and activities are taught. Compulsory school age consists of the period of time from when a student enters school as a beginner, which can be no later than eight (8) years of age, until the age of seventeen (17) years or graduation from high school, whichever occurs first. All students of compulsory school age who reside in the district, qualify for attendance in the district, or attend district schools on a tuition basis are required to comply with the adopted Board policy governing attendance. Designated staff in each school will be responsible for monitoring and maintaining

records of each student's attendance. If an employee discovers that a district student is unable to attend school because of a lack of clothing or food, she/he will report the case to a suitable relief agency operating in the district or to a county board of assistance for investigation and relief. Teachers can be the first line of defense for compulsory attendance, as they are the first to recognize students with possible attendance issues. Teachers will implement a plan of action that includes, but is not limited to:

- Distributing and reviewing with students and families the adopted Board policies governing attendance and student responsibilities.
- Meeting individually with students to discuss reasons for absence.
- Providing feedback to designated district staff.
- Making referrals to guidance counselors.
- Cooperating with the Student Assistance Team, as appropriate.

### **Absences**

- Absences shall be treated as unlawful until the Middle School receives a written excuse explaining the absence, which must be submitted within three (3) days of the absence.
- The Board shall report to appropriate authorities' infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians/students who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.
- Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction. Students enrolled in the Kutztown Virtual Academy will be considered to be in full attendance if they are making adequate progress, which is defined as meeting the course's target completion and maintaining a passing grade.
- Upon written request by a parent/guardian, an absence occasioned by observance of a student's Religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.
- Students who are healthy and active should not miss more than ten days of school during the school year.
- On the day a student is absent, a parent/guardian should telephone the school at 610-683-3575 by 9:00 AM to report the absence. A note from a parent/guardian is still required upon the student's return to school.
- Following an absence, a student is to report to the office immediately upon return to school with a signed note from a parent/guardian or physician stating the reason for the absence. This form may also be faxed to the middle school office at 610-683-5460.
- If a school nurse sends a student home, a note will be given to the attendance secretary by the school nurse, and a parent note is not needed. However, the time out of school will be cumulated along with other absences.
- After ten (10) absences from school, the parent/guardian will be notified that all subsequent absences must be supported with medical documentation or they will be declared unlawful/unexcused. All other absences from school will be considered unlawful or unexcused. It is the student's responsibility to contact their teachers regarding any school work that is missed while absent.
- The Board considers the following conditions to constitute reasonable cause for absence from school, Personal illness, Death in immediate family, Quarantine, Pre-Approved family educational trips, Recovery from accident, educational tours & trips, required court attendance, Inclement weather that will endanger the child's health.

### **Absences - Unexcused/Unlawful**

- Following a third unlawful absence, the parent/guardian of a student under 17 years of age will be sent a notice stating that subsequent unlawful absences will have possible legal and school consequences.
- • Additional unexcused absences from the third unlawful absence will result in a School Attendance Improvement Conference (SAIC).
- • A citation may be issued should unexcused absences continue to occur after a School Attendance Improvement Conference (SAIC).
- • The following reasons for absences and/or tardiness are not valid and will be classified as unexcused/unlawful:

- Willful non-attendance – Cut School/Overslept or missed the bus/Car trouble or traffic/Employment/Any other excuse that the principal deems inappropriate

### **Books and School Property**

Textbooks in Pennsylvania are purchased for the use of pupils at public expense. Each book is stamped on the inside front cover. Pupils are held responsible for the loss of, or damage to, schoolbooks and school property. When books are lost, pupils should report the matter to the teacher of the subject and also make an inquiry at the middle school office. Current replacement cost for lost or defaced books is the responsibility of the student.

### **Building Entry**

Students do not have access to the building until 7:25 am. Please do not drop your child off at the school earlier than 7:25 am, especially during inclement weather. Students who are walking or being dropped off at school should arrive by 7:35 am. All students are to enter the building at the Commons entrance. Students are dismissed from the Commons at 7:32 am. All students arriving at school after 7:35 am must enter at the Middle School Office. Any student not in their assigned homeroom by 7:40 am is considered tardy to school.

### **Bullying/Intimidation/Harassment (Policy #249)**

The goal of the Kutztown School District is that all students will come to school free from fear of harassment or degradation, and that all parents will be free from worry that such things will happen. We will eliminate bullying incidents in our schools, thereby creating a safer, more comfortable place for children to learn. **All reports of bullying must be communicated to the middle school administration.**

### **Computer/Technology (Policy #815)**

The laptop and carrying case are the property of the Kutztown Area School District and must be returned in original working condition. Each laptop has identifying stickers/labels that are not to be removed. Students are responsible for the loss of, or damage to the laptop and its carrying case. Laptops are educational tools and are to be used only in that capacity. The use of the laptop is a privilege that can be revoked upon violation of the Hardware/Software policy. Students should have no expectation of privacy as relates to the laptop and should expect teachers, technical support staff and administrators to conduct spot checks. Inappropriate use or neglect of a laptop, the carrying case, the Internet, and all other installed software will result in disciplinary action, including, but not limited to, the loss of the use of the laptop. Loss of the laptop or Internet access will not change classroom expectations or assignment completion.

### **Concussion Policy 123.1**

The Board recognizes the importance of ensuring the safety of all students. This policy has been developed to provide guidance for the prevention, detection, treatment, and management of students regarding a concussion. A concussion is caused by a bump, blow, or jolt to the head, from a fall or a blow to the body that causes the head and brain to move quickly back and forth. Typically, there is no loss of consciousness. A concussion is a functional rather than structural disturbance that can change the way your brain normally works.

Appropriate medical professional shall mean all of the following:

- A licensed physician (MD or DO) who is trained in the evaluation and management of concussions.
- A licensed health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
- A licensed neuropsychologist trained in the evaluation and management of concussions.

Athletic activity shall mean only P.I.A.A. sanctioned activities. School activities shall mean participation in any school activity, including major, minor and special subject areas, lunch, assemblies, clubs and all after school activities.

#### **Prevention**

##### **Delegation of Responsibility**

The Kutztown Area School District believes that prevention is the best approach to the silent epidemic of brain injury. A meeting will be held within the first semester of each school year at a time that maximizes attendance with others scheduled as necessary. Meetings will be open to all students (K-12), parents/guardians and other interested parties. Information for all students regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process will be made available through multiple channels such as the district website, Facebook, Twitter, CougarServ, and the Sports Physical Packet. Additionally, all coaches must share with students and parents/guardians the number of first concussions and any subsequent concussions sustained in their sport in the prior season. Furthermore, an updated concussion report, developed jointly by the school nurses and the athletic director, will be provided to the Board on a monthly basis.

Detection-The responsible party at the event where the concussion occurred, i.e., coach/athletic trainer or school employee, shall immediately remove the student from the activity and notify school administration or designee.

Treatment and Management-The District recognizes that recovery is individualized and will be determined on a case-by-case basis. All students who are suspected of suffering a concussion or head injury should not return to a school activity until cleared in writing by a medical professional trained in the evaluation and management of concussions. If ongoing concerns of headache or focusing difficulties after clearance by the students' primary care physician, it is recommended the affected student undergo a neurological or rehabilitation physical therapy evaluation.

Training for Staff and Coaches-At the beginning of each school year all teaching and non-teaching staff shall complete a concussion management training course utilizing the Safe Schools online system. As required by state law (Act of November 2011, P.L. 411, #101), all coaches and volunteer coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.

Penalties for Staff-A staff member found in violation of the provisions of this policy shall be subject to penalties to be determined by Superintendent.

Penalties for Coaches-A coach found in violation of the provisions of this policy shall be subject to the following penalties:

- For a first violation, suspension from coaching any athletic activity for the remainder of the season.
- For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
- For a third violation, permanent suspension from coaching any athletic activity.

Please refer to the Administrative Regulations for guidelines and additional important information. Required Concussion Forms can be found on the KAMS website on the Secondary Health Services page.

### **Dance Regulations**

- No visitors are permitted to attend dances unless they have special permission from the principal.
- Dances will be held from either 3:00 p.m. to 5:00 p.m. or 6:00 p.m. to 8:00 p.m. Students must be picked up by 5:15 p.m. or 8:15 pm. Failure to do so will revoke dance privileges.
- Students are not permitted to leave the building at any time while the dance is in progress unless the student is leaving the school grounds with a parent.
- Normal school codes and behavior are in force for all school activities, including dress.
- If a student fails to follow proper procedures at dances, this privilege will be revoked.
- Inappropriate and suggestive dancing and physical contact are not permitted.
- Students suspended in between dances may not attend the next dance.
- Students may not attend the dance if they are failing a course.

### **Discipline System (Policy #218)**

Students at KAMS are expected to observe proper and safe conduct. Students are expected to follow the practices of general good citizenship. Rules and procedures have been put into place after careful consideration and for good reasons. Please follow the rules of proper procedure and good conduct. Note: improper behavior occurring outside the school's normal jurisdiction that is linked to school-related matters may be considered grounds for disciplinary action by the school.

#### **Possible Disciplinary Actions:**

- student/teacher conferences
- student/administrator conferences
- parent conferences at all levels
- strict supervised lunch
- after school detention
- Saturday detention
- special schedule
- restricted from school activities
- restricted from participation in athletics
- loss of privileges
- financial restitution
- fines
- academic penalties (only as they relate to academic violations)
- confiscation of materials
- in-school or out-of-school suspension

- referral to appropriate agencies
- expulsion
- legal action

### **LEVELS OF INFRACTIONS AND CONSEQUENCES:**

The following are NOT all-inclusive, but serve as examples for unacceptable behavior on, to and from school property and at school-sponsored activities.

#### **Level One Infractions**

Definition: Misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors are routine in nature and can usually be handled by an individual staff member.

#### **Examples of Level One Infractions:**

- Violation of teacher classroom management plans/procedures
- Hall pass violation (in hall without pass or wrong part of the building)
- Late to class
- Tardy to homeroom
- Inappropriate behavior
- Public display of affection
- Non-permanent defacing of property
- Inappropriate/disrespectful language or actions
- Violation of dress code
- Bus misconduct
- Loss of student planner/failure to bring to class
- Bullying
- Cell phone/Smart Watch/Earbud use
- Loitering in the hallways
- Using another student's locker
- Writing on skin or a student's clothing
- Energy drinks
- Open containers of liquid

#### **Level Two Infractions**

Definition: Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. The infractions, which usually result from the continuation of Level One misbehaviors, require the intervention of the administration. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others.

#### **Examples of Level Two infractions:**

- Repeated Level One infractions
- Leaving class without permission
- Intimidation, harassment, bullying
- Inappropriate language/gestures to authority and peers
- Leaving school without permission/notifying the office
- Non-educational use of Internet access
- Disrespectful behavior/insubordination to authority
- Disobedience (defiance) to authority
- Refusal to comply with a valid request by school staff
- Violation of school rules during school-sponsored activities
- Truancy – absent from school without proper notification to school authorities
- Continuation of bus misconduct
- Damage to school property and/or equipment
- Physical contact with others – horseplay (example: pushing, shoving)
- Interference/obstruction of building security measures
- Continued bullying
- Cheating
- Cutting Class

### **Level Three Infractions**

Definition: These are defined as acts which disrupt the education process, result in violence to another person or property, and/or pose a direct threat to the safety of others in the school. Level Three infractions may require the intervention of law enforcement authorities and possible action by the Kutztown School Board of Directors.

#### **Examples of Level Three infractions:**

- Continued Level Two infractions
- Vandalism
- Fighting
- Controlled substances, including all dangerous controlled substances prohibited by law, all look-alike drugs, all alcoholic beverages, drug paraphernalia, over-the-counter medicines, and any medications except those for which permission to use in school has been granted pursuant to Board policy
- Additions, modifications, or deletions of files on school computers
- Smoking/possession of tobacco or vape
- Continuation of bus misconduct
- Harassment, bullying, and/or intimidation
- Truancy or cutting class
- Endangering the lives and property of others
- Terroristic threats; verbal and/or written
- Excessive display of affection on school property
- Possession of a weapon; this will include all instruments or implements resembling or intended to resemble a weapon
- Theft/stealing
- Cheating/copying/plagiarism
- Arson/false fire alarm/possession of firecrackers
- Profanity/abusive/obscene language directed to authority or a peer
- Assault

### **Early Dismissals(Policy #204)**

Students are not permitted to leave school grounds at any time during the school day without permission from the principal or school nurse. A student will be excused from school prior to dismissal time if he or she has a permission note from a parent or guardian. Early dismissal notes should be given to the secretary during morning homeroom. Early dismissals should be limited to medical appointments. Students are encouraged to attend school prior to and after all doctor, dental, and special appointments. Students should report to the office and await a parent/guardian to sign them out. Parents may be asked for identification. Parents must come into the office to sign their child out of school.

### **Educational Trip Policy**

Requests by parents to have their children excused from school for education trips should be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, Not School Sponsored."

A student will be permitted to take one (1) educational trip (up to a maximum of five (5) school days) per school year with parents/guardians and receive an excused absence, provided that parents/guardians comply with the policy requirements. Written requests should be submitted to the building principal no less than ten (10) days prior to the trip. Students are responsible for contacting teachers and making up missed work and/or assignments. Permission will not be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary school examination periods at the end of the first and second semesters. Forms can be obtained in the Middle School office or on the district website under the Parental Portal.

### **Emergency Closing of Schools**

If it becomes necessary to close our schools because of inclement weather or an emergency, the announcement will be carried on the following radio stations: WKAP, WRFY, WRAW, WZZO, WAEB, WEEU, WAGO, WXKW, WYOU, WFMZ. Families will also receive an automated phone call via our Connect-Ed service.

### **Emergency Situations**

Emergency situations arise in every school district. The most important considerations in dealing with a crisis are the health, safety, and welfare of the students and staff, as well as keeping the parents informed. Kutztown Area

School District has developed a crisis management plan to deal with emergencies. Drills will be practiced periodically throughout the year to help students prepare for emergency situations.

### **Extra-Curricular Activities**

If a student is involved in a school suspension, the athlete/student will lose their right to participate (including practice) for the duration of the suspension. The principal may declare a participant ineligible to participate in a sport in accordance with current P.I.A.A. academic eligibility rules.

The principal may declare a participant ineligible to participate in a sport/extra-curricular activity because of poor conduct or discipline. Ineligibility reports are run at 8:00am on a Monday. Eligibility goes from Monday to Saturday. Any student failing 2 or more subjects is ineligible for extracurricular activities.

Each athlete/student must be in attendance at school by 10:00 a.m. to be eligible to practice or compete in a contest that day. Participation in interscholastic sports/ extra-curricular activity is not an excuse to miss physical education class. All athletes shall be required to dress and participate in all physical education classes. All athletes shall be transported to an event via school district transportation. Students may travel home from an away event with an adult, provided the parent and either the coach or the principal grants permission.

### **Food Services - Lunch**

Complete cafeteria services are available at Kutztown Area Middle School. Students may bring lunch or purchase a school platter. Ala Carte items are available to supplement platters and food brought from home. Lunch menus are published monthly and may be found on the district website. Free and reduced-price lunches are available to students who meet federal guidelines.

### **Cafeteria Rules and Regulations**

All food must be eaten in the cafeteria. There is to be no eating in the halls, classrooms, or any other place in the building without permission from a staff member.

1. Students are not permitted in gym, or locker room areas during lunch.
2. Leaving the cafeteria area will not be permitted without a pass.

### **Entering the Cafeteria**

1. Students shall enter the cafeteria quietly and be seated.
2. Students shall not run to lunch.

### **Second Servings**

1. Students will be given an ID number and personal lunch account to buy food in the cafeteria, using the *Point of Sale* (POS) system.
2. Students have the opportunity to pay for meals separately or deposit money into their account.
3. Students who repeatedly are eating an improper diet may be referred to the school nurse.

### **Expected Behavior**

1. Students shall raise their hand to be acknowledged by a teacher or supervisor to leave a seat for any reason.
2. Cafeteria servers and monitors have the authority to write a discipline referral for a student during lunch.
3. Arm-wrestling or games involving out-of-seat activity, noise, or physical contact with other students is prohibited.
4. The noise level shall be such that no student is speaking in other than a "quiet" conversational tone.
5. Throwing food is prohibited.

### **Tray Return**

1. Students shall return trays to the clean-up window when they have finished eating.
2. A custodian will monitor the return of trays and will report any students who are messy or who throw away cafeteria utensils, bowls, or trays.

### **Dismissal**

1. Students will leave the commons in an orderly fashion.
2. Students will be dismissed by tables when their area is neat and clean and when they are orderly.

## Grading

A+	=	98 – 100	D+	=	67 – 69
A	=	93 – 97	D	=	63 – 66
A-	=	90 – 92	D-	=	60 – 62
B+	=	87 – 89	F	=	Failing
B	=	83 - 86	P	=	Passing
B-	=	80 - 82	I	=	Incomplete
C+	=	77 - 79	M	=	Medical Excuse
C	=	73 – 76	O	=	Outstanding
C-	=	70 – 72			

## Guidance Services

The school realizes that while it serves a large number of pupils it must not lose sight of the fact that they are individuals. Each has special needs and concerns. The district employs counselors to provide students with help during their school experiences. If a student is struggling with academic, personal or social issues, a counselor is available for assistance. Parents may call the office to make an appointment with the counselor or students may leave a note for the counselor at any time.

## Health Services

A nurse is available for all middle school students. The nurse performs height, weight, and vision tests every year on all students. Seventh grade students also have their hearing tested. Any student who becomes ill or is injured during the school day should report to the health room. The student will be treated or sent home as necessary. This decision will be made by the school nurse. Students are not to call or text parents asking to be picked up. This communication will come from the school nurse. Students must have a pass from their teacher to come to the health room.

## Homework

Homework will be assigned to our students almost daily. Homework is assigned to provide extra practice on learned skills, to provide further learning in areas covered in the classroom, to promote good study habits, self-discipline, responsibility, and independence, and to promote home-school communication and increased parental understanding of the middle school curriculum.

The accomplishment of the objectives listed above requires the efforts of many people. Teacher, students and parents all play a vital role in making homework a meaningful extension of the classroom.

## Honor Roll

- Major subjects in sixth, seventh, and eighth grade meet every day in the six-day cycle. All major subjects receive a credit value of 1.0.
- “Encore” subjects, or specials, meet only one or two days in a six-day cycle. All “Encore” subjects receive a credit value of 0.2.
- Grades are given numerical values. Please refer to the listing below.

A+	4.0 quality points	B+	3.33 quality points	C+	2.33 quality points
A	3.9 quality points	B	3.0 quality points	C	2.0 quality points
A-	3.67 quality points	B-	2.67 quality points	C-	1.67 quality points
- D/F Disqualifies student from honor roll eligibility, regardless of quality points
- Sixth through eighth graders need to earn 3.0-3.49 grade point average to make the honor roll, and 3.5-4.0 grade point average to make high honors.

## Illegal Chemical Substances (Policy #227)

Board Policy #227 refers to action to be taken in case of a student possessing and/or using illegal chemical substances, drugs or alcoholic beverages, including look-alike drugs or alcoholic substances, or paraphernalia associated with their use on school property, on buses, or while attending school sponsored activities. All students should become familiar with the policy.

### **National Junior Honor Society**

National Junior Honor Society induction is held at the end of the school year for sixth and seventh-grade students. The school chapter advisor is Ms. White. Students need to maintain the following criteria for candidacy/membership: • Candidates/Members must maintain, throughout their seventh and eighth grade years, as evidenced by their report card, a cumulative GPA of 3.75. Any member who achieves below 70% in any class may temporarily lose their candidacy/membership. • Candidates/Members shall exhibit self-discipline worthy of emulation by other students. Any misconduct resulting in disciplinary action whereby the candidate/member is assigned detention, suspension, or expulsion may result in loss of candidacy/membership.

### **Late to Class**

Students are expected to be in their assigned rooms and ready to work at the beginning of each class. Students generally are allowed two (2) minutes to get to their next class. If a student is late for class, it is the student's responsibility to present a late slip to the classroom teacher. If no late slip is presented, the teacher may record the student as late to class on the classroom records indicating the date and the time the student arrived in class. If the student was legally detained, he/she must present a pass from the teacher within 24 hours to avoid being recorded late. The second and each succeeding tardy may result in detention issued by the classroom teacher. Arriving ten minutes late to class without an excuse is considered a class cut.

### **Law Enforcement Agencies**

Whenever necessary to protect the rights of all students and school employees, the middle school will involve the appropriate law enforcement agencies. Therefore, students who threaten, disrupt, assault, harass, fight or do any act to harm the educational climate of the school and violate the law are subject to charges of disorderly conduct, assault, etc.

### **Leaving School Property**

No pupil is permitted to leave the school property during the school day without the permission of either the middle school principal or from a member of the office staff. Leaving school property without permission may result in suspension.

### **Lockers**

A hall locker will be provided for each student at middle school. Students are not permitted to share lockers. Students are responsible for the contents of their lockers. They may not display stickers, obscene pictures, or items related to drugs, alcohol or tobacco. Students should not leave valuable items in their lockers. The school can assume no responsibility for lost or stolen articles. School lockers are considered part of school property and therefore subject to inspection by school officials. Students are issued a combination Master Lock to be used on his/her assigned locker. Students must use the lock that is issued to them through the Middle School. If the Master Lock is lost or damaged, the student will have to replace the lock at a cost of \$5.00 through the Middle School Office. Students are not permitted to put stickers or any other type of markings on the lock itself. All lockers are to be kept locked at all times.

### **Medication**

Whenever possible, medication should be taken before or after school. If medication must be taken during school hours, it must be accompanied by a written note from a physician and parent listing the student's name, diagnosis, medication, date(s) to be given and time of administration. Medication forms are available in the health room or can be downloaded from the middle school website at any time. Medication must be brought to school by a parent/guardian. No students should ever carry medication. All medication is to be taken under the supervision of the nurse. Failure to comply with these guidelines is considered a violation of our district's drug and alcohol policy.

### **Music**

It is important that every band and chorus member is present for rehearsals. Saturday and evening rehearsal is an excellent opportunity for the entire band or chorus to fine-tune itself for a performance. While attendance at a Saturday or evening rehearsal is highly recommended, it is not a requirement. Students who cannot attend should notify the director well in advance with a note from their parents stating the reason they cannot attend. The director may require attendance at Saturday or evening practices for Stage Band or Pop Group. Note: All band and chorus students are required to participate in the following four performances: Winter Concert, Spring Concert, Pot Pie Supper, and the Memorial Day Parade. Attendance for these performances will reflect in the student's grade. All drop/adds for Band and Chorus must occur by the end of 2<sup>nd</sup> quarter. The principal may declare a student ineligible to participate in music based on academic eligibility.

## Online Educational Services

With our emphasis on providing students with robust resources that enhance their learning, students will be using a variety of online services and programs to support their instruction. These web-based resources are designed to help students learn, collaborate, research, and engage with content in multiple ways.

Students will be provided with **GSuite for Education** (Google) accounts with access to the suite of applications provided by Google including email, word processing, presentation, website creation, and spreadsheet tools. The Google account is also used to log in to other devices, such as Chromebooks, and other online educational applications. Student email accounts are limited to correspondence between district email accounts and addresses otherwise approved by the district.

Many of the other **online educational services** we utilize can be found on the district web page at [www.kasd.org/OnlineServices](http://www.kasd.org/OnlineServices), which includes more information on the products and links to their privacy policies. This list is updated regularly and parents should check back often for new approved resources.

Resources for parents and family tip sheets are available on our website at: [www.kasd.org/DigitalCitizenship](http://www.kasd.org/DigitalCitizenship). For more information about our online programs and services, please contact the school district's office of educational technology at (484) 641-5532.

## Personal Appearance

The following guidelines have been established by the school and will be enforced to ensure that every student's hair and dress does not disrupt the educational process or constitute a health or safety hazard. The application of this policy shall be consistent with the rights of disabled students:

- Students have the responsibility to keep themselves, their hair and clothes neat and clean. Students will not be permitted to attend class where there is evidence that a lack of cleanliness constitutes a health hazard.
- Students may not wear destructive clothing, jewelry, footwear, or hairstyles that may cause damage to school property or present a threat to the health and safety of the school community.
- Skirts, shorts, and skorts must be fingertip length (when standing with arms held naturally to the side). • Revealing muscle or low-cut bare midriff shirts are not permitted. Sleeveless shirts or dresses must have at least two-inch straps at shoulders
- Hats, hoods, and sunglasses may not be worn in the school, unless a special dress day is occurring with permission.
- Any hairstyle, clothing, jewelry, footwear, or other apparel that causes a disruption or impediment to the quality of the education process for other students or the school shall not be permitted. Parents may be requested to bring in suitable clothing before the student may return to class. Students will be required to wear a belt, if necessary, to keep their pants at an appropriate height. Students should have footwear on at all times.
- Students may not wear jewelry, chains of any large caliber, headbands, footwear (shoes with wheels, or other apparel which contains indecent, sexually suggestive, or unsavory slogans, expressions, words, or symbols. Students are also prohibited from wearing any clothing, jewelry, footwear, or other apparel that promotes the use of illegal or dangerous substances or promotes or symbolizes gang activity or membership.
- Shirts worn by males and females should be at a length to be able to be tucked in, so as not to show their stomach area. Display of the midriff area is prohibited.
- Students may not wear any clothing with large buckles, straps, or pieces of metal on it.
- Pants must be worn at the waist.
- Writing on skin and on student clothing is prohibited.

## Physicals Exams

Pennsylvania mandates all 6<sup>th</sup> grade students have physical exams and 7<sup>th</sup> grade students have dental exams. We recommend having these done at the child's physician or dentist for continuity of care. Additionally, all 6<sup>th</sup> and 7<sup>th</sup> grade students must be screened for scoliosis. Sixth graders will be checked during their physicals and 7<sup>th</sup> graders will be screened during a physical education class. Medication, Physical, and Dental forms may be downloaded from the KASD website. All children enrolled in Pennsylvania schools will have their height and weight measured. This will be used to calculate their body mass index (BMI). BMI is a screening tool used to determine whether a child is overweight or underweight.

## Plagiarism/Cheating

Plagiarism is the act of submitting the writing or ideas of someone else as your own. It is a criminal act--a form of stealing that can, in extreme cases, result in fines or imprisonment. It is unethical and inevitably causes serious

damage to the reputation of the guilty party. Because of the legal and moral implications, acts of plagiarism cannot be condoned or go undisciplined within our school community. In order to ensure fairness and consistency in handling this problem, incidents of plagiarism will be dealt with as follows:

A student found guilty of plagiarism in a class assignment will \*(1) receive an "F" for the assignment in question; (2) be assigned up to a three day in school suspension (3) be required to attend a conference with student, parent, and principal and/or counselor.

\*If the offense is extra-curricular (e.g., publication), the student will be dismissed from the activity for the remainder of the school year.

In case of a research paper or similar major assignment where an "F" will result in course failure, the student will be permitted to resubmit the assignment on a new topic, under the strict supervision of the classroom teacher. The act of sharing work with another student for the purpose of allowing that student to present that work as their own is also a violation of school rules. Any student found to be conspiring to commit plagiarism will be subject to discipline as detailed in the plagiarism policy. Additionally, work that is created by artificial intelligence applications (such as ChatGPT) is not original student work, and therefore, is a form of cheating/plagiarism.

### **Prohibited Items**

Portable radios, cassette/disc players, iPods, MP3 players, pagers, playing cards, water pistols, food/drink, energy drinks, laser devices, weapons of any nature, rollerblades, scooters, skateboards, and toys are not permitted on school property without prior permission from the school principal. Cell phones are to be turned off and kept in the student's locker. Cell phones may be confiscated and returned at the end of the day if seen or heard after the start of the school day. Second offense, they will be returned to a parent at the end of the school day. Students are not permitted to use a camera or recording device without prior approval from the principal. There are classroom activities that require the use of headphones; students bringing air pods, ear buds, headphones and the like with them to school are responsible for these items. They should be kept in a safe place during the school day to avoid incidents.

### **Searches (Policy #226)**

School officials hereby inform students that their hall lockers, gym lockers, band instrument storage cases, book bags, and other "publicly" accessible locations are subject to search at any time and without additional prior notice.

### **Smoking Policy (Policy #222)**

ACT 145 of 1996 amends the Crimes Code to include language prohibiting students from possessing or using tobacco in a school building, a school bus or on school property. School districts are granted the authority to initiate prosecution for any such offense. Upon conviction a student will be found guilty of a summary offense and subject to a fine of up to \$50 plus court costs. Fines collected will benefit the student's school district. The court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense is not reportable as a criminal act. Refer to Board Policy #5147. This is in addition to disciplinary action taken by the school.

Smoking in the school building, on school property, and on property adjacent to the school is strictly prohibited. Likewise, students fall under the school's jurisdiction and "no smoking rule" during the period of time both "to" and "from" school. Any cigarettes, matches, lighters, etc. found in the possession of a student will be confiscated. Possession of these items is a violation of school rules and will result in disciplinary action.

### **Special Education**

In compliance with state and federal law, notice is hereby given by the Kutztown Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying disabled students who may be in need of special education and related services (eligible students). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

Autism/pervasive development disorder	Neurological impairment
Blindness or visual impairment	Other health impairments
Deafness or hearing impairment	Physical disability
Developmental delay	Serious emotional disturbance
Mentally gifted	Specific learning disability
Mental retardation	Speech and language impairment
Multi handicapped	

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written

request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public-school program. Requests for evaluation and screening are to be made in writing to building principals or guidance counselors.

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

The Kutztown School District has established a Student Assistance Program to provide intervention among students experiencing chemical abuse/dependency and other "at risk" symptoms, including pregnancy, eating disorders, depression, etc. A trained team of professional staff members at Kutztown Area Middle School will work with students based upon self-referrals, peer referrals, staff referrals, and parental requests. The school is linked with outside agencies to provide appropriate professional services to students.

### **Summer School**

If a student fails two or more major classes, summer school is a mandatory requirement and a passing grade must be attained to be promoted to the next grade level.

If a student fails the same major course two (2) consecutive years in a row, it is a mandatory requirement to take the failed course and pass it in summer school. If the student does not take the course, or fails it in summer school, the student will be retained for the school year.

If a student fails three (3) major subjects, they may not take summer school and will be retained

### **Tardiness**

A student is tardy to school when he/she is not present in the assigned classroom by 7:40 AM. Students who are tardy must report to the Middle School office upon arrival. Tardies may be excused when accompanied by a note from a doctor/dentist. An accumulation of 4 days of tardiness will result in after-school detention and every fourth tardy thereafter. Any student arriving at school after 10:16 AM will be considered a half day absent and must have a note from a physician. Otherwise, it is considered an unlawful AM absence and it is accumulated along with other absences.

### **Transportation Services**

The legal responsibility for each individual student on a school bus falls on the bus driver. The driver can safely carry out this responsibility only if all students cooperate to the fullest extent. The bus drivers are in charge of the vehicles and therefore have the same authority as the classroom teacher. An office referral from the bus driver is handled in the same manner as an office referral from a classroom teacher.

#### **Rules and Regulations**

- No eating on the bus.
- Cooperate with the driver.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- Bus drivers are authorized to assign seats.
- Students are not permitted to leave the bus before arriving at school.
- In the evening students are required to board the bus at the middle school building unless given special permission to board at the high school.
- Students are only permitted to ride their assigned bus. A student is not permitted to take a friend home on the bus if the friend is not regularly assigned to the bus.

Note: Disciplinary action may include the loss of the privilege to ride the bus.

#### ***NOTICE OF USE OF AUDIO AND/OR RECORDING DEVICES ON SCHOOL BUSES AND/OR OTHER SCHOOL VEHICLES***

*The safety of your children is of highest priority to the Kutztown Area School District. The purpose of this information is to provide you with the required notice that to the extent permitted by Pennsylvania law, audio and/or video recording devices may be used on all District operated school buses and/or other school vehicles to monitor the health, safety, and welfare of all students and staff. For additional information regarding the District's use of audio and/or video recording devices and/or the maintenance, storage, and/or disclosure of the audio and/or video recordings, please see Board Policy No. [810.2]. Policy [810.2] governs the use of audio and/or video cameras on school buses and other school vehicles.*

### **Weapons on School Property**

It is the policy of the Berks County Juvenile Court that if a juvenile carries a gun or any other dangerous weapon onto a school setting, absent extraordinary and compelling reasons, that youth will be placed outside his/her home when such a case is referred to the Juvenile Court. In order to implement this policy, the Court urges all Berks County schools to adopt a working procedure of requesting immediate police investigation of all incidents involving the possession of dangerous weapons on school grounds. The Court also urges that an immediate request for emergency detention be made to the Juvenile Probation Office for any youth implicated in the transportation or possession of a dangerous weapon on school property. To some, this policy may seem unduly harsh, particularly if

there is no injury or attempt to actually use the weapon. Nonetheless, if this Juvenile Court Policy is to serve its intended deterrent effect, it is important that all students recognize the severity with which violations of this nature will be treated.

### Schedules

The schedule contains a five-day cycle. This means there are five different daily schedules. These days are called Day A, Day B, Day C, Day D, and Day E. Weekends, holidays, and weather emergency days will not break the cycle. For example, if the middle school is on Day C on a Friday and we have Monday as a vacation day, when school resumes on Tuesday, the Day D schedule will be followed.

Grade 6		Grade 7		Grade 8	
7:40-7:50	Homeroom	7:40-7:50	Homeroom	7:40-7:50	Homeroom
7:53-8:28	Advisory (37)	7:53-8:28	Advisory (37)	7:53-8:28	Advisory (37)
8:31-9:19	Period 1 C (48)	8:31-9:19	Period 1 C (48)	8:31-9:11	Period 1 E (40)
9:22-10:10	Period 2 C (48)	9:22-10:10	Period 2 C (48)	9:14-9:54	Period 2 E (40)
10:13-10:53	Period 3 E (40)	10:13-11:01	Period 3 C (48)	9:57-10:45	Period 3 C (48)
10:56-11:36	Period 4 E (40)	11:04-11:52	Period 4 C (48)	10:48-11:18	Period 4 Lunch
11:39-12:27	Period 5 C (48)	11:55-12:25	Period 5 Lunch	11:21 - 12:09	Period 5 C (48)
12:30-1:00	Period 6 Lunch	12:28-1:16	Period 6 C (48)	12:12 - 1:00	Period 6 C (48)
1:03-1:51	Period 7 C (48)	1:19-1:59	Period 7 E (40)	1:03 - 1:51	Period 7 C (48)
1:54-2:43	Period 8 C (48)	2:02-2:43	Period 8 E (40)	1:54 - 2:43	Period 8 C (48)