

***J.E. Harrison Middle  
School***

***Student Handbook  
2017 - 2018***





# **J. E. Harrison Middle School Policies and Procedures Parent/Student Sign-off Sheet**

## **STUDENT HANDBOOK**

I have reviewed the J.E. Harrison Middle School Student Handbook. I am aware of the procedures and policies set forth in the handbook.

## **AGENDA**

I have been issued an Agenda that contains the student handbook along with a daily agenda for recording assignments. I understand that the planner serves as my hall pass and must remain intact throughout the school year.

## **ATTENDANCE POLICY**

I have read the section of the student handbook that addresses the attendance policy. I understand that excessive absences and tardies may result in disciplinary action and referral to the magistrate.

## **LOCKER STATEMENT**

My locker is the property of the Baldwin-Whitehall School District. Under state and federal guidelines, lockers may be monitored by the district to ensure the health, welfare, and safety of the student body. I must maintain a clean and damage free locker.

## **HMS COMPUTER & NETWORK ACCEPTABLE USE POLICY**

I understand and will abide by the Harrison Middle School Computer & Network Acceptable Use Policy. I understand that any violation of the terms and conditions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

## **ELECTRONIC DEVICES**

I understand the use of cell phones, iPods, headsets, and other electronic devices are prohibited in school and will be confiscated if used and put into the Monday Box.

## **DRESS CODE**

I have read the section of the student handbook that addresses the dress code. I understand if the student violates the dress code, that he/she will be required to change into acceptable clothing.

## **PACKS/ BAGS/ PURSES**

I understand that book bags / backpacks must be kept in my locker and are not permitted in classrooms. However, transparent/ clear plastic or mesh back packs **ARE** permitted to be carried to class. Purses that are big enough to hold textbooks are **NOT** permitted to be carried to class. Drawstring gym bags are permitted to and from physical education class only.

***I have read the 2017-2018 J.E. Harrison Middle School Student Handbook concerning policies, procedures and the code of student conduct. I understand that violations of the rules regarding conduct will result in disciplinary action.***

**Student Signature: \_\_\_\_\_ Grade: \_\_\_\_ Date: \_\_\_\_\_**

**Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

***Please return the signed form to your First Period Teacher  
Signed forms are due by September 8, 2017.***



## ***J.E. Harrison Middle School Anti-Bully Pledge***

We, the students of J.E. Harrison Middle School, agree to join together to prevent bullying at our school.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and interferes with a student's education, creates a threatening environment, or disrupts the orderly operation of the school.

Common behaviors attributed to bullying include put-downs, name calling, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults. These behaviors are usually repeated over a period of time. However, the term bullying should not be used when there is **mutual confrontation** between two students or groups of students. Mutual teasing should not be confused with bullying.

We believe that no student deserves to be bullied and that every student regardless of race, color, religion, nationality, size, gender, popularity, athletic, academic, or social ability, or intelligence has the right to feel safe, secure, and respected.

"If you don't have anything nice to say, then don't say anything at all".

**By signing this pledge, I \_\_\_\_\_ agree to stand up to bullying.**

**I will:**

- Value student differences and treat other students with dignity and respect.
- Not engage in direct or indirect verbal, relational, or physical bullying or cyberbullying.
- Be aware of the school's anti-bullying policies and procedures.
- Abide by the school's anti-bullying policies and procedures.
- Support students who have been victimized by bullies.
- Speak out against all types of bullying including cyber bullying.
- Report honestly and immediately all incidents of bullying to a teacher, guidance counselor or school administrator.
- Be a good role model for other students.
- Do what is right regardless of who is watching.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Please return the signed form to your First Period Teacher  
Signed forms are due by September 7, 2017.***

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## ***Welcome to J.E. Harrison Middle School***

The J.E. Harrison Middle School staff would like to welcome you to the 2017-2018 school year. We look forward to a school year filled with academic, social and athletic success that will lead to positive experiences and memories for each student and his/her family.

The procedures contained in this student handbook are the result of a concerted effort on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of great value in helping the students succeed at J.E. Harrison Middle School.

The students will review the student handbook during the first week of school in their social studies classes. Additionally, we ask that you please take the time to read this booklet carefully and completely.

After reviewing the handbook together, parents and students are to sign the form in the front of this booklet and return it to your first period teacher. If you have questions after reviewing the handbook, please feel free to call the school for clarification.

In an effort to improve communication between school and home, HMS administration and staff encourages parents and guardians to follow us on Twitter **@BWSDHarrisonMS** and check out our **HMS Happenings** sent on a monthly basis via a link on email and/or text. The HMS PTSA posts information on their Facebook, **Harrison Middle School PTSA**. This page is to post information related to school not for personal information or complaints.

Sincerely,

J.E. Harrison Middle School Team

# HMS Staff Directory 2017-18

## Administration & Office Personnel

\*\*\*Please dial 412.885.7530 then 9 followed by extension\*\*\*

Name	Position	Extension	Email
Jill Fleming-Salopek	Principal	Ext. 5040	jflemingsalopek@bwschools.net
Scott Ross	Assistant Principal A-L	Ext. 5040	sross@bwschools.net
Jonathan Peebles	Assistant Principal M-Z	Ext. 5040	jpeebles@bwschools.net
Nicole Niggel	A-L Guidance Counselor	Ext. 5060	nniggel@bwschools.net
Judy Leadbitter	M-Z Guidance Counselor	Ext. 5060	jleadbitter@bwschools.net
Jean Williams	Social Worker	Ext. 5067	jwilliams@bwschools.net
Donna Piotrowski	HMS Nurse	Ext. 5050	dpiotrowski@bwschools.net
Julie Dunn	Main Office Secretary	Ext. 5021	jdunn@bwschools.net
Joanie Joyce	Main Office Secretary	Ext. 5022	jjoyce@bwschools.net
Colleen Goettmann	Attendance Secretary	Ext. 5030	cgoettman@bwschools.net
Jill Fleming-Salopek	HMS Athletic Coordinator	Ext. 5040	jflemingsalopek@bwschools.net
Nadine Engelhardt	HMS Cafeteria Manager	Ext. 5081	nengelhardt@bwschools.net

## 6<sup>th</sup> Grade Teachers

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Charmaine Baughman	cbaughman@bwschools.net	6011	Rachel Johnson	rjohnson@bwschools.net	6104
Christine Bennett	cbennett@bwschools.net	6173	Jeffery Reffert	jreffert@bwschools.net	6209
Michael Bilbie	mbilbie@bwschools.net	6014	Eric Saternos	esaternos@bwschools.net	6227
Melinda Feeney	mfeeney@bwschools.net		Denise Wells	dwells@bwschools.net	6275
Kelly Gvoth	kgvoth@bwschools.net	6146	Micheal Voelker	mvoelker@bwschools.net	
Kim Koch	kkoch@bwschools.net	6122			

## English Language Arts

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Sarah Bowman	sbowman@bwschools.net		Jessica Mertz	jmertz@bwschools.net	6679
Kimberly Dillon	kdillon@bwschools.net	6649	Samantha Parks	sparks@bwschools.net	
Heather Himes	hhimes@bwschools.net	6664	Dan Shaner	dshaner@bwschools.net	6385
Errin Laughlin	elaughlin@bwschools.net	6673			

## Mathematics

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Anthony Cherico	acherico@bwschools.net	6478	Kristal Wilhelm	kwilhelm@bwschools.net	
Amy Goetzman	agoetzman@bwschools.net	6655	Julie Willman	jwillman@bwschools.net	6281
Dan Kluczowski	dkluczowski@bwschools.net				

## Science

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Jia Fetterolf	jyee@bwschools.net		Jessica Thomas	jthomas@bwschools.net	6772
Michael Kaleta	mkaleta@bwschools.net		Heidi White	hwhite@bwschools.net	6760
Debbie Reynolds	dreynolds@bwschools.net				

## Social Studies

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Kirsten Bilbie	kbilbie@bwschools.net	6799	Kelly O'Brien	kobrien@bwschools.net	
Jack Housteau	jhousteau@bwschools.net	6826	Jill Weber	jweber@bwschools.net	
Kevin King	kking@bwschools.net	6829			

## Foreign Language

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Heather Bianchi	hbianchi@bwschools.net	6719			
Amanda Setree	asetree@bwschools.net		Katie Ketcham	kketcham@bwschools.net	6637

## Support Services

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Margaret Bartolomucci	mbartolomucci@bwschools.net	6472	Jared Hoffman	jhoffman@bwschools.net	
Elisabeth Crittenden	ecrittenden@bwschools.net	6480	Colleen Kostelnik	ckostelnik@bwschools.net	
Sarah Faccenda	sfaccenda@bwschools.net		Kristine Napierkowski	knapierskowski@bwschools.net	6500
Melanie Fisher	mfisher@bwschools.net	6484	Kimberly Wyse	kwyse@bwschools.net	6592

## Unified Arts

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Billie Jo Acuna	bacuna@bwschools.net	6308	David London	dlondon@bwschools.net	6862
			Jane Riccardi	jriccardi@bwschools.net	6317

## Library

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Kimberly Dillon	kdillon@bwschools.net	6649			

## Music

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Kathy Hawk	khawk@bwschools.net	6394	Lindsay Verno	lverno@bwschools.net	6400
Marissa Virgin	mvirgin@bwschools.net				

## Physical Education/ Health

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Yevonne Carlson	ycarlson@bwschools.net		Samantha Kuharic	skuharic@bwschools.net	
Bryan Gigliotti	bgigliotti@bwschools.net	6437	Dennis Squeglia	dsqueglia@bwschools.net	6458
John Kealey	jkealey@bwschools.net	6449			

## Technology / STEM

Teacher	Email	Voice Mail	Teacher	Email	Voice Mail
Brandi Short	bshort@bwschools.net	6344	Pete Wagner	pwagner@bwschools.net	6966
Daniel Shaner	dshaner@bwschools.net				

Teachers and administrators may be reached by e-mail and/or the voice messaging system available in the Baldwin - Whitehall School District. The voice messaging system permits callers to leave voicemail messages for teachers and administrators at any time. During school hours, calls of urgent and timely matters should be made directly to the school's main office.

We encourage you to visit the Baldwin-Whitehall School District website at [www.bwschools.net](http://www.bwschools.net). Our website has information regarding all schools within the school district. By visiting the website, you will find upcoming school events and school news amongst other links that will answer questions that you may have about the Baldwin-Whitehall School District or Harrison Middle School.

# 2017-18 HMS Schedules

17-18 Daily Schedule			
Teacher Assigned Stations		8:00	
Student Arrival		8:00 – 8:15	
Students Report to Period 1		8:20	
	Grade 6	Grade 7	Grade 8
Period 1	8:20-9:13	8:20-9:13	8:20-9:13
Period 2	9:17-10:05	9:17-10:05	9:17-10:05
Period 3	10:09-10:57	10:09-10:57	10:09-10:57
Period 4	11:01-11:31 (Lunch)	11:01-11:49	11:01-11:49
Period 5	11:35-12:23	11:53-12:23 (Lunch)	11:53-12:41
Period 6	12:27-1:15	12:27-1:15	12:45-1:15 (Lunch)
Period 7	1:19-2:07	1:19-2:07	1:19-2:07
Period 8	2:12- 3:00	2:12- 3:00	2:12- 3:00
Announcements		3:00	
Start of Bus Dismissal		3:03	
Teacher Dismissal		3:20	

(48 Minutes Class Periods) (4 Minutes Between Periods 1-7 & 5 Minutes Between Periods 7-8)

17-18 Early Dismissal Schedule			
Teacher Assigned Stations		8:00	
Student Arrival		8:00 – 8:15	
Students Report to Period 1		8:20	
	Grade 6	Grade 7	Grade 8
Period 1	8:20–8:43	8:20–8:43	8:20–8:43
Period 2	8:47–9:07	8:47–9:07	8:47–9:07
Period 3	9:11–9:31	9:11–9:31	9:11–9:31
Period 7	9:35–9:55	9:35–9:55	9:35–9:55
Period 4	9:59–10:29 (Lunch)	9:59–10:29	9:59–10:29
Period 5	10:33–11:03	10:33–11:03 (Lunch)	10:33–11:03
Period 6	11:07–11:37	11:07–11:37	11:07–11:37 (Lunch)
Period 8	11:42–12:00	11:42–12:00	11:42–12:00
Announcements		12:00	
Start of Bus Dismissal		12:00	

(20 Minutes Class Periods) (4 Minutes Between Periods - 5 Minutes Between Period 6-8)

17-18 Two-Hour Delay Schedule			
Teacher Assigned Stations		10:00	
Student Arrival		10:00 – 10:15	
Students Report to Period 1		10:20	
	Grade 6	Grade 7	Grade 8
Period 1	10:20-10:55	10:20-10:55	10:20-10:55
Period 2	10:59-11:30	10:59-11:30	10:59-11:30
Period 4	11:34-12:05 (Lunch)	11:34-12:05	11:34-12:05
Period 5	12:09-12:40	12:09-12:40 (Lunch)	12:09-12:40
Period 6	12:44–1:15	12:44–1:15	12:44–1:15 (Lunch)
Period 3	1:19–1:50	1:19–1:50	1:19–1:50
Period 7	1:54–2:25	1:54–2:25	1:54–2:25
Period 8	2:30–3:00	2:30–3:00	2:30–3:00
Announcements		3:00	
Start of Bus Dismissal		3:03	
Teacher Dismissal		3:20	

(4 Minutes Between Periods - 5 Minutes Between Period 6-8)





AUGUST 2017				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28		30	31	

21-22 **No School**, New Teacher Orientation  
 23-28 **No School**, Professional Development/Clerical Days  
 23 HMS 6<sup>th</sup> Gr Curriculum Night  
 24 WES 2<sup>nd</sup> Gr Curriculum Night  
 24 BHS 9<sup>th</sup> Gr Curriculum Night  
 28 MES & PES K Curriculum Night  
 29 **First Day of School**  
 Teachers: 7 | Students: 3

FEBRUARY 2018				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	<del>20</del>	21	22	23
26	27	28		

19 **No School**  
 20 **Act 80 2 - Hour Delay**  
 Teachers: 19 | Students: 19

SEPTEMBER 2017				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 **No School**  
 12 MES & PES Curriculum Night, Gr 1-5  
 14 WES Curriculum Night, Gr 3-5  
 19 HMS Curriculum Night, Gr 7 & 8  
 20 BHS Curriculum Night, Gr 10-12  
 Teachers: 20 | Students: 20

MARCH 2018				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	<del>27</del>	28*	29*	30

27 **Early Dismissal**, End of 3<sup>rd</sup> Nine Weeks  
 28-30 **No School**, Spring Break  
 28 \*Second Snow Make-Up Day  
 29 \*Third Snow Make-Up Day  
 Teachers: 19 | Students: 19

OCTOBER 2017				
M	T	W	Th	F
2	3	4	5	6
9	<del>10</del>	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9 **No School**, Professional Development Day  
 10 **Act 80 - 2 Hour Delay**  
 Teachers: 22 | Students: 21

APRIL 2018				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2 **No School**, AM Professional Development/PM Clerical  
 3 Beginning of 4<sup>th</sup> Nine Weeks  
 9 Report Cards Issued  
 Teachers: 21 | Students: 20

NOVEMBER 2017				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	<del>16</del>	17
20	21	<del>22</del>	23	24
27	28	29	30	

1 End of 1<sup>st</sup> Nine Weeks  
 2 Beginning of 2<sup>nd</sup> Nine Weeks  
 7 **No School**, AM Professional Development/PM Clerical Report Cards Issued  
 14 **Early Dismissal**, Parent-Teacher Conferences  
 22 **Early Dismissal**, All Students  
 23-27 **No School**, Thanksgiving Break  
 Teachers: 19 | Students: 18

MAY 2018				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

15 **No School**, Professional Development Day - Senior Projects  
 28 **No School**  
 Teachers: 22 | Students: 21

DECEMBER 2017				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

25-29 **No School**, Winter Break  
 Teachers: 16 | Students: 16

JUNE 2018				
M	T	W	Th	F
				1
4	5*	6		8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 **Graduation**, Last Day for Seniors  
 5 \*Graduation Rain Date  
 7 **Early Dismissal, Last Day of School**  
 8 **No School**, Clerical  
 18 Final Report Cards Mailed  
 Teachers: 6 | Students: 5  
 Total - Teachers: 193 | Students: 182

JANUARY 2018				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15*	16	17	18	19
22	23	24	25	26
29	30	31		

1 **No School**, Winter Break  
 15 **No School**, Professional Development  
 \*First Snow Make-Up Day  
 19 End of 2<sup>nd</sup> Nine Weeks  
 22 **No School**, AM Professional Development/PM Clerical  
 Beginning of 3<sup>rd</sup> Nine Weeks  
 23 Report Cards Issued  
 Teachers: 22 | Students: 20

**PSSA Testing**  
 April 9-13, 2018  
 Grades 3-8 English Language Arts  
 April 16-20, 2018  
 Grades 3-8 Mathematics  
 April 23-27, 2018  
 Grades 4 & 8 Science

**Early Dismissal Times**  
 BHS - 11:15 a.m.  
 HMS - 12:00 p.m.  
 MES/PES/WES - 12:45 p.m.

Board Approved 4/12/2017

**Keystone Testing Windows**  
 Winter Wave 1 December 4-15, 2017  
 Winter Wave 2 January 8-22, 2018  
 Spring Window May 14-25, 2018

# J.E. Harrison Middle School 2017-2018 A/B Calendar

Shaded Areas = No School for Students

AUGUST 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29 A	30 B	31 A		

SEPTEMBER 2017						
S	M	T	W	T	F	S
					1 B	2
3	4	5 A	6 B	7 A	8 B	9
10	11 A	12 B	13 A	14 B	15 A	16
17	18 B	19 A	20 B	21 A	22 B	23
24	25 A	26 B	27 A	28 B	29 A	30

OCTOBER 2017						
S	M	T	W	T	F	S
1	2 B	3 A	4 B	5 A	6 B	7
8	9	10 A	11 B	12 A	13 B	14
15	16 A	17 B	18 A	19 B	20 A	21
22	23 B	24 A	25 B	26 A	27 B	28
29	30 A	31 B				

NOVEMBER 2017						
S	M	T	W	T	F	S
			1 A	2 B	3 A	4
5	6 B	7	8 A	9 B	10 A	11
12	13 B	14 A	15 B	16 A	17 B	18
19	20 A	21 B	22 A	23	24	25
26	27	28 B	29 A	30 B		

DECEMBER 2017						
S	M	T	W	T	F	S
					1 A	2
3	4 B	5 A	6 B	7 A	8 B	9
10	11 A	12 B	13 A	14 B	15 A	16
17	18 B	19 A	20 B	21 A	22 B	23
24	25	26	27	28	29	30
31						

JANUARY 2018						
S	M	T	W	T	F	S
	1	2 A	3 B	4 A	5 B	6
7	8 A	9 B	10 A	11 B	12 A	13
14	15*	16 B	17 A	18 B	19 A	20
21	22	23 B	24 A	25 B	26 A	27
28	29 B	30 A	31 B			

FEBRUARY 2018						
S	M	T	W	T	F	S
				1 A	2 B	3
4	5 A	6 B	7 A	8 B	9 A	10
11	12 B	13 A	14 B	15 A	16 B	17
18	19	20 A	21 B	22 A	23 B	24
25	26 A	27 B	28 A			

MARCH 2018						
S	M	T	W	T	F	S
				1 B	2 A	3
4	5 B	6 A	7 B	8 A	9 B	10
11	12 A	13 B	14 A	15 B	16 A	17
18	19 B	20 A	21 B	22 A	23 B	24
25	26 A	27 B	28*	29*	30	31

APRIL 2018						
S	M	T	W	T	F	S
1	2	3 A	4 B	5 A	6 B	7
8	9 A	10 B	11 A	12 B	13 A	14
15	16 B	17 A	18 B	19 A	20 B	21
22	23 A	24 B	25 A	26 B	27 A	28
29	30 B					

MAY 2018						
S	M	T	W	T	F	S
		1 A	2 B	3 A	4 B	5
6	7 A	8 B	9 A	10 B	11 A	12
13	14 B	15 A	16 B	17 A	18 B	19
20	21 B	22 A	23 B	24 A	25 B	26
27	28	29 A	30 B	31 A		

JUNE 2018						
S	M	T	W	T	F	S
					1 B	2
3	4 A	5 B	6 A	7 B	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

In the event of a school cancellation the A/B calendar will remain as written. The make-up day will have the same letter designation as the cancelled day.

\* - Possible Snow Make-Up Days

# ***HMS Important Numbers***

\*\*\*Please dial 412.885.7530 then 9 followed by extension\*\*\*

<b>Name</b>			
Jill Fleming-Salopek	Principal	Ext. 5040	jflemingsalopek@bwschools.net
Scott Ross	Assistant Principal	Ext. 5040	gross@bwschools.net
Jonathan Peebles	Assistant Principal M-Z	Ext. 5040	jpeebles@bwschools.net
Nicole Niggel	A-L Guidance Counselor	Ext. 5060	nniggel@bwschools.net
Judy Leadbitter	M-Z Guidance Counselor	Ext. 5060	jleadbitter@bwschools.net
Jean Williams	Social Worker	Ext. 5067	jwilliams@bwschools.net
Donna Piotrowski	HMS Nurse	Ext. 5050	dpiotrowski@bwschools.net
Julie Dunn	Main Office Secretary	Ext. 5021	jdunn@bwschools.net
Joanie Joyce	Main Office Secretary	Ext. 5022	jjoyce@bwschools.net
Colleen Goettmann	Attendance Secretary	Ext. 5030	cgoettman@bwschools.net
Jill Fleming-Salopek	HMS Athletic Coordinator	Ext. 5040	jflemingsalopek@bwschools.net
Nadine Engelhardt	HMS Cafeteria Manager	Ext. 5081	nengelhardt@bwschools.net

## **Student Expectations**

Harrison Middle School believes that all students can learn to control and manage their own behaviors. To support a positive learning environment and a safe school, we have established general school rules to guide student behavior. All students are expected to adhere to the expectations outlined within the student handbook.

## **School / Life Rules**

Just do what's right and treat other people the way you want to be treated: meaning that when you are faced with a decision, think about what is the right thing to do and make the right decision, even when nobody is watching.

## **Basic School Rules:**

At Harrison Middle School we work to maintain an uninterrupted and safe learning environment for all students. By following these rules, students will have the opportunity to be successful both academically and socially.

- 1. When an adult asks you to do something, you do it.***
- 2. Keep your hands and feet to yourself.***
- 3. If you don't have anything nice to say, don't say anything at all.***

## **The Four P's:**

The four "P's" will not only guide students to help them nurture their learning, but prepare them to be successful in life. The faculty and administration are excited about the upcoming school year and look forward to being part of the positive experience at J.E. Harrison Middle School.

- ***Be Prompt***
- ***Be Prepared***
- ***Be Productive***
- ***Be Polite***

## **Anti-Bullying**

Harrison Middle School is committed to providing a safe, positive learning environment for all students. We recognize that bullying creates an atmosphere of fear and intimidation and detracts from the safe environment necessary for student learning. We encourage students who have been bullied to promptly report incidents to the Harrison Middle School administrative team for immediate investigation. We ask students and parents to review and sign our Anti-Bully Pledge knowing that any student who violates the Anti-Bully Pledge shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct at the discretion of the administration. If you have any further questions, please refer to the Baldwin-Whitehall School District bullying policy located in the back of the handbook.

## **Student Agenda Book**

A *Student Agenda Book* is provided to all students and will be distributed during the first week of school. All students are required to maintain their Agenda throughout the school year.

The Agenda serves three main purposes:

1. **Organizational Academic Planner**
2. **Hall Pass**
3. **Informational Resource**

Using the Agenda as an organizational planner is the expectation of all teachers. Students should record their assignments, homework, and other important information, such as upcoming tests and project dates in their Agendas on a daily basis. The Agenda will help both students and parents keep track of all assignments and academic progress in each class. The Student Agenda is the core component in successful organization.

The Agenda will also serve as a hall pass for all students needing to leave class. Students without an Agenda will not be permitted to leave class. School staff will sign the Agenda to allow a student to leave the classroom. This will help monitor student movement within the building. Any student that loses his/her Agenda must purchase a replacement copy immediately in the main office.

### **Arrival to School**

Students are to arrive at school no earlier than 8:00 a.m. Once students enter the building they are to go immediately to their locker and drop off their coat and backpack while collecting the materials they will need for their first period class. They are then to report to their first period classroom no later than 8:20 a.m.

If students are arriving earlier than 8:00 a.m. to participate in an activity or receive tutoring from a teacher, they must have either their agenda or a hall pass signed by the teacher/sponsor to enter the building.

***Students are not permitted to bring food or drink to school unless it is contained as part of their lunch and consumed in the cafeteria. Food and drink are not permitted outside of the cafeteria.***

### **Dismissal from School**

Starting at 3:00 PM students riding buses will be dismissed from the 8th period class to directly report to their assigned bus. Walkers, students staying for activities, and students who are getting picked-up are to remain in their 8th period class until they are dismissed via the announcements. When dismissed from 8th period, students who are being picked up should report directly to **Exit #12 (Office Exit)**. Students who participate in an after-school activity are to report directly to **Exit # 1 (Gym Lobby)** after the activity has ended to wait to be picked-up. No students are to be in the building without permission and supervision from district staff members before or after school hours.

### **Lockers**

Each student will be issued a locker for his/her use. It is the student's responsibility to follow the rules and guidelines listed below when using his/her locker.

- Lockers are considered school property and the school reserves the right to inspect a student's locker at any time.
- Each student is assigned **one** locker.
- It is **highly recommended** that you purchase a combination lock for both your HALLWAY and GYM lockers.
- It is **highly recommended** that students provide their period one teacher with an extra locker key and/or their combination.
- Lockers are to be kept neat and clean.
- Nothing may be permanently attached to the inside or outside of the locker.
- Do not store valuables or large amounts of money in your locker.
- **There is no sharing of lockers.**

**\*\*\*J.E. Harrison Middle School is not responsible  
for lost or stolen items kept in lockers\*\*\***

### **Hall Passes**

The *Student Agenda* serves as the student hall pass. **Any students in the halls during class time must carry the *Student Agenda*.** Students are requested to refrain from using the hall pass during class time and are encouraged to utilize the four minutes between classes to visit the lavatories, get drinks from the water fountain, and stop by their lockers.

## **Nurse**

The nurse's office is located on the 2<sup>nd</sup> floor in the cross hall by the main office. Students who need to visit the nurse **must** first obtain a pass from their classroom teacher. If the nurse is not available, students are to report to the main office for assistance.

If a student becomes ill, the parent/guardian will be contacted by the school nurse, school administration, or designee so that arrangements can be made to have the student picked up from school. **No student is permitted to make parent contact before consulting with the school nurse.** This procedure should be followed to ensure the safety of all Harrison Middle School students.

## ***Administration of Medications***

The administration of prescribed medication to a student during school hours, in accordance with the direction of a parent/guardian or family physician, will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Before any medication may be administered to or by any student during school hours, the Baldwin Whitehall School Board **requires the written request** of the parent/guardian. The written order of the prescribing physician shall include the purpose of the medication, dosage, time, or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

**All medications shall be administered by the school nurse or designee.**

For further details of the policy please refer to the parent/student handbook. Both the *Physician's Request for Administration of Medication* and *Parent Request for Administration of Medication* forms can be downloaded from the resource page on the school district's website ([www.bwschools.net](http://www.bwschools.net)). The school nurse cannot administer medication to a student without the required completed paperwork. In addition, forms for use of inhalers can be accessed on the website. Students are **NOT** permitted to bring any medication to school unless it is housed in the nurse's office.

## **Attendance Procedures**

The parents and/or guardians may call the school attendance office at (412) 885-7530 and report a student's absence to the school secretary. However, at approximately 9:00 a.m., Skyward will call all parents or guardians of students that are absent to school for that given day regardless if an absentee phone call was made to the school secretary.

Students who have been absent from school **MUST** provide an excuse as required by state law. This excuse should be brought on the day a student returns from being absent and must include: (1) date(s) of absence (2) reason for absence, and (3) parent/guardian signature. Parents/guardians may also fax 412-885-6766 an excuse with the student's name and first period teacher's name within three days of the student's absence. The excuse will be given to the student's first period teacher. If an excuse is not received within three days, the absence is considered unexcused and/or illegal. Students will receive a zero for assignments on days recorded as unexcused per school board policy number 204. **If an excuse is not received within three days of the absence according to State Law, the absence will be recorded and remain unexcused.** When a student is absent for three consecutive days, a doctor's note must be submitted upon his/her return. Parents may be contacted by school personnel if student absenteeism or tardiness is excessive and violates the school district attendance policy. A letter from administration will be sent home if a student accumulates ten or more absences.

## ***Attending After-School Activities / Athletic Events***

If a student is absent the day of a scheduled extra-curricular activity and/or athletic event, he/she is not permitted to participate or attend the activity or event. Students are eligible to participate in these activities if they are present for at least four class periods. Any student who is serving an out-of-school suspension is **NOT** permitted to attend after school activities or athletic events.

## ***Early Dismissals***

A student requesting an early dismissal from school must bring an excuse from his/her parent/guardian and turn it into the attendance office prior to the start of first period. This excuse should include: the (1) date (2) time of

dismissal (3) reason for the request, and (4) signature of parent/guardian. It is school policy that any student being excused early from school must be picked up by a parent/guardian in the school's main office. Anyone picking up a student for an early dismissal must be listed on his/her emergency card and **MUST show picture identification** before the student can be released.

**In order to maintain a productive learning environment for all students, the office will not call the classroom and interrupt instruction to remind an individual student of an early dismissal.** All classrooms are equipped with functioning clocks, and students are expected to report to the office at the given time of their dismissal. Students issued early dismissals are informed of the *no classroom interruption procedures*.

### ***Tardiness to School/Class***

Students arriving after 8:20 a.m. are considered tardy. Any student reporting late to school must have a written note from a parent/guardian or medical professional explaining the reason for his/her tardiness to school. Students reporting after 8:20 a.m. must report to the attendance office.

Students are given four minutes between classes. During this time, in order to minimize classroom disruptions, students may use the lavatories, the water fountains and stop at their lockers. Students **MUST** report to class on time, or they will be considered tardy.

A student who is **late to class** without a signed agenda or written excuse will be marked tardy to class via Skyward. Any student accumulating four unexcused tardies to class or to school will be subject to discipline referral with possible consequence at discretion of the administrator. Additional unexcused tardies to class will result in additional consequences at the discretion of the administrator.

Between seventh and eighth period, students will be given five minutes between classes in order to prepare themselves and gather their belongings for bus dismissal.

### ***Educational Tours/Trips (not school sponsored)***

Students may be excused for family vacations and for non-school sponsored educational trips. Educational trips must receive prior approval from the principal. **Parents must submit a written request two weeks in advance detailing the dates of the educational trip, the destination, an assurance that the trip could not be scheduled on non-school time, and a statement of the educational value of the trip.** Educational trips will **not** be approved during the **first two or last two weeks of the school year, or during PA State Assessment windows**. The school personnel will notify the parent, in writing, of the decision regarding the appropriateness of the trip. The student is responsible for completing all classroom assignments during the absence. Unapproved trips will be considered unexcused absences. Unexcused absences will result in a zero for everyday missed.

### ***Make-up Work (For Excused Absences)***

Students, who are absent for one day, should be prepared to request homework from their teachers upon their return to school. Students who are absent for two or more days may request that a fellow student pick up their assignments or may have a parent/guardian pick up assignments for them. The parent/guardian should notify the office secretary no later than 9:00 a.m of the request that homework assignments be collected from teachers. He or she should also tell the secretary who will be picking up the homework at the end of the day. Students can also check Skyward for information regarding their missed school work. **Students are responsible for making up all assignments and course information that they missed during their absence. Students will receive one day to make-up the work for each day they missed. Students will receive a zero for assignments on days recorded as unexcused per school board policy number 204.**

## **School Cancellation and Delays**

In the event of a school delay or closing, families will receive an automated notification from the District SKYLERT messenger system. Messages are sent out as a "general" message within the system. Parents can customize the manner in which the message is received (i.e., email, text, and phone). Your caller ID will display "Baldwin-Whitehall School District Superintendent's Office" along with the District's main phone number of 412-884-6300. Please update your contact information to ensure the notification system meets your family's individual needs. Additional information regarding the SKYLERT system can be found on the District website under the "Parents" tab.

The District will also utilize the following information sources for communication of delay or closing information:  
Baldwin-Whitehall School District website ([www.bwschools.net](http://www.bwschools.net))  
Local Media: KDKA TV and [www.kdka.com](http://www.kdka.com); WPXI TV and [www.wpxi.com](http://www.wpxi.com); WTAE TV and [www.thepittsburghchannel.com](http://www.thepittsburghchannel.com)  
Twitter: @BWSDsuper  
Push notifications through the BWSD APP ([Click here for instructions.](#))

The winter season in Pittsburgh can be a wonderful time of year; however the weather can also create harsh conditions that we must all prepare for. There will be times when temperatures are cold and roads may be snow covered but school will be in session. Please make sure children are dressed appropriately for the cold weather.

We request that working parents make other arrangements for their children if an unexpected delay or emergency closing occurs. Children should know which neighbor or relative to report to when parents are not at home.

## **Visitors**

Upon arrival at school, all visitors must follow the procedures listed below:

1. Visitors are expected to park in designated visitor parking spots.
2. Visitors must wait to be "buzzed" in at the main entrance. Visitors are expected to identify themselves and state their purpose of business at Harrison Middle School via the intercom.
3. **Visitors must immediately report to the office upon entering the building to sign in, show their state issued identification and receive an identification sticker. All visitors MUST wear their identification sticker at all times while in the building.**
4. Upon the conclusion of their business, all visitors are expected to sign-out at the main office.

## **School Counselors**

Mrs. Niggel will work with all students whose last names begin with A-L, and Ms. Leadbitter will work with all students whose last names begin with M-Z. If a student needs to see a counselor, he/she will need to get a pass from his/her teacher prior to going to the guidance office. If a parent needs to contact a school counselor, please call 412-885-7530.

## **Grading Scale**

The following percentages will relate to each of the letter grades:

A 90% - 100%	D 60% - 69%
B 80% - 89%	F 0% - 59%
C 70% - 79%	

**Formal Assignments** (Tests, quizzes & long-term projects/ papers) = 90% of the Total Grade

**Informal Assignments** (Daily homework & in-class assignments) = 10% of the Total Grade

## **Homework**

Homework is any planned activity assigned by the teacher to be completed beyond the scheduled classroom time. Homework is an integral component of the educational process. Research indicates that homework enhances achievement. Its purpose is to prepare students for new concepts and to reinforce previous learning.

### ***Objectives of Homework***

- Homework reinforces learning through practice, application, integration, and /or extension of knowledge and skills.
- Homework develops study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner.
- Homework prepares the student for subsequent class activities.

### ***Responsibilities***

The school district believes that administrators, teachers, students, and parents share the responsibility for ensuring the success of homework assignments. Administrators are responsible for providing the necessary

leadership, support, and supervision to effectively implement the homework policy. Teachers are responsible for establishing and conveying homework criteria and procedures, and for providing constructive feedback to students. Homework assignments should be meaningful, related to course objectives, and not be given as a punishment. The student is responsible for completing all assignments according to the teacher's established criteria and procedures. Parents are responsible for providing the work area, time, and conditions necessary for the student to successfully complete the homework assignments.

Administrators, teachers, students, and parents should be aware that after-school activities require time and attention; however, such commitments are unacceptable reasons for not completing homework. The completion of homework assignments may impact a student's grade.

## **Skyward Student/Family Access**

Skyward Student and Family Access is an easy to use interactive tool that provides both parents and students with the ability to securely view student information online. In addition to monitoring student grades and attendance information, parents can use Skyward Family Access to update student information, view food service accounts, or sign up for automatic email notifications. In addition, teachers may use Skyward as a parent communication tool as well as post assignments and downloadable materials for student use.

Each parent/guardian has been issued a unique ID#, Username, and Password that will enable the parent/guardian to access information for all of his/her children with a single login. **For security reasons this information should only be used by you, the parent/guardian, and kept confidential.**

Each student has been issued a Username and Password that will enable him/her to access grades and the Skyward messages teachers post on a regular basis. **For security reasons, this information should never be shared with another student.**

## **Login Instructions**

1. Start at the homepage of your Internet browser.
2. Navigate to our school website at [www.bwschools.net](http://www.bwschools.net).
3. Click on the Skyward Family Access Link.
4. Enter the secure login information shown below:

Username: **XXXXXX**

Parent/Guardian Password: **XXXXXX**

If you experience difficulty or have any questions about this service, please contact your child's school or email [familyaccess@bwschools.net](mailto:familyaccess@bwschools.net).

## ***Skyward Family Access Considerations***

- Family Access username and password confidentiality is crucial – Do **NOT** share this information with your children. Students in grades 6 – 12 have been provided with an individual Student Access account to check their own progress.
- Any misuse or abuse of this account will result in denial of access.
- Teachers have been asked to post grades in a timely manner. Large projects may take more time to grade and post. If you have any questions regarding your child's grades, please contact the classroom teacher.
- Grades shown represent a "snapshot in time" and are subject to change on a daily basis. No grade is final until report cards are issued.
- Missing assignments may be calculated in a variety of ways. Please check with your child's teacher for the particular classroom procedure.
- If there are outstanding balances or a student owes school property to the school, library, cafeteria or extracurricular activity, then a hold will be put on his/her Skyward account and access will be denied until the balance or item missing is returned.
- If questions arise, please contact your child's teacher, counselor, or school administration.

## **Skylert**

Parents/guardians are encouraged to sign-up for Skylerts through the Skyward Family Access website. Both teachers and administration utilize the Skylert messages (e.g. email, text message) to communicate important information on a regular basis, such as the *HMS Happenings*. Skylert messages include notifications about



attendance, weather emergencies, surveys and school hour and non-school hour emergencies. More information about the Skylert system can be found at [www.bwschools.net](http://www.bwschools.net).

## **Report Cards**

Report cards are issued every nine weeks to notify parents/guardians of their child's progress. The report card for the last nine-weeks is mailed home. Please note that fourth quarter report cards will be held in addition to your Skyward account being locked if a student has an outstanding debt to the district.

November 14, 2017

January 29, 2018

April 9, 2018

June 18, 2018

## **Athletic Eligibility & Extracurricular Activities**

We will follow School Board Policies *122 Extracurricular Activities* and *123 Athletic Eligibility* as well as the Pennsylvania Interscholastic Athletic Association (PIAA) Athletic Eligibility Guidelines to determine a student's eligibility to participate. We place our priority on academics and encourage all students who participate in Extracurricular Activities and Athletics to maintain passing grades so as not to jeopardize opportunities to participate.

## **Athletic Travel**

Students are expected to ride the bus with their teams to and from athletic events. Parents/guardians may transport their child only for emergency situations. Parents must complete the athletic travel release form which can be found on the district website or in the main office prior to the dismissal of the student for the specific athletic event. The student should submit the completed travel release form to the athletic coordinator before 8:20 a.m on the day of the event and pick up the release before departing Harrison Middle School for an athletic event.

## **Honor Roll**

A student must have a 3.00 QPA (Quality Point Average) or higher to qualify for the Honor Roll.

The categories are:

**Highest Honors** 4.00      **High Honors** 3.50 – 3.99      **Honors** 3.00 – 3.49

The Honor Roll will be based on **all** subjects and will be posted after report cards are issued at the end of each nine-weeks grading period. An "F" in any subject will disqualify students for the Honor Roll for that nine-week grading period. Students achieving honors are recognized for their accomplishments at the Academic Honor Awards Programs held in May.

## **Library/Media Center**

The J.E. Harrison Middle School Library contains a classroom set of computers, over 11,000 print resources, 40 subscription titles, and many electronic resources. Our library participates in the ACCESS PA database project, with interlibrary loan capabilities from most of the state's school, public, academic, and special libraries. The use of all library resources is subject to library rules and policies.

Most items can be checked out for two weeks. If a borrowed item is lost or damaged, students will be charged for replacement or repair. A fine for an overdue book is five cents per day. Reference and reserve books are signed out for overnight use only and the overdue fine for these books is ten cents per day. Overdue notices are sent to students every week. Students are responsible for prompt payment of fines. If fines are not paid, report cards will be withheld.

Students must come to the library with a Library Pass or Agenda signed by a subject teacher to complete an assignment in that class only when the librarian is scheduled. They may also attend the facility at other scheduled times with classroom teachers. All classroom and library rules apply to all students at all times. If a student does not abide by these rules, the student will be referred to administration for disciplinary consequences that can include suspension or loss of library privileges.

## **Harrison Middle School Computer & Network Acceptable Use Policy**

### **I. Computer Use is a Privilege**

The use of school computers and access to the district's network is a privilege, NOT a right. Students using technology are responsible for their behavior and communications over the network. Access to network

services will be provided only to those students who agree to act in a considerate and responsible manner and in accordance with the district's rules and regulations.

## **II. Security**

System security is protected through the use of passwords. Students are not permitted to use another individual's account and students should never give others access to their account. Each student is responsible for all activity that occurs on his/her account. Attempts to login to the network using another person's identity, or as a system administrator, or to gain unauthorized access will result in discipline referral to the office.

## **III. Vandalism**

Students should respect district property. However, if vandalism occurs, such vandalism will result in the suspension or cancellation of the student's computer privileges. Vandalism is defined as any malicious attempt to:

- Destroy, deface, or alter any technology device
- Harm or alter the network, hardware, or software
- Destroy data located on any computer or the network
- Destroy, deface, or alter any technology device
- Upload, download, or create a computer virus

## **IV. Acceptable Use**

Acceptable use is defined as using the computer and/or network as a tool in support of education and research consistent with the academic objectives of the district.

## **V. Unacceptable Use**

Unacceptable use includes, but is not limited to, illegal use of copyrighted material; use of threatening, harassing, violent, or obscene material; altering or removing computer files not belonging to the user; installing unlicensed software; creating links to inappropriate materials; disconnecting equipment; and/or vandalism of any hardware. Using the computer and/or network for commercial or business purposes is also prohibited.

## **VI. Guidelines for Computer Use**

Computers are to be used for educational purposes. The following are not permitted:

1. Food and drink in any computer area
2. Using the computer/network for non-school related activities (i.e. games and social media)
3. Transmitting, accessing, printing, downloading or uploading any material that is obscene, sexually explicit, indecent, abusive, hateful, degrading, demeaning, derogatory, or defamatory
4. Downloading, copying, transmitting, printing or accessing illegal or copyrighted material
5. Using the computer/network to disrupt the work of others

## **VII. Disciplinary Protocol and Consequences**

Students who violate the computer and network acceptable use policy will face disciplinary action appropriate to the level of the offense. Suspension of computer privileges is at the discretion of the administration and can be issued as part of the disciplinary consequences. ***In the case of vandalism, the student will be responsible for incurring the cost of the damages.***

## **Discipline**

Every teacher may on occasion be confronted with discipline problems. Most of these can be handled in the classroom by the teacher with a minimal disturbance. Serious breaches of behavior may make it necessary for the teacher to receive support from the administration.

### ***Procedures for such disciplinary cases are as follow:***

1. Teacher makes every attempt to remedy the situation (i.e. conference with student, parent/guardian contact, assignment of consequences).
2. If additional support is needed, the teacher completes a student incident report and refers the situation to the appropriate administrator.
3. The administrator meets with the student, investigates the situation, and then distributes an appropriate consequence.

Included in the Code of Conduct are the four levels of violations of school procedures. Disciplinary options for each level of misbehavior are included, but not limited to these options. Disciplinary action is assigned at the discretion of the administrator.

### **Student Report Forms:**

**Discipline Report** – A faculty/staff member completes this report, contacts parent/guardian and refers a copy to the appropriate administrator. This report is mailed home once the administrator meets with the student and determines a consequence. A copy of the report is then placed in the student's discipline file.

**Transportation Conduct Report** – If a student misbehaves on the school bus, the driver completes and refers a report to the appropriate administrator, who then meets with him/her. An administrator's report is completed with the appropriate consequence, and a copy of the report is both mailed home and placed in the student's discipline file. A copy of this report is sent to the district's transportation office as well. If a student is causing a disruption on the school bus, he or she may be suspended from bus privileges. In the case of vandalism, the student will be responsible for incurring the cost of the damages.

## **Baldwin-Whitehall School District Code of Conduct**

***The Code of Student Conduct shall apply to all students at all times on all Baldwin-Whitehall School District property.***

The levels shown below are a guide for administrators to use *progressive interventions* in an attempt to change student behaviors. Repeated chronic or cumulative offenses may require higher levels of interventions/consequences. For incidents deemed serious violations, interventions/ consequences may begin at a higher level and are at discretion of the administration.

## **DISCIPLINARY PROGRESSION LEVELS**

### **LEVEL I**

**Description:** Level I offenses are misbehaviors on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors should be handled by an individual staff member but sometimes require the intervention of other school support personnel.

### **Examples include but are not limited to:**

- Classroom/school disturbance or disruptive behavior
- Loitering
- Littering
- Unauthorized presence in the halls or other school areas
- Eating outside cafeteria or in unauthorized area(s)
- Inappropriate display of affection
- Classroom tardiness
- Abusive, obscene, or disrespectful language, writing or gestures
- Violation of the Dress Code
- Unauthorized use of electronic devices
- Misconduct at school sponsored functions or on the school bus

### **Disciplinary Options:**

- Verbal or Written Reprimand
- Denial of Privileges
- Special Assignments
- After-School / Morning Detention(s)
- Confiscation
- Written Agreement
- Lunch Detention(s)
- Behavior Reflection Essay
- Social Probation
- Suspension

## **LEVEL II**

**Description:** Level II offenses are misbehaviors 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 execution 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 administration.

### **Examples include but are not limited to:**

- Persistent Level I infractions
- Violation of school attendance policies (e.g. tardiness, truancy, leaving school property without permission, cutting class, unexcused absence)
- Repeated unexcused tardiness to homeroom, class or school
- Unauthorized possession or misuse of school property, facilities, lockers
- Open defiance of authority; willful refusal to do as directed or any form of insubordination
- Leaving school grounds without permission
- Failure to serve assigned detentions
- Harassment
- Bullying / Cyber-bullying
- Violation of the computer and internet policy
- Cheating / Plagiarism
- Persistent violation of the dress code
- Being outside the building without authorization
- Unauthorized use of an electronic device
- Misconduct on school bus

### **Disciplinary Options**

- Confiscation
- Behavior Reflection Essay
- In-School Suspension(s)
- Denial of Privileges
- Social Probation
- Out-of-School Suspension
- Modified Day
- Suspension of Bus Privileges

## **LEVEL III**

**Description:** Level III offenses are acts whose frequency or seriousness tends to disrupt the learning climate of the school and/or acts directed against persons or properties and whose consequences could endanger the health or safety of others in the school.

### **Examples include but are not limited to:**

- Persistent Level II infractions
- Vandalism
- Theft
- Fighting
- Trespassing on or in school property when closed
- Defying authority
- Harassment, Hazing, Bullying or Cyberbullying
- Physical/ verbal threat to student or staff member
- Unauthorized or improper use of vehicles on school grounds
- Destruction of the private or school property
- Lewdness or indecent exposure
- Possession or use of tobacco products
- Sexual Harassment

### **Disciplinary Options**

- Confiscation

- Removal From Class
- In-School Suspension(s)
- Denial of Privileges
- Social Probation
- Out-of-School Suspension(s)
- Restitution of Property or Damages
- Special Assignment

## **LEVEL IV**

**Description:** Level IV offenses are acts whose frequency or seriousness tends to disrupt others or disrupt the learning climate of the school. Acts directed against persons or property which could or do pose a threat to the health, safety or welfare of others in the school. Such acts will require administrative action which could result in the immediate removal of the student from school and the possible intervention of law enforcement authorities.

### **Examples include but are not limited to:**

- Persistent Level III infractions
- Bomb threat
- Possession/use/transfer of dangerous weapons
- Aggravated assault/battery
- Lighted or ignited objects
- Theft or possession/sale of stolen property
- Arson or attempted arson
- Transfer/sale/possession/purchase/ procurement/distribution/use or under the influence of unauthorized substances, e.g., drugs, alcohol or drug paraphernalia
- Terroristic threats/acts
- Institutional vandalism and criminal mischief
- Other violations of federal, state, or local laws
- Conduct that poses a threat to the health, safety, and welfare of students or staff

### **Disciplinary Options**

- Confiscation
- Out-of-School Suspension
- Restitution of Property or Damages
- Referral to Police or District Magistrate
- Expulsion
- Referral to Outside Agency

***A Level IV suspension may result in a hearing with the Superintendent and/or School Board for further disciplinary action; possibly expulsion.***

### **Discipline Options**

**Lunch Detention** - There are two types of lunch detentions:

**1. Teacher Assigned Lunch Detention**

**2. Office Assigned Lunch Detention**

Teacher assigned lunch detentions are issued and monitored by the classroom teacher. Teachers will coordinate the date, time, and location of the lunch detention with the student prior to the student serving the detention. The student may be sent to lunch late or required to eat his/her lunch in the classroom along with completing a writing assignment. Teachers will notify parents of the teacher assigned lunch detention.

Office assigned lunch detentions are issued by administrators and are served in the ISS room with a bagged lunch menu selection. Students serving office assigned lunch detention will be given a pass or fail comment by the teacher who is supervising the ISS room for that particular period. If a student fails his/her lunch detention due to misbehavior, he/she will be required to serve another detention or subject for further disciplinary action per administration's discretion.

In both cases, the student must report on time to lunch detention on the date, time, and location in which the detention is assigned. In the event of a cancellation of school, or student absenteeism, students should report

to lunch detention on the following school day. Failure to report to teacher or office assigned lunch detention will result in further consequence per administration's discretion. Students are permitted to pack their own lunch for lunch detention. Students are expected to bring their packed lunch on time to the appropriate location.

### ***Morning and After-School Detention***

Morning and After-School detentions can be issued by both teachers and administration. Prior to assigning morning or after-school detention, the teacher or administrator will confirm the time and availability with the student's parent or guardian. Transportation to morning and after-school detention is the responsibility of the student and/or parent. The student must report promptly to detention on the date and time it is assigned. In the event of a cancellation, the student's detention will be rescheduled.

### ***Social Probation***

A student can be put on social probation as a disciplinary action. When a student is on social probation, he/she are not permitted to attend or participate in extracurricular events except for after-school tutoring.

### ***Behavior Reflection Essay***

A student can be assigned to the ISS room to complete a behavior reflection essay. The student will be permitted to go back to his or her regular classes once the essay is completed and approved by the assigning administrator. Failure to complete essay will result in further disciplinary actions per administration's discretion.

### ***In-School Suspension***

In-School Suspension is removing students from their daily classroom schedule. Teachers will be notified and will provide assignments for students to complete during this time. Students are not permitted to leave the ISS room unless supervised. Students will eat lunch in the ISS room and will select from a bagged lunch menu to order their lunch. Students are permitted to pack their own lunch. Students must bring all books, notebooks, and other supplies needed to complete their daily work. Students are responsible for all assignments during their suspension. Students who are assigned an in-school suspension may be excluded from all extracurricular events on that given day. If a student does not comply with the rules and expectations of the ISS room, then he or she may be subject to additional consequences. Students assigned ISS as a consequence during the months of May and/or June may not be permitted to participate in the end of the year activities (field day).

### ***The following rules apply to detentions and in-school suspensions (ISS):***

1. Students must arrive on time. Tardiness will result in appropriate disciplinary action.
2. Students must bring adequate study materials (textbooks, pencils, assignments, library books, etc.) to use for the entire period in a silent study environment.
3. Students must complete a behavior reflection essay
4. The following behaviors are **PROHIBITED** in any detention or ISS:
  - Talking or communicating in any way with other students
  - Sleeping or putting head down on the desk
  - Eating or drinking other than during lunch period
  - Using cell phones, IPODs, CD players or other electronic devices
  - Possessing any items that are inappropriate for the school environment
  - Defacing or vandalizing any items

Failure to comply with the above expectations will result in additional disciplinary action per administration's discretion.

### ***Out of School Suspension***

Out of School Suspension is the exclusion of a student from school for a period of up to ten (10) days. Any student who is suspended from school will not attend or participate in any school sponsored activity for the duration of the suspension. The student is responsible for any assignments missed during the suspension. Students who are suspended must arrange to receive homework assignments and/or use Skyward to access their classroom assignments when possible. Students assigned OSS as a consequence during the months of May and/or June may not be permitted to participate in the end of the year activities (field day). These students may also be excluded from field trips anytime throughout the year.

## **Student Bus Riders**

Students will be expected to demonstrate responsible, appropriate, and safe behavior on the bus. All buses are fixed with video and audio camera surveillance, which is used to monitor students' behavior. Riding the school bus is a privilege and students who do not act appropriately on the bus may lose this privilege. Below are guidelines about these expectations:

### ***Responsible Bus Behaviors***

1. Obey all directions and requests of the driver and bus attendant
2. Do not distract or disturb a driver unless an emergency arises
3. Be on time for your bus; students should arrive at their assigned bus stop ten minutes early
4. Ride the bus to which you are assigned
5. Approach the bus only after it has come to a complete stop
6. Board the bus one person at a time; do not crowd around the bus or push one another
7. Take your seat promptly and face the front of the bus at all times
8. Remain seated, facing front and do not stand while the vehicle is moving
9. Use acceptable language and maintain an appropriate noise level
10. Do not eat or drink on the bus
11. Do not litter on the bus
12. Get off the bus at your assigned stop and move away from the bus promptly

### ***Bus Transfers Will Not Be Issued***

Bus transportation is a privilege and its purpose is to transport children from home to school and back. Requesting a bus transfer (riding a bus other than the one assigned) dismantles the process of our highly organized bus program wherein students have assigned seats and erodes its safety procedures.

A bus driver will not leave school grounds with an unauthorized student on the bus, and the student will be removed from the bus and put on his/her assigned bus by a staff member. If the assigned bus has already departed the school grounds, then the parent will be responsible for transporting that student home from school.

The best practice is to make arrangements in advance and have your own emergency procedure in place for your children. We understand that emergency situations do arise, but please also understand that we **cannot** accommodate these requests.

## **School Bus Discipline Levels**

Student behavior while waiting for or riding the school bus must be appropriate to assure the safety of all students. School transportation is a privilege and students will be expected to abide by the bus rules and expectations. Students who commit an act of bus misconduct are subject to, but not limited to the following disciplinary consequences per administration's discretion:

### **Level I – Examples of Bus Misconduct**

1. Failure to Follow School Bus Rules
2. Inappropriate Noises or Noise Level
3. Littering
4. Eating/Drinking
5. Placing Arms or Head Out of Window
6. Insubordination/Failure to Cooperate with Driver/Attendant
7. Refusing to Identify Oneself to Driver/Attendant
8. Exiting/Entering Bus at Unassigned Bus Stop
9. Riding Unassigned Bus Without Authorization

### **Discipline Options**

1. Verbal Reprimand
2. Assigned Seat
3. Apology to Driver/Attendant
4. Responsibility for Picking-up Discarded Items
5. Parent/Guardian Contact/Conference
6. Writing Assignment
7. Lunch Detention

## **Level II – Examples of Bus Misconduct**

1. Continuation of Level I Misconduct
2. Vulgar/Profane Language
3. Disrespect of Driver/Attendant
4. Pushing/Hitting/Tripping other Students
5. Vandalizing of Bus
6. Inappropriate Use of Electronic Devices
7. Throwing Objects
8. Opening Exit Doors
9. Inappropriate Touching of Other Students

## **Discipline Options**

1. Level I Discipline Options
2. Detention
3. In School or Out of School Suspension
4. Behavior Reflection Essay
5. Social Probation
6. Suspension of Riding Privileges
7. Restitution

## **Level III – Examples of Bus Misconduct**

1. Continuation of Level II Misbehaviors
2. Fighting
3. Smoking
4. Student/Staff Harassment
5. Hitting/Pushing Bus Driver/Attendant
6. Violation of Weapons/Alcohol/Drug Policy

## **Discipline Options**

1. Level II Discipline Options
2. Police/District Magistrate Notification
3. Referral to Student Assistance Program
4. Referral to Outside Agencies
5. Expulsion

## **Cyberbullying / Social Networking**

Cyber-bullying on social networks is not tolerated. Students may be punished according to the code of conduct if their actions directly impact the learning environment at Harrison Middle School or jeopardize the safety of students on school property. We do our best to keep incidents that happen outside of the school from coming into the building. If threats, harassment, or other misbehavior happens outside of school, we recommend that you call the local authorities.

## **Study Hall**

Study Hall is a class for which students will receive a pass/fail grade. Students are to treat study hall as any other academic class. The study hall teacher will be available to provide support to students when completing their assignments.

## **Classroom Expectations**

### **Students will:**

- Bring materials to class every day.
- Have a positive attitude and support the rest of the class by being cooperative.
- Use this time as an opportunity to complete class assignments, homework, research, projects, or to study for exams.
- Bring reading materials to read upon completion of assignments.
- Be able to form study groups or do peer tutoring, but any talking that is done MUST be content oriented and MUST be done VERY QUIETLY so as not to disrupt the classroom.
- Bring a signed orange pass from their subject teacher when they want to go to the Library.



**Classroom Behavior:**

- Students will follow the SCHOOL/LIFE RULES (Prompt, Prepared, Productive, Polite)
- The teacher is not responsible for providing work, and students are expected to come prepared to complete homework or bring a reading selection from content area classes.
- Students should attend to their feeding, grooming, lavatory and hygiene needs before class. In other words, no food, hair styling, make-up, etc.
- Students will follow the Code of Conduct as found in the Student Handbook.

**Grading: Pass/Fail:**

- Students will be graded on the above expectations with specific emphasis on the 4 P's: Prompt, Prepared, Productive, Polite.
- A grade of 65 % or better will be considered a "passing" grade for study hall.

**Hallway Behaviors**

The halls will be a clean, safe, and quiet environment where people interact with courtesy and respect.

**Responsible Hallway Behaviors**

1. Stay to the right and keep moving safely through the halls – **do not run**
2. Respect others by keeping hands, feet, and objects to yourself
3. Respect the environment by keeping Harrison Middle School clean
4. Use appropriate language and maintain a reasonable level of volume
5. Keep book bags and jackets in your locker
6. Listen and respond to adult requests/directions
7. Be on time for class

**Cafeteria Behaviors**

The cafeteria will be a clean and safe environment where people interact with courtesy and respect. Eating in the cafeteria is a privilege and students who do not follow the cafeteria rules can lose this privilege.

**Responsible Cafeteria Behaviors**

1. Arrive on time
2. Bring your own money or lunch
3. Respect others by displaying good table manners and acceptable behavior – do not touch another student's lunch or belongings
4. Respect the environment by keeping your area clean
5. Use respectful language and tone when interacting with the cafeteria staff
6. No food or drink is to be taken out of the cafeteria
7. Glass containers are prohibited
8. Do not move extra chairs to a table / 8 seats per table
9. Remain seated until directed otherwise by a teacher
10. Students are not permitted to switch their seats without permission
11. Student must ask permission to use the restroom
12. Teachers will dismiss you to the lunch line
13. While in line, do not cut in front of other students
14. Maintain orderly behavior throughout the cafeteria
15. Prior to dismissal, students should check their area and all trash should be thrown away
16. Once a teacher has checked your table, he/she will dismiss your table from the cafeteria and students are expected to push in their chairs

**Consequences for Cafeteria Misconduct**

1. Reprimand
2. Eating Last
3. Assigned Seating
4. Writing Assignment
5. Lunch Detention
6. Parent / Guardian Contact
7. Cleaning of or Removal from Cafeteria
8. Referral to Office/possible suspension

## **Student Interaction with Substitute Teachers**

Student's behavior toward guest teachers is a direct reflection of his or her classroom teacher and school administration. Students will be expected to treat guest teachers with courtesy and respect and will assist the guest teacher in any manner necessary. Students are expected to follow established school and class procedures and failure to act appropriately will result in disciplinary consequence.

## **Electronic Devices**

(i.e. IPODS, Cell phones, etc...)

The board prohibits possession of laser pointers and electronic device by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

The board prohibits use of electronic devices that have the capability to take photographs or record audio or video during the school day in district buildings, on district property and while students are engaged in school sponsored activities.

If a student is caught using an electronic device and refuses to give the item to the staff member, he/she will be taken to the office for consequence per administration's discretion.

If a student is caught videotaping or taking pictures using his/her electronic device, the student will be taken to the office for consequence per administration's discretion and their electronic device will be confiscated.

In addition, the board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the internet.

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

## **Confiscation of Electronic Device**

If a student's cell phone or electronic device is confiscated by any staff member or security officer, then the staff member will bring the device to the main office to be placed in the **Monday Box**. All confiscated devices will be held in the Monday Box until the following Monday. Students can retrieve their devices in the main office after school on the Monday after it was confiscated. If there is no school on Monday, then students can retrieve their phones on the first day back to school. A parent may come and sign for the device at any time.

## **Student Cell Phone Use with Parents**

**Students using cell phones to contact their parents during the school day is prohibited and confiscation of the device will occur.** Harrison Middle School is equipped with phones in the nurse's office, counselor's office and main office. If students need to contact their parent or guardian, they should ask for permission to use the phone in the main office. During the regular school day, students are not to make calls from the any classroom. If a parent needs to contact his/her child at school, then he/she should contact the main office.

## **Procedure for BYOD (Bring Your Own Device)**

At the teacher's discretion and within the classroom, students may utilize cellphones, tablets and other devices for instructional purposes only. The teacher will provide specific directions on usage during instructional time. At the end of the activity and/or class all electronic devices should be put away and the preceding electronic device rules apply.

## **Dress Code**

Students have the right to dress and groom as they choose as long as they do not disrupt the educational process or endanger the health and safety of themselves or others.

Students have the responsibility to follow guidelines for dressing and grooming in a manner which shows cleanliness, promotes safety, and demonstrates respect for themselves and others.

The following is a list of clothing that is unacceptable for school:

1. Hats, coats, gloves (while indoors), masks, ski-masks (while indoors and on buses).
2. Bandanas, head coverings (unless for religious or medical reasons).
3. See-through clothing and clothing that is excessively revealing, including but not limited to clothing with low-cut necklines, leggings, shirts, etc.

4. Tank tops, halter tops, bare chests or midriffs, racer backs, thin straps or half-shirts and other provocative apparel.
5. Clothing featuring illegal products or behavior, profanity, or remarks that are obscene or offensive or implying unsafe behavior.
6. Extremely short skirts, skorts, and shorts are not permitted.
7. Any clothing that can conceal an item and/or pose a safety hazard.
8. Sunglasses, belts or bracelets with metal spikes, chains, dog collars.
9. Tops must be long enough to tuck into pants, skirts, skorts, and shorts.
10. Undergarments and private body parts are not to be exposed. No sagging pants.

The decision as to whether a student's clothing is unacceptable is made by the building administration. If a student's clothing is determined to be unacceptable, the student will be required to change the clothing. If a student does not have acceptable clothing to change into, he/she will be asked to call home. If no one is available to bring a change of clothing, the student may be placed in ISS for the remainder of the day. If the student is unable or unwilling to change the clothing, further disciplinary measures will occur.

## **Pantsing**

"Pantsing" involves students pulling down the pants of other students. In most cases, this act is done in a non-malicious manner. However, even under these circumstances, victims have expressed embarrassment and humiliation. Please understand that this type of behavior is **STRICTLY FORBIDDEN** in the school environment. Students, regardless of intent, will face severe disciplinary action.

## **Academic Dishonesty**

The School Board supports student learning and academic achievement attained through honest and ethical effort of students and not by Plagiarism, cheating and other forms of Academic Dishonesty.

Academic Dishonesty consists of deceptive and dishonest behaviors such as Plagiarism, cheating on tests and quizzes, and assisting other students to cheat, for the purpose of producing unwarranted academic outcomes. Plagiarism is one type of Academic Dishonesty. It is the use of another person's ideas, visual expressions and works without giving credit to that person.

## **Fundraising**

Students are not permitted to participate in fundraising activities during instructional time. Fund raising activities can only be done for Harrison Middle School sponsored activities. Lost or stolen items are not the responsibility of staff or administration.

## **Food Service Department - Food Service Department: Harrison Middle School**

### **Meal Applications:**

Meal applications for Free/Reduced prices are only good for the school year in which the application is approved. **You must reapply each year.** You only need to complete one application per household. To apply online visit [www.paschoolmeals.com](http://www.paschoolmeals.com) or go to our website ([www.bwschools.net](http://www.bwschools.net)) select the dropdown menu for Parents and click on Free & Reduced Lunch Application.

### **Meal Payments:**

Parents are encouraged to make payments at least one week in advance of intended purchases.

**To make an online payment with e-funds:** *Best Option for Payment*

Go to the district website, select the dropdown menu for Parents and click on Lunch Payments.

**To make a payment at the cafeteria:**

Payments can be made at any cafeteria register during breakfast and lunch service. Parents are encouraged to send in checks or money orders made payable to "Baldwin-Whitehall School District."

### **Student Account Access:**

Students will be asked to enter their pin number (student ID number) on the keypad at the register to access their food service accounts to pay for their meals and ala carte sale purchases and/or to accept their free meal benefits.

### **Delinquent Accounts:**

If an account becomes delinquent, an alternate grace meal will be provided to students until the delinquent account is paid in full or the account becomes negative \$20 as in accordance to School Board Policy 808.1 –

Lunch Accounts. Collection letters will be sent, report cards will be held, access to Skyward accounts will be blocked, and delinquent accounts will be turned over to the district magistrate court for collections.

**Menus:**

Lunch menus are updated on a regular basis during the school year on our website ([www.bwschools.net](http://www.bwschools.net)) select the dropdown menu Parents and click on Lunch/Breakfast Menus. Menus are also available the first of each month on the BWSD phone app.

Specialty Premium Food Bars are available every Tuesday and Thursday for an additional charge and published on the menu.

**Special Diet Request:**

Please contact Joyce Weber, Food Service Director, at [jweber@bwschools.net](mailto:jweber@bwschools.net) or by phone, 412-884-6300 x 7441. Special diet form and instructions are posted on the BWSD food service department website.

Parents are encouraged to visit the Food Service Department home page from the district website, ([www.bwschools.net](http://www.bwschools.net) – Select Departments > Food Service) for further details of the information shared above and for more information and news on the breakfast and lunch meal program offered at BWSD. Follow us on Twitter @BWFOODSERVICE for events & news.