

OWEN J. ROBERTS MIDDLE SCHOOL

881 Ridge Road

Pottstown, PA 19465-8401

(610) 469-5102

www.ojrsd.com



STUDENT & PARENT HANDBOOK 2016-2017

This handbook is provided electronically to every student and parent at the Owen J. Roberts Middle School. It contains general school information, procedures, and regulations. Students and their parents are encouraged to become familiar with the contents of this publication. It is provided as a resource and contains the most current information for the school year that was available when printed. Please be advised that some of the material may be subject to change during the school year. Students and parents will be informed of such changes through various school communication formats, including the school website. The most current versions of all policies referenced may be found on the School District website.

TABLE OF CONTENTS

Table of Contents-----	2-4
Mission Statement-----	5
Justice Owen J. Roberts-----	6
Non Discrimination Policy-----	6
Communication with the Middle School-----	7
Letter to Students & Parents/Guardians-----	8
OJRMS School-Student-Parent Compact-----	9
Bell Schedule-----	10
Faculty and Staff-----	11-12
Academic Integrity-----	13
Accidents in School-----	13
Arrival to School-----	13
Assembly Behavior-----	13
Attendance-----	14-16
Student Recognition-----	16
Book Bags-----	17
Breakfast Program-----	17
Bulletin Boards-----	17
Bullying Prevention Program-----	17-18
Bus Transportation & Regulations-----	18-20
Care of Books & Equipment-----	20
Change of Address-----	20
Classroom Procedures-----	21
Computer Use Policy -----	21
Counseling Services-----	22
Dances-----	22
Detention-----	22-23
Discipline Code-----	23-38
Early Dismissal Procedure-----	39
Eligibility-Athletics & Activities-----	39-40
Emergency Notification-----	40
Field Trips-----	40
Fire Drills -----	40-41
Food, Snack, & Beverage Policy-----	41
Gambling-----	41

Grade Reporting-----	41-43
Hallway Behavior-----	43
Health Services-----	43-44
Homework-----	44
Instructional Support-----	44-45
Insurance-Student Accidents-----	45
Interscholastic Sports-----	45
Intramural Sports, Activities, & Clubs-----	45
Library Media Center-----	46
Lockdown Procedures-----	46
Lockers-----	46-47
Lost & Found-----	47
Lunch Information-----	47-48
Make-Up Work-----	48
Medicine Policy-----	48-50
Messages & Materials Received from Parents-----	51
Music Programs-----	51
National Junior Honor Society-----	51
Non-School Sponsored Travel-----	52
Organized Study (In-School Suspension)-----	52-53
Out-of-School Suspension-----	53
Parent-Teacher Association (PTA)-----	53
Parent-Teacher Conferences-----	53
Physical Education-----	53-54
Pictures-----	54
Promotion-----	54
Public Displays of Affection-----	54
Publication of Student Photographs & Work-----	54
Roberts Assistance Program (RAP)-----	54-55
School Wires-----	55
Sexual Harassment Policy-----	55
Smoking-----	56
Social Functions-----	56
Staying After School-----	56
Student Attire-----	56
Student Council-----	57
Student Identification Cards-----	57

Student Store-----	57
Summer School-----	57
Team Time-----	57
Telephone Calls-----	57
Testing Program-----	58
Tip Line-----	58
Valuables-----	58
Visitors to the Middle School-----	58
Walking to School-----	58
Withdrawal Procedures-----	59
Working Papers-----	59

OWEN J. ROBERTS SCHOOL DISTRICT MISSION STATEMENT

*The Owen J. Roberts School District Community
Inspiring Each Student for Success Today and Greatness Tomorrow*

OWEN J. ROBERTS MIDDLE SCHOOL MISSION STATEMENT

The Owen J. Roberts Middle School, in partnership with the community, is committed to serving the unique needs of emerging adolescents by promoting a culture which balances academic excellence, social and emotional development, active life-long learning, and responsible global citizenship.

As a school community, we commit ourselves to

WILDCAT PRIDE

Promoting a caring environment

*I will treat others as I wish to be treated.
I will be nonjudgmental of others' opinions and differences.
I will stand up for what is right.*

Responsible for our learning

*I will always put forth my best effort.
I will contribute to a classroom environment that supports everyone's learning.
I will ask for help when I need it.*

Interacting collaboratively

*I will contribute positively toward a common goal.
I will value the input of my peers.
I will support the members of my team.*

Devoted to challenging our minds

*I will persevere when my learning activities are difficult.
I will work to my highest potential and not take the easy way out.
I will welcome new challenges and stretch my thinking.*

Excellence in all that we do

*I will set high and attainable goals for myself.
I will strive to produce quality work of which I can be proud.
I will work to make everyday a great day.*

SCHOOL DISTRICT INFORMATION

JUSTICE OWEN J. ROBERTS

Justice Owen J. Roberts, a man who lived quietly among us, was one of the great men of our time. He was born in Germantown on May 2, 1875, in the home of his parents, Josephus Roberts and the former Emma Lafferty.

His paternal grandfather, William Owen Roberts, a miller, came to America from Wales in 1808 and established a grist mill on the Perkiomen Creek near Collegeville. His maternal grandmother was a descendant of early German settlers in Pennsylvania.

In 1904, Justice Roberts married the former Elizabeth Caldwell Rogers of Fairfield, Connecticut. They had a daughter, Elizabeth Rogers Roberts, who became Mrs. Charles A. Hamilton.

Early in his law career, Justice Roberts made his home in Philadelphia, but in 1929 achieved a life-long ambition to have a farm, by purchasing a 700 acre place at Birchrunville, Chester County. He called the farm, "Bryn Co-ed", Welsh for "Wooded Hill". He restored and improved the farmhouse built in 1820 into a gracious home.

A great jurist, for fifteen years a Justice of the Supreme Court of the United States, Owen J. Roberts was, nevertheless, primarily interested in education, in the youth and the hope of America. Justice Roberts died May 17, 1955, at the age of 80 and is buried at St. Andrew's Episcopal Church, Ludwigs Corner, PA.

The School District was formed by state law on July 1, 1959. Today the district encompasses an area of 110 square miles and the following seven townships: East Coventry, East Nantmeal, East Vincent, North Coventry, South Coventry, Warwick, and West Vincent. Five elementary centers, a middle school, and a high school serve the educational needs of over 5,000 students.

NON DISCRIMINATION POLICY

The Owen J. Roberts School District will not discriminate in employment, educational programs, or activities based on race, sex, handicap, or national origin. This policy of non-discrimination extends to all other legally protected classifications in accordance with state and federal laws including Title IX of the Educational Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to Mrs. Jessica Heffner, Affirmative Action Office 503/504 Coordinator, Owen J. Roberts School District, 901 Ridge Road, Pottstown, PA 19465-8401, (610) 469-5117.

COMMUNICATION WITH THE MIDDLE SCHOOL

MAIN OFFICE: 610-469-5102
7:00 AM to 4:00 PM

Mr. Sean Burns	Principal	610-469-5155
Mr. Corbin Stoltzfus	Assistant Principal	610-469-5157
Mrs. Sue White	Principal's Secretary	610-469-5156
Mrs. Elise Jasulevicz	Office Secretary	610-469-5705
Mrs. Dawn Zelinske	Receptionist	610-469-5721
Mrs. Dottie Troutman	Attendance Clerk	610-469-5717
Mrs. Diane Ganovsky	Guidance Office Secretary	610-469-5704
Ms. Caroline Gatto	Guidance Counselor – 8 th	610-469-5160
Mrs. Lauren Handforth	Guidance Counselor – 7 th	610-469-5159
Mrs. Victoria Morgan	Student Assistance Counselor	610-469-5725
Mrs. Dana Breeden	Instructional Support	610-469-5522
Mrs. Laura Frank	Teacher	610-469-5525
Mrs. Jane Sullivan	School Nurse	610-469-5163
Mrs. Christine Potter	Librarian	610-469-5168

ATTENDANCE: To report a student absent or tardy: 610-469-5688
Attendance, Change of Address, Educational Travel, & Withdrawals
Mrs. Dottie Troutman: 610-469-5717

E-MAIL ADDRESSES: All Middle School staff members can be reached by e-mail. An individual's e-mail address is typically his/her first initial immediately followed by his/her last name @ojrsd.com.

VOICE MAIL: All Middle School staff members can be reached by voice mail. Voice mail extension numbers can be accessed by initially contacting the Middle School Main Office or accessing the School District website.

WEBSITE: The Owen J. Roberts School District website can be accessed at www.ojrsd.com. Information about the Middle School can be found at various points on the site.

GRADE QUESTIONS: Individual Teacher or Guidance Office: 610-469-5704

LOST & FOUND: 610-469-5721

TRANSPORTATION INFORMATION: Mrs. Gail Ann Gola, 610-469-5187

Dear Students and Parents,

On behalf of the faculty and staff of the Owen J. Roberts Middle School, welcome to the 2016-2017 school year! We are excited to begin another year and look forward to having you as a part of our school community.

In order to maintain an environment that is optimum for learning, we must have the cooperation of all students within the school and we must focus our efforts on academic achievement. To that end, we have provided this handbook that outlines the standards and expectations of our school.

We ask that all students and parents familiarize themselves with the information contained in the Student & Parent Handbook. It is important for everyone to be on the same page regarding the expectations and norms that have been established for our school. Hopefully, it is apparent that we strive to provide a safe and orderly environment in which students can realize their maximum academic potential. In addition, we encourage students to take full advantage of the extra-curricular opportunities that are available. We look forward to your contributions to our school community.

We wish you the best during the coming school year! Let's work together to make this a productive and memorable year for everyone!

Sincerely,

Mr. Sean Burns

Principal

Mr. Corbin Stoltzfus

Assistant Principal

OWEN J. ROBERTS MIDDLE SCHOOL SCHOOL – STUDENT – PARENT COMPACT

All members of the Owen J. Roberts Middle School Community recognize that the maintenance of a positive and safe learning environment requires the cooperation and combined efforts of school staff, students, and parents. Through the combined work of all three groups, students are provided with the opportunity and resources to learn and to grow academically, socially, and emotionally. This compact outlines how the school, students, and parents will share the responsibility for maintaining high standards for all and for helping the Owen J. Roberts Middle School to continue to be an outstanding place for children.

The Owen J. Roberts Middle School Staff will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the Pennsylvania Academic Standards in all areas.

Maintain a positive and safe learning environment that is developmentally appropriate and responsive to the unique needs of early adolescents.

Offer regular feedback regarding student progress and respond to students' and parents' questions and concerns in a timely fashion.

Students attending the Owen J. Roberts Middle School will:

Attend school daily, arrive on time for all classes, and put forth maximum effort to participate in class activities and to complete assigned work.

Express ideas and opinions in a respectful manner.

Self-monitor their behavior and actions to create a safe and secure learning environment.

Review and be familiar with the contents of the Student Handbook and follow the expectations that have been established for student conduct and the safe and orderly operation of the school.

Parents of students attending the Owen J. Roberts Middle School will:

Monitor student attendance, provide a structured time and place for homework completion, and encourage students to put forth their best effort at all times.

Keep abreast of student progress in school and address concerns with the appropriate or involved staff member as soon as a problem develops.

Review and be familiar with the contents of the Student Handbook and reinforce the expectations that have been established for student conduct and the safe and orderly operation of the school.

I have read and understand the expectations and responsibilities that exist for school staff, students, and parents. I have also reviewed the contents of this Student Handbook and understand the guidelines and procedures that have been established for student conduct and for the safe and orderly operation of the school.

Mr. Sean Burns

Principal Signature

Student Signature

Parent Signature

Owen J. Roberts Middle School
Daily Bell Schedule
2016-2017

REGULAR DAY BELL SCHEDULE

Grade 7			Grade 8		
		Minutes			Minutes
<i>Period 1</i>	<i>7:30 AM to 8:18 AM</i>	<i>48</i>	<i>Period 1</i>	<i>7:30 AM to 8:18 AM</i>	<i>48</i>
<i>Period 2</i>	<i>8:21 AM to 9:07 AM</i>	<i>46</i>	<i>Period 2</i>	<i>8:21 AM to 9:07 AM</i>	<i>46</i>
<i>Period 3</i>	<i>9:10 AM to 9:56 AM</i>	<i>46</i>	<i>Period 3</i>	<i>9:10 AM to 9:56 AM</i>	<i>46</i>
<i>Period 4A*</i>	<i>9:59 AM to 10:29 AM</i>	<i>30</i>	<i>Period 4</i>	<i>9:59 AM to 10:45 AM</i>	<i>46</i>
<i>Period 4B*</i>	<i>10:29 AM to 10:59 AM</i>	<i>30</i>	<i>Period 5</i>	<i>10:48 AM to 11:34 AM</i>	<i>46</i>
<i>Period 5</i>	<i>11:02 AM to 11:48 AM</i>	<i>46</i>	<i>Period 6A*</i>	<i>11:37 AM to 12:07 PM</i>	<i>30</i>
<i>Period 6</i>	<i>11:51 AM to 12:37 PM</i>	<i>46</i>	<i>Period 6B*</i>	<i>12:07 PM to 12:37 PM</i>	<i>30</i>
<i>Period 7</i>	<i>12:40 PM to 1:26 PM</i>	<i>46</i>	<i>Period 7</i>	<i>12:40 PM to 1:26 PM</i>	<i>46</i>
<i>Period 8</i>	<i>1:29 PM to 2:15 PM</i>	<i>46</i>	<i>Period 8</i>	<i>1:29 PM to 2:15 PM</i>	<i>46</i>

*Lunch/Team Time Period

PM announcements before 8th period by Administrative office

CLUB/COMMUNITY MEETING BELL SCHEDULE

Grade 7			Grade 8		
		Minutes			Minutes
<i>Club</i>	<i>7:30 AM to 8:10 AM</i>	<i>40</i>	<i>Club</i>	<i>7:30 AM to 8:10 AM</i>	<i>40</i>
<i>Period 1</i>	<i>8:13 AM to 8:53 AM</i>	<i>40</i>	<i>Period 1</i>	<i>8:13 AM to 8:53 AM</i>	<i>40</i>
<i>Period 2</i>	<i>8:56 AM to 9:36 AM</i>	<i>40</i>	<i>Period 2</i>	<i>8:56 AM to 9:36 AM</i>	<i>40</i>
<i>Period 3</i>	<i>9:39 AM to 10:19 AM</i>	<i>40</i>	<i>Period 3</i>	<i>9:39 AM to 10:19 AM</i>	<i>40</i>
<i>Period 4A*</i>	<i>10:22 AM to 10:52 AM</i>	<i>30</i>	<i>Period 4</i>	<i>10:22 AM to 11:02 AM</i>	<i>40</i>
<i>Period 4B*</i>	<i>10:52 AM to 11:22 AM</i>	<i>30</i>	<i>Period 5</i>	<i>11:05 AM to 11:45 AM</i>	<i>40</i>
<i>Period 5</i>	<i>11:25 AM to 12:05 PM</i>	<i>40</i>	<i>Period 6A*</i>	<i>11:48 AM to 12:18 PM</i>	<i>30</i>
<i>Period 6</i>	<i>12:08 PM to 12:48 PM</i>	<i>40</i>	<i>Period 6B*</i>	<i>12:18 PM to 12:48 PM</i>	<i>30</i>
<i>Period 7</i>	<i>12:51 PM to 1:32 PM</i>	<i>40</i>	<i>Period 7</i>	<i>12:51 PM to 1:32 PM</i>	<i>40</i>
<i>Period 8</i>	<i>1:35 PM to 2:15 PM</i>	<i>40</i>	<i>Period 8</i>	<i>1:35 PM to 2:15 PM</i>	<i>40</i>

TWO HOUR DELAY BELL SCHEDULE

Grade 7			Grade 8		
		Minutes			Minutes
<i>Period 1</i>	<i>9:30 AM to 10:00 AM</i>	<i>30</i>	<i>Period 1</i>	<i>9:30 AM to 10:00 AM</i>	<i>30</i>
<i>Period 2</i>	<i>10:03 AM to 10:32 AM</i>	<i>29</i>	<i>Period 2</i>	<i>10:03 AM to 10:32 AM</i>	<i>29</i>
<i>Period 3</i>	<i>10:35 AM to 11:04 AM</i>	<i>29</i>	<i>Period 3</i>	<i>10:35 AM to 11:04 AM</i>	<i>29</i>
<i>Period 4A*</i>	<i>11:07 AM to 11:37 AM</i>	<i>30</i>	<i>Period 4</i>	<i>11:07 AM to 11:36 AM</i>	<i>29</i>
<i>Period 4B*</i>	<i>11:37 AM to 12:07 PM</i>	<i>30</i>	<i>Period 5</i>	<i>11:39 AM to 12:08 PM</i>	<i>29</i>
<i>Period 5</i>	<i>12:10 PM to 12:39 PM</i>	<i>29</i>	<i>Period 6A*</i>	<i>12:11 PM to 12:41 PM</i>	<i>30</i>
<i>Period 6</i>	<i>12:42 PM to 1:11 PM</i>	<i>29</i>	<i>Period 6B*</i>	<i>12:41 PM to 1:11 PM</i>	<i>30</i>
<i>Period 7</i>	<i>1:14 PM to 1:43 PM</i>	<i>29</i>	<i>Period 7</i>	<i>1:14 PM to 1:43 PM</i>	<i>29</i>
<i>Period 8</i>	<i>1:46 PM to 2:15 PM</i>	<i>29</i>	<i>Period 8</i>	<i>1:46 PM to 2:15 PM</i>	<i>29</i>

FACULTY AND STAFF

ADMINISTRATION

Principal - Mr. Sean Burns

Assistant Principal - Mr. Corbin Stoltzfus

GUIDANCE COUNSELORS

Mrs. Handforth – Grade 7

Mrs. Gatto – Grade 8

Mrs. Morgan – Student Assistance Counselor

FACULTY

8 th Grade	Green Team	Maroon Team	Orange Team
Language Arts	Mrs. Koepke	Mrs. Hampton	Miss Wallen
Social Studies	Mr. Creswell	Mr. Brilla	Mrs. Shapren
Mathematics	Mr. Bilodeau	Mrs. Heiser	Mrs. Yahr
Science	Mr. Hofer	Mr. Stanley	Mr. DeRafelo
Literature Links	Mrs. Falkowski, & Mrs. Dede		
Learning Support		Mr. Knox	Mrs. Oswald

7 th Grade	Blue Team	Red Team	Yellow Team
Language Arts	Mrs. Gabage	Mrs. Campbell	Mr. Uhas
Social Studies	Miss Schollenberger	Mr. Hoagland	Mr. Yoder
Mathematics	Mr. Charleston	Mr. Bott	Mrs. Harvey
Science	Mrs. McFarland	Mrs. Gerstenberg	Mrs. Hinkley
Literature Links	Mrs. Stanson-Marsh, Miss Beaver, Mrs. Reifsneider		
Learning Support	Mrs. LeVan	Miss Rumpp	Mrs. Schwab

Art	Mrs. Fake	Mrs. Duffy
ESL	Mrs. Lazorik	
Exploring Technology	Mrs. Armstrong	
Applied Technology	Mr. Giannone	
Family & Consumer Sciences	Mrs. Thomas	
Gifted Education	Mrs. Bickell	
Health & Physical Education	Mr. Dede	Mrs. Hoyt
	Ms. Staufenberg	Mr. Sammler
Instructional Support	Mrs. Breeden	Mrs. Frank
Librarian	Mrs. Potter	
Music	Mr. Hess	Mrs. Markofski
	Mr. Prescod	Mrs. Levins
Nurse	Mrs. Sullivan	
Reading	Mrs. Otis	Mrs. Scott
Special Programs	Mrs. Dean	Mrs. Ross
	Mr. Fickler	Mrs. Knox
STEAM	Mrs. Armstrong	
Mathematics	Mr. Kirby	
Science	Mrs. Neiffer	
Social Studies	Mrs. Brown	
World Language	Mrs. Dahl	Mrs. Chaville-Fuller
	Mrs. Etter	Dr. Hauck
	Mrs. Tuoni	Mrs. Hawkins
	Mrs. Marengo	

SUPPORT STAFF

Main and Guidance Offices	Mrs. Ganovsky	Mrs. Zelinske
	Mrs. Jasulevicz	Mrs. Troutman
Nurse's Office	Mrs. Kilgannon	Mrs. Chrusch
Maintenance	Mr. Macsisak	Mr. Romahn
Educational Aides	Mrs. Plumley	Mrs. Snyder
	Mrs. Brown	Mrs. Fink
	Ms. Gallagher	Mrs. Gibson
	Mrs. Buckwalter	Mrs. Nesbitt
	Mrs. Haws	Mrs. Houck
	Mrs. Wright	Mrs. Mento
	Ms. Toner	Mrs. Rantz
	Mrs. Sabre	Mrs. Clay
	Mr. Janotti	Mrs. Chermak

ACADEMIC INTEGRITY

The Owen J. Roberts Middle School expects all students to maintain the highest level of academic integrity. Cheating occurs when a student has taken another's ideas, writing, or work and submits it as his/her own. Examples of cheating include talking during an assessment, making work available for someone else to copy, copying another student's answers on an assessment, and using published works bearing copyrights without giving credit to the author or publisher. Students who violate these standards will be subject to appropriate disciplinary action.

ACCIDENTS IN SCHOOL

All accidents which occur in school, whether serious or not, must be reported to the school nurse immediately. The school nurse will administer first aid and immediate temporary care. The nurse will notify parents whenever it is deemed necessary. No student will ever be sent or taken home early unless an adult is present to assume responsibility for the student.

ARRIVAL TO SCHOOL

Students should arrive to school no earlier than 7:00 AM. Students are permitted to be in the hallways and at their lockers in the morning beginning at 7:10 AM. When arriving prior to 7:10 AM, students are required to report to the Main Lobby where they will be supervised by a staff member. A warning bell will sound at 7:28 AM, with first period beginning promptly at 7:30 AM. Students are expected to report directly to their first period classes after going to their lockers and addressing any other school business. Students are not permitted to loiter and/or wander the hallways prior to the start of first period.

ASSEMBLY BEHAVIOR

Periodically, students will have the opportunity to attend team, grade, or school-wide assembly programs. The following expectations will apply:

1. Walk to and from the assembly in a quiet, orderly manner.
2. Follow seating procedures as directed.
3. Sit upright and pay attention.
4. Behave in a courteous and respectful manner.
5. Show appreciation for the speaker or program by applauding in an appropriate manner at the proper time.

Students who are unable to follow these guidelines will not be permitted to participate in future assembly programs.

ATTENDANCE

(Reference: OJR School Board Policy # 204 - Attendance)

Regular school attendance is essential. The Administration and Staff of the Owen J. Roberts Middle School recognize that there is a positive correlation between attendance and success in school. **For participation in any school activity, field trip, or social event, students must be in attendance by 9:15 AM.**

Reporting Absences

Communications for reporting student absences will only be accepted from the authorized parents/guardians by telephone. ** The procedures are as follows:

- The evening before or the morning of the absence (prior to 9:00 AM) the parent/guardian should call 610-469-5688.
- The system will direct the caller to the appropriate building extension.
- At the tone, the caller states his/her name, relationship to the student, the child's full name, grade, the reason for the absence or tardiness, teacher/homeroom name, and return telephone number.
- If the student is absent for more than one day, the parent/guardian should call the attendance line for each subsequent day unless instructed otherwise by the building attendance clerk.

A record of all telephone calls received will be maintained in the Attendance Office and shall be considered the official record of documentation provided by this means.

In those cases where the student is absent and the parent has not called, the school will attempt to call the parent at home or place of work and, if necessary, leave a message.

Any student who is absent for more than three consecutive days is required to present a physician's excuse to validate the absences.

** Written excuse cards, e-mail, or fax communications will continue to be accepted.

Excused Absences

For an absence to be excused, the Attendance Secretary must receive notification from the parent/guardian by the start of the school day. The reason for the absence must be stated via the telephone, a written correspondence, or an electronic (fax) communication. Excuse cards are to be returned to the Attendance Office prior to the start of first period. Additional excuse cards are available in the Attendance Office. Failure to comply with these procedures may result in the absence being recorded as illegal. In these

cases, the compulsory school attendance laws of the Commonwealth of Pennsylvania shall be applied accordingly.

The mere fact that a parent has sent a written explanation does not necessarily mean that the absence is an excused absence. Excused absences may be granted for illness, quarantine, death in the immediate family, impassable roads, school-sanctioned educational trips, approved non-school sponsored travel, religious holidays, and exceptionally urgent reasons which affect the child. Such reasons as “missing the bus,” “car problems,” “personal,” “academic reasons,” or “oversleeping” are classified as illegal absences. Absences for other reasons will also be considered illegal.

Illegal Absences

An undocumented or non-qualifying absence will be considered an illegal absence for all students of compulsory attendance age (from first grade until age 17). If the parent/guardian has not called or submitted a form of written communication within 3 days of the student’s absence, the absence will be documented as illegal. In addition, failure to meet the requirement of submitting a physician’s excuse for three or more consecutive days of absence will result in the absences being classified as illegal.

Truancy

The Pennsylvania School Code requires school districts to take legal action after 3 days of documented illegal attendance. Students considered truant (and their parents) is subject to legal citations and other penalties as determined by the District Magistrate. Students who are truant from school are also subject to school disciplinary action. Students who are repeatedly truant from school will be referred to the school’s intervention team and to Chester County Children Youth and Family Services.

Excessive Absences

After an accumulation of 10 days of absence per year, a physician’s excuse will be required for any additional absence. Absences not covered by the appropriate documentation will be considered illegal. Attendance at a funeral or absences due to approved non-school sponsored travel will not be included in the 10-day limit after which a physician’s excuse is required.

In addition, when a student accumulates 25 days or more of absence, excused or illegal, a building administrator may review the student’s record to determine continued participation in school activities.

Lateness to School

Students are expected to report to school on time each day. A warning bell sounded at 7:28 AM alerts students to the need to be in class. First period begins promptly at 7:30 AM. Students are to be present in the classroom, seated, and quiet in preparation for the morning announcements. Students who arrive to first period after 7:30 AM will be considered late to school for the day.

Parents/guardians will be contacted when a pattern of tardiness becomes evident. Students who are late to school must report directly to the Attendance Office to sign in and to receive a pass. Students who accumulate more than three illegal late arrivals will be assigned a consequence beginning with after school detention. In addition, illegal lateness to school will be cumulative throughout the school year and will convert to days of illegal absence for purposes of enforcing school attendance and truancy.

If a student arrives to school after 7:30 AM, but before 9:15 AM, the lateness will be recorded as excused if a parent note (maximum three times per year) or other documentation verifying an appointment is provided. Students arriving to school after 11:00 AM will be charged with a half day absence, excused or illegal, based on the documentation provided. The absence will be deducted from the ten days per year permitted to be excused by parent communications.

STUDENT RECOGNITION

Recognizing student achievement is an essential element of a middle level program. This recognition fosters pride in self and school.

Achievement Awards

Achievement awards are presented during team award programs in the spring to students who excel in scholarship, leadership, character, and/or service to the school community. The top award bestowed on each team will be the ***Wildcat of the Year***. This award is presented to the top two overall students on each team as measured by scholarship, citizenship, work ethic, and school spirit.

Wildcat Student Recognition Award

Each month (October-May) teachers will select two students per team to receive the Wildcat Student Recognition Award. Students selected as the Wildcat Students of the Month will exemplify the qualities of ***Wildcat PRIDE – Promoting a caring environment, responsible for our learning, interacting collaboratively, devoted to challenging our minds, and excellence in all that we do.*** In addition to having their photographs displayed on the Wildcat recognition board, recipients and their parents will be invited to attend a breakfast reception that is held monthly.

CATS (Caring and Thoughtful Student) Award

The CATS Award is designed to recognize students who are respectful of themselves and others. Everyone can be a “Caring and Thoughtful Student.” The CATS Award may be earned throughout the school year by any student who demonstrates one or more of the following qualities: respect, courtesy, self-control, cooperation, effort, and/or responsibility. Award winners will

receive a certificate and a small gift. The student's parents will also be notified of the good news.

BOOK BAGS

Students may use book bags to carry materials to and from school; however, the book bags must be kept in student hallway lockers during the school day.

BREAKFAST PROGRAM

Breakfast is served each morning in the cafeteria from 7:10 AM to 7:25 AM.

BULLETIN BOARDS

Bulletin boards are located throughout the school building for the purpose of displaying important announcements, helpful suggestions, student work, and other information. Defacing a bulletin board or any other display will result in disciplinary action. Students must obtain permission from a building administrator before posting signs or notices of any type.

BULLYING PREVENTION PROGRAM

(Reference: OJR School Board Policy # 249 – Bullying/Cyberbullying)

Providing students with a positive and safe environment in which to learn and to grow is the primary goal and responsibility of each member of the Owen J. Roberts Middle School Community as outlined in policy. The Olweus Bullying Prevention Program was implemented in an effort to address the problem of bullying in our school. Core components of the program include increasing student awareness of bullying behaviors, equipping students with the skills and tools to respond to situations where they are the victim of bullying or where they have observed another student being bullied, and creating a caring and positive environment. Students participate in a *Classroom Meeting* once per cycle. Teachers plan activities that are of interest to the students and that are consistent with the goals of the Olweus program. Students who are the victims of bullying or who witness bullying should complete an incident report that is available in the Guidance Office. A code of conduct has been developed that specifically addresses this type of behavior.

Our school has identified four main ideas for bullying prevention. These concepts will be posted throughout the building and in all classrooms for student reference:

- 1. We will not bully others.**
- 2. We will help students who are being bullied.**
- 3. We will make it a point to include students who are easily left out.**
- 4. If we know that somebody is being bullied, we will tell an adult at school and at home.**

If a student is observed or if it is reported that a student has engaged in bullying, he/she will receive a verbal warning from a teacher or staff member

and a parent will be notified. The second referral for bullying will result in a lunch detention and a parent will be notified. Upon the third referral, the student will be assigned an after school detention and a parent will be notified. The following behaviors are examples of Level One offenses: pushing, shoving, kicking, teasing, mocking, taunting, spreading rumors, gossiping, and giving dirty looks.

Students who continue to engage in Level I offenses will move to Level II discipline. Consequences at this level will be determined by a building administrator. Level II offenses include, but are not limited to, defacing property or clothing, spitting, social rejection, and physical acts that are demeaning.

Students who continue to engage in bullying will move to Level III discipline. Consequences at this level will be determined by a building administrator. Level III offenses include, but are not limited to, trapping a student in a closed or confined space, threats of physical harm, fighting, assault, sexual harassment, theft, and/or repeated verbal and physical harm.

BUS TRANSPORTATION & REGULATIONS

The School District is responsible for the safety of all students using bus transportation. No student will be permitted to engage in conduct that could endanger his/her own safety or that of others. Students must understand that the use of School District transportation services is a privilege. All school rules and standards of conduct will apply at bus stops and on school buses. The school bus driver has the authority over students during the time they are on the bus. In order to accurately monitor student behavior, video cameras are installed on all school buses.

Bus assignments are established annually by the Transportation Department. Parents are urged to review this assignment with their child at the start of the school year. The following guidelines will apply for students who use School District transportation services:

At the Bus Stop

1. Students should arrive at the bus stop at least 5 minutes before scheduled time of pick-up.
2. Parents are responsible for their student's safety to and from and while waiting for the school bus.
3. Students should always walk single file on the left side of the highway facing traffic when in route to the bus stop.
4. Students should wait off the roadway clear of traffic.
5. Students should wait for the bus to come to a complete stop and for the door to open before approaching.
6. Students should ensure the road is clear and all traffic is stopped before they cross the road. Always cross in front of the bus when entering or exiting.

7. Students should enter the bus promptly and in an orderly manner.

Riding the Bus

1. Students must be seated front facing before the bus can move and remain seated while the bus is in motion.
2. Students should not tamper or damage the bus or any of its equipment.
3. Students should never extend head, hands, arms, legs, or any part of the body out of the windows.
4. Students will not eat on the bus or possess illegal substances as in accordance to Policy #227 Drug & Alcohol, Policy #222 tobacco possession.
5. Students will not fight, hit, strike, kick, push, trip or slap or subject someone to physical contact.
6. Students will not engage in inappropriate language, foul or obscene words while waiting for or on the school bus.
7. Students will demonstrate respect while on the bus.
8. Students will not throw any objects in the bus or out of the bus windows.
9. Students will not display any type of behavior that would distract the driver.
10. Students are authorized to ride on assigned buses only and to get off and on only at their assigned bus stop.
11. Students are to remain seated until the bus comes to a complete stop.
12. Students may possess electronic devices on the school vehicles/buses as in accordance to Policy #237, but imaging and audio capturing capabilities are prohibited. Audio listening is only permitted by the use of an ear listening device. Audio is not permitted to be broadcast aloud.

When a student is reported to the office for misconduct on the bus, appropriate disciplinary action will be taken. This action may include notification of the parents, assignment of detention, or any other consequence as determined by the building administrator. If the first offense is sufficiently serious, the privilege of bus transportation will be withdrawn for a specified period of time. Repeated violations of the rules for bus safety may also result in the suspension of bus transportation. Absence from school while a student is suspended from riding the bus will be considered unexcused/unlawful.

Riding a Different Bus

Students may be permitted to ride home on a bus other than their own regularly assigned bus for reasons of childcare only. Students must have written permission from their parent or guardian. The parent note must be presented in the Attendance Office prior to 7:30 AM on the day that alternate arrangements are needed. Students should return to the Attendance Office on their way to lunch to obtain a pass that will be valid for one day only. Students are not permitted to ride home from school on a friend's bus for social reasons or to work on projects or assignments. Alternate transportation for these reasons is the responsibility of the parent/guardian. The building administrator will make the final determination for all requests for alternate transportation.

Activity Bus

Late buses will be available on Tuesdays and Thursdays at 4:00 PM and on Mondays and Wednesdays at 5:00 PM for those students who remain after school for a supervised activity with a teacher or staff member - i.e. extra help with a teacher, club meeting, detention, participation in extra-curricular programs, etc. There is NO Friday late bus during the school year. The schedule can be found on our Middle School website or in the Main Office. Students who choose to stay after school as spectators for an athletic contest are required to provide their own transportation home. Unless participating in a supervised activity with a teacher or staff member, students are expected to leave campus immediately after the school day on the regular bus run.

Late and activity bus schedules will be posted outside of the Main Office. Students should take care to identify the correct bus before boarding. Students and parents must be aware that the activity buses may not drop a student off as close to his/her home as the regular school bus. Students and parents should plan accordingly.

Bus Surveillance Camera Notice

Students and parents/guardians should be aware that school buses have cameras monitoring bus passengers. The cameras record sound and visual images. Camera recordings are reviewed by school officials for discipline and safety purposes and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions and words while on school buses will be recorded, and that they should have no expectation of privacy when riding school buses. Riding school buses constitutes consent to the audio and visual recordings by the surveillance camera.

CARE OF BOOKS & EQUIPMENT

Students are responsible for the books, equipment, and materials that they are issued. Students are responsible to make note of and to bring to the attention of the teacher any pre-existing damage to items. Students are required to place covers on all textbooks. Students will be held liable and charged for loss or damage to any school-issued item. An item that is stolen or misplaced will still be considered the responsibility of the student to which it was issued. For this reason, students are strongly discouraged from leaving/storing a textbook in a classroom.

CHANGE OF ADDRESS

Students and parents are requested to notify the Main Office in writing of any changes in address, telephone number, or other contact information.

CLASSROOM PROCEDURES

In an effort to provide the best possible environment for learning, the following general procedures shall apply in all classes:

1. Be on time. Promptness is very important.
2. Chewing gum is not permitted at any time in the Middle School.
3. Do not eat food or candy in the classroom. (See Food/Snack Policy)
4. Have all the required materials (books, pencils, pens, notebooks, homework) and be prepared to work.
5. Obtain the teacher's permission to leave your seat or to talk.
6. Request a teacher signature on the hall pass and sign classroom log before leaving.
7. Leave the classroom in an orderly manner when dismissed by teacher.
8. Follow all classroom rules and procedures as established by the teacher.

COMPUTER USE POLICY

Students must be aware of the policies and regulations that govern the use of school computers and the Owen J. Roberts School District network. The following is a summary of the applicable policies and regulations. Complete copies of School Board Policy 815 and School District Regulation 815A are available at the Administration Building, the Main Office, or on the School District website. The first time students log into the School District network, they will be asked to accept School Board Policy 815. Failure to accept will not allow the student to log on. All students should carefully read and understand Policy 815 and Regulation 815A. Failure to comply with these policies and regulations will result in disciplinary action.

1. All students shall be assigned individual network usernames and passwords. Usernames and passwords are to remain confidential and shall not be shared with other students.
2. All computers and peripherals are School District assets and are provided for educational purposes only.
3. All computer and network activity is subject to monitoring. All Internet accesses will be logged and reviewed daily.
4. Students may not access other network user's personal folders, e-mail, or other communications.
5. Students may not install software, screen savers, or other utilities without the consent of the School District Technology Department.
6. Students must obey copyright laws.
7. Students may not use the network for illegal activities.
8. Students must follow network etiquette rules.

COUNSELING SERVICES

Two guidance counselors and one student assistance counselor are available during the school day to provide assistance for students, parents, and teachers. The guidance curriculum at the middle-level emphasizes striving for academic success, developing self-esteem, learning how to make appropriate decisions, adjusting to the Middle School environment, and career exploration. Guidance counselors frequently consult with administrators, teachers, nurse, parents, and community resource people. With teacher permission, students are welcome to visit the Guidance Office at any time to make an appointment with their counselor.

DANCES

Dances for seventh and eighth grade students are scheduled throughout the school year. These dances are held for students presently enrolled during the current school year at the Owen J. Roberts Middle School Students - no visitors are permitted. Unless otherwise announced, all tickets for dances must be purchased in advance. In order to attend, students must be in official school attendance (arrival no later than 9:15 AM) on the scheduled day of the dance. Students assigned to Organized Study or who are suspended out-of-school on the day of the dance are not permitted to attend.

All school policies, regulations, and the Code of Conduct will be in effect during dances. Students are urged to utilize good judgment regarding clothing and attire, as the Dress Code will also be enforced. Suggestive or provocative dancing is inappropriate and strictly prohibited. The Administration will maintain the sole authority and discretion regarding student attire and conduct for dances. Student participation in events such as dances shall be contingent upon appropriate behavior in school. The Administration may prohibit student attendance and participation for this reason.

With the exception of the Eighth Grade Farewell Dance in May, all dances will begin at 7:00 PM and end at 9:00 PM. Students are to be picked up no later than 15 minutes following the conclusion of the dance. Attendance at future dances may be jeopardized if this policy is ignored. Your cooperation is appreciated.

DETENTION

Detention is held Tuesday and Thursday afternoons from 2:20 PM to 3:50 PM. Additional detention days and/or detention sessions held until 4:50 PM may be added at the discretion of the administration. Unless otherwise indicated, detention will be held in Room 171.

In cases of certain, more serious infractions, or when a pattern of behavior develops and other interventions have proven unsuccessful, students may be

assigned to **Saturday Detention**. Saturday Detention will be held monthly from 9 AM to 12 PM in the High School Cafeteria.

Detention is assigned when students violate the Code of Conduct. When assigned a detention, the student will receive a Discipline Notice Form which must be signed by a parent or guardian and returned to the Middle School Main Office the first day after the infraction. Parents will also be notified by a staff member.

Students serving detentions are expected to come prepared with enough books and materials to keep themselves busy for the entire detention period and to be quiet and orderly while there. Any student without work or appropriate reading material will be assigned work by the teacher in charge. Students are not permitted to talk or to write/pass notes during the detention period.

Students serving detentions will be permitted to use the activity buses for transportation home. For more information about the activity buses, please see the section of the handbook entitled "Bus Transportation & Regulations."

A student who must miss detention due to an early dismissal or family obligation must bring a written excuse from a parent or guardian to the grade level administrator before the detention is to be served. A student who is absent from school on the day of the assigned detention will automatically have their detention reassigned for the next detention day. Failure to attend an assigned detention will result in the student's assignment to Organized Study.

DISCIPLINE CODE

A Code of Conduct has been established in order to create a safe and positive environment where learning can take place. It is important for students to be familiar with the expectations that have been established for all members of the school community. Disciplinary actions related to the various violations of the Code of Conduct are described within. These measures have been designed with the hope of changing inappropriate student behavior.

The Discipline Code defines prohibited conduct. The conduct is prohibited if it occurs on school property, while using School District approved transportation, during participation in or attendance at any school-related activity anywhere, while traveling to and from school or school-related activities, at any time or place if the conduct has an adverse impact on the school community, or while the student is otherwise under the school jurisdiction. For transfer students, if sanctions imposed by a prior school are deemed insufficient or if additional steps are appropriate for protection of the safety of the school community; disciplinary steps, including expulsion, may be implemented based on the conduct that occurred while the student was enrolled at a prior school.

The Code of Conduct provides guidelines to students, school employees, and administrators, but will not under any circumstances, be considered a limitation on the authority of school employees, administrators, or the School Board to define misconduct and to determine the appropriate punishment for any particular misconduct. The misconduct listed under each level shall not be considered exclusive, but merely provides examples of misconduct that may be considered under the specified level. Depending on the circumstances, misconduct listed under a particular level may be treated as a higher level offense, and a student may be subject to suspension or expulsion for a single incident or for misconduct not specifically listed under Level II or Level III. The penalties set forth should be considered minimum penalties for designated offenses.

Student Responsibility

Every student has the right to an education and the responsibility to put forth his/her best effort at all times. It is the responsibility of each student to behave appropriately, to comply with this Code of Conduct, and to respect the rights of teachers, students, administrators, and all others involved in the educational process. This Code of Conduct is designed to provide a fair way of handling student discipline problems. Every student should understand the rules and the consequences of breaking them.

The classroom teacher plays a major role in the Code of Conduct. The teacher shall:

- Communicate with the student and inform the student of the problem.
- Attempt to work with the student to develop a realistic solution to the problem.
- Communicate with the parent or guardian when problems arise.

Code of Conduct - Level I

- Unexcused Lateness to School - Lateness to First Period Class
Disciplinary Action:
 1. First three offenses – recorded on student attendance record
 2. Offenses four, five, and six – after school detention for each occurrence
 3. Seventh and subsequent offenses – organized study and/or out-of-school suspension
- Unexcused Lateness to Class
Disciplinary Action:
 1. Three late arrivals - after school detention. If the lateness is excessive, a consequence may be assigned for each occurrence.
 2. Chronic lateness to class – organized study and/or out-of-school suspension at the building administrator’s discretion.

- Violation of Bullying Prevention Guidelines
Disciplinary Action:
 1. Verbal reprimand, lunch detention, detention, and/or referral to a building administrator
 2. Documentation of the infraction and consequence
 3. Parent notification

- Additional Examples of Level I Offenses

Running in school or bus loading area

Failure to return required forms

Locker violation

Misconduct during fire drills, assembly programs, or field trips

Disruptive behavior

Leaving class without permission

Plagiarism and other forms of cheating

Throwing objects

Detention misconduct

Anti-harassment Policy violations

Any other unacceptable behavior comparable to the above

Disciplinary Action:

Teachers should handle the above offenses by issuing a detention slip and following the procedures attached to that process. In addition to detentions, teachers may also request that a student's privilege to attend an assembly, field trip, or special event be suspended. If the offenses become so numerous as to interfere with the educational process, teachers should submit a referral report to a building administrator. After reviewing the record, building administrators have at their disposal a continuum of disciplinary actions: suspension of privileges (field trips, dances, participation in extra-curricular activities), detentions, organized study, out-of-school suspension, and any other lawful action deemed appropriate. A parent conference may also be requested.

Code of Conduct – Level II

- Examples of Level II Offenses

Simple fighting

Bus misconduct

Insubordination - failure to obey teachers, aides, and others in authority

Disrespect
Cutting class
Inappropriate use of a school computer or the School District network
Failure to serve assigned detention
Leaving the school building or grounds without permission
Truancy - absence from school without permission or legal excuse
Forgery
Obscene literature, speech, or behavior
Entering another student's locker or personal property without permission
Violation of Bullying Prevention Guidelines
Anti-harassment Policy violation
Any other unacceptable behavior comparable to the above

Disciplinary Action:

The precise nature of Level II offenses can vary a great deal depending upon circumstances. The building administrator is not restricted to any definitive action at this level, but will act firmly and appropriately. Parents will be notified. Any of the following actions or combinations of actions may be imposed:

1. Parent conference
2. After-school detention
3. Organized study
4. Out-of-school suspension
5. Expulsion

Code of Conduct – Level III

- Examples of Level III Offenses
Aggravated fighting
Arson
Theft
Assault
Extortion - getting money or property by use of threats or violence
False alarms – fire, bomb threats, etc...
Vandalism (consequence to include restitution)
Possession/transfer of fireworks or related materials, butane lighters, or matches
Any act punishable under the Pennsylvania Criminal Code

Anti-harassment Policy violation

Weapons Policy violation

Drug, Alcohol, and Mood Altering Substance Policy violation
Repeated or serious Level I or Level II misconduct

Any other unacceptable behavior comparable to the above

Any other serious unacceptable behavior that results in injury or damage to another person or property or poses a threat to the safety of others in the school or to the security of the school environment, or that otherwise constitutes serious misconduct

Disciplinary Action:

Due to the severity of Level III offenses, parents will be notified and any of the following actions or combination of actions may be imposed:

1. Parent conference
2. Organized study
3. Out-of-school suspension
4. Expulsion
5. When appropriate, the Owen J. Roberts Police and/or the Pennsylvania State Police shall be notified

Given the serious nature of Level III violations, more specific information regarding School Board policy is provided:

Policy 222 – Tobacco Possession

The Owen J. Roberts School District recognizes a concern for the welfare of all of its students and has formulated this policy to deal with those students who possess (actively or constructively), distribute, and/or use tobacco products.

Tobacco Resolution

School Administration is authorized to issue Commonwealth of Pennsylvania Non-traffic Citations and collect the fines, if appropriate, file them with the appropriate District Justice for the expressed purpose of criminally prosecuting violations of this Resolution in addition to the Student Disciplinary Code.

No Owen J. Roberts School District pupil shall use or possess tobacco, meaning a lighted or unlit cigarette, cigar, pipe or other lighted smoking product or material, or smokeless tobacco in any form. No Owen J. Roberts School District pupil shall possess or use tobacco on school property including school buildings, a school bus, or school grounds as defined in the Resolution.

Constructive Possession: A person has constructive possession if the person knows the location and has the ability and intent to obtain control of an object. Knowledge and intent can be inferred from the totality of the facts. Proximity does not establish possession, but may be used to infer knowledge or intent. Possession may involve joint possession by two or more individuals.

The following objectives shall be used by the building administration in dealing with students who become involved with tobacco products:

A. Educational

The overall objective of the Owen J. Roberts School District is to develop an educational program K-12 that leads a student to making a choice of non-involvement in the possession (actively or constructively,) distribution, use, or abuse of tobacco products.

1. Parents, other interested citizens, classroom teachers, guidance counselors, administrators, and Board members will be involved in the development of the educational program.

B. Disciplinary Actions

A second objective is to take such disciplinary actions as are necessary in order to protect the welfare of the entire student population. A student who, while on school property, while on school transportation, or during participation in any school-related activity anywhere, while traveling to and from school or school-related activities, or while the student is otherwise under the school jurisdiction, uses, possesses (actively or constructively,) or distributes any tobacco products shall be subject to the following disciplinary actions:

1. Possession and/or Distribution: Any student who, while subject to the school's jurisdiction as set forth above, possesses (actively or constructively) or distributes tobacco products will be subject to a one to three day organized study and/or out-of-school suspension.
2. Use of Tobacco Products: Any student who, while subject to the school's jurisdiction as set forth above uses tobacco products will be subject to the following:
 - a. First Offense: Parent notification and a five-day organized study or out-of-school suspension.
 - b. Second Offense: Parent notification and a ten-day organized study or out-of-school suspension.
 - c. Third Offense: Parent notification and a ten-day organized study or out-of-school suspension. The building administrator will have the option of requesting a formal disciplinary hearing before the

Board of School Directors or a Committee of the Board in accordance with Section 1318 of the Pennsylvania School Code, which could result in expulsion from school.

3. Criminal Prosecution before District Justice: Regarding any offense that occurs while on school property or school transportation, the building administrator or designee shall have the authority granted in Act 145 of 1996 to file prosecutions with a district justice for tobacco possession or use.

Policy 227 - Drug, Alcohol, and Mood-Altering Substances

Preface

This policy, including the rules, regulations, and guidelines, is a concerted effort by the Owen J. Roberts School District to openly and effectively respond to any use or abuse of drugs, alcohol, and mood-altering substances by the members of our entire student population.

Statement of Policy

Through curriculum, the Student Assistance Program, the Middle School Student Assistance Counselor, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Owen J. Roberts School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and any mood-altering substances by the entire student population.

The following rules, regulations, and guidelines shall be used by all school personnel in situations involving a student's unlawful use, abuse, sale, distribution, and/or possession of drugs, alcohol, any mood-altering substances, or paraphernalia associated with the use of drugs, alcohol, and mood-altering substances.

Definition of Terms

Drug/Mood Altering Substance/Alcohol:

Alcohol, drugs, narcotics, and/or other health endangering compounds which include but are not limited to: alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD and other hallucinogens, glue solvent-containing substances, anabolic steroids, "look alike" drugs, and all controlled substances identified in the following laws:

Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law)

The Pennsylvania Controlled Substance Drug, Device and Cosmetic Act, Act of April 14, 1972 (P.M. 233, No. 64) as amended. 35 P.S. 780-101 et seq.

Look-alike Drugs:

Substances manufactured or designed to resemble - 1) drugs; 2) mood-altering substances; 3) narcotics; or 4) other health endangering compounds.

Student Assistance Program:

The Student Assistance Team is a multi-disciplinary team that includes teachers, administrators, and guidance counselors. This team is trained to understand and work with adolescent drug/alcohol/mood-altering substance use, abuse, and dependency. The team's primary role is to identify, intervene, and refer for treatment any student who is suspected of engaging in drug/alcohol/mood-altering substance use, abuse, possession, and/or distribution.

Middle School Student Assistance Counselor:

A Masters-level counselor with an expertise in the areas of personal and social development and student high-risk behaviors.

Distribution:

To deliver, sell, pass, share, or give to another person, or to assist in distribution of any alcohol, drug, or mood altering substance; actual, constructive, or attempted transfer from one person to another of any alcohol, drug, or mood-altering substance.

Active Possession:

To possess or to hold any alcohol, drug, or mood-altering substance.

Constructive Possession:

A person has constructive possession if the person knows the location and has the ability and intent to obtain control of an object. Knowledge and intent can be inferred from the totality of the facts. Proximity does not establish possession, but may be used to infer knowledge or intent. Possession may involve joint possession by two or more individuals.

Cooperative Behavior:

The student's willingness to reasonably and helpfully work with staff and school personnel and to comply with Student Assistance Program requests and recommendations.

Uncooperative Behavior:

The student's resistance or refusal, whether verbal, physical, or passive, to comply with reasonable school personnel requests or recommendations. Defiance, assault, deceit, and flight are examples of uncooperative student

behavior. Uncooperative behavior includes, but is not limited to, refusal to comply with Student Assistance Program requests and recommendations.

Drug Paraphernalia:

Any equipment, utensil, or item which in the building administrator's judgment can be associated with the use of drugs, alcohol, or mood altering substances is considered drug paraphernalia. Examples include, but are not limited to, roach clips, pipes and bowls, and all items as defined as drug paraphernalia in Section 102 of the Pennsylvania Controlled Substance Drug, Device and Cosmetic Act, 35 P.S. 780-102, as amended.

Inspections and Searches:

Inspections and searches shall be conducted per Policy 226 - Searches of Students, Lockers, & Vehicles.

Violation of Policy:

This policy is violated when any student, visitor, guest or any other person unlawfully manufactures, uses, abuses, possesses, constructively possesses, is under the influence of, distributes, attempts to distribute drugs, alcohol, or any mood-altering substances, or drug paraphernalia on school premises, or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities utilizing transportation approved by the School District, or who conspires, aids, or abets in the use, abuse, active possession, constructive possession, or distribution of drugs, alcohol, or any mood-altering substances. Student use of medications is permitted only in accordance with Policy 210 - Use of Medications.

Reasonable Suspicion Drug/Alcohol Testing

If, based on a student's behavior, medical symptoms, vital signs, or other observable factors, the building administrator has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include, but is not limited to, the analysis of bodily fluids or the administration of a breath test. School administrators, including the Chief of Safety and Security, are authorized, under circumstances justifying such use, to require students under the administrator's jurisdiction to submit to a breath test. Failure to submit to testing will be considered a violation of Policy 227.

Discipline, Rehabilitation, and Punishment

Any student who violates this policy shall be subject to the following disciplinary, rehabilitative, and punitive actions. The School Board reserves the right to use any other lawful measures deemed necessary to control and eliminate the use of drugs, alcohol, and other mood-altering substances even if the same is not provided for specifically in any rule or regulation enumerated herein.

I. *Violation*: A student possesses drug-related paraphernalia and/or a student possesses (actively or constructively), uses, or is under the influence of drugs, alcohol, or mood-altering substances.

A. First Offense

1. The building administrator shall immediately contact the student's parents.
2. The building administrator shall contact the District Superintendent and law enforcement authorities.
3. The building administrator shall schedule an informal hearing.
4. If after the informal hearing the building administrator determines the offense has been committed by the student, the building administrator will:
 - a. Suspend the student out of school for seven days
 - b. Require that the student undergo an assessment by a licensed drug and alcohol facility and comply with the recommendations of that facility
5. Uncooperative behavior and/or lying during the investigation will lead to an additional three days of suspension.

B. Second Offense

1. The building administrator shall contact the student's parents and request that they come to the building administrator's office immediately.
2. The building administrator shall contact the District Superintendent and law enforcement authorities.
3. The building administrator shall schedule an informal hearing.
4. If after the informal hearing the building administrator determines the offense has been committed by the student, the building administrator shall:
 - a. Suspend the student for 10 days
 - b. Require that the student undergo a reassessment by a licensed drug and alcohol facility and comply with the recommendations of the facility
 - c. Have the option of requesting a formal disciplinary hearing to be scheduled before the Board of School Directors or a committee of the Board in accordance with Section 1318 of the Pennsylvania School Code.

II. *Violation:* A student distributes a drug, alcohol, or mood-altering substance.

- A. The building administrator shall contact the student's parents and request that they come to the building administrator's office immediately.
- B. The building administrator shall contact the District Superintendent and law enforcement authorities.
- C. The building administrator shall schedule an informal hearing.
- D. If after the informal hearing the building administrator determines the offense has been committed by the student, the building administrator shall
 1. Suspend the student for 10 days.
 2. Request a formal disciplinary hearing to be scheduled before the Board of School Directors or a Committee of the Board in accordance with Section 1318 of the Pennsylvania School Code.

Any problem which is compounded by lying will result in more stringent disciplinary action. The building administrator shall use his discretion in determining whether these suspensions will be in school or out of school.

Policy 218.1 – Weapons

Purpose

This policy has the purpose of prohibiting students from possessing weapons on school property or at school activities and providing for investigation and notification procedures in the event of a report of or suspicion of the presence of a weapon on school property or at a school activity.

Definitions

The term "Possession of a Weapon" means when a weapon is found on the person of a student, or under a student's control, on school property or at any school activity, including any school activity held away from the school property, or while the student is on the way to or from the school property or on any school bus or public or private vehicle providing transportation to or from school property or a school activity.

The term "school property" means all buildings, facilities, parking areas and grounds owned or under the control of the Owen J. Roberts School District. The term "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, air rifle, B.B. gun, pellet gun, or any pistol version thereof, explosives or fireworks, brass knuckles or other such devices and any other tool, instrument, or implement

capable of inflicting serious bodily injury. The term “weapon” shall also include look-alike weapons which can cause reasonable apprehension of serious bodily injury.

Offense

Any student found in possession of a weapon, regardless of intent, shall have committed an offense under Policy 218.1.

Procedures

Any school employee who suspects or ascertains that a student is in possession of a weapon shall immediately inform a building administrator who will conduct a complete investigation. Upon reasonable cause for suspicion of possession of a weapon, the building administrator may perform a search of the student, the student’s locker, and the student’s vehicle, if applicable, pursuant to Policy 226. In addition, the principal shall have full discretion to request intervention by the police to perform such searches or to take other appropriate action.

Upon confiscation of a weapon, or confirmation that a student is in possession of a weapon, the building administrator must immediately notify and/or summon:

1. The Pennsylvania State Police and the Chief of Safety & Security
2. District Superintendent
3. The parents of any student involved in the incident.

The District Superintendent shall also provide such information regarding the offense as may be required by the Office for Safe Schools of the Department of Education.

Penalty

In accordance with the provisions of Section 1317.2 of the Pennsylvania School code, any student found in possession of a weapon shall be expelled for not less than one year. The District Superintendent retains prosecutorial discretion and may, therefore, recommend modifications of such expulsion on a case by case basis. The District Superintendent shall, in the case of an exceptional student, take all steps necessary to comply with all laws applicable to exceptional students. Any expulsion shall be subject to the provisions of Policy 233. Nothing in this Policy 218A shall be construed as limiting the authority of the School Board to make an alternative assignment or provide alternative education services during the period of expulsion.

Exception

The provisions of this policy shall not apply if the possession of a weapon has been approved in advance by a building administrator and the District Superintendent and is being used as part of a school program by a student who is participating in the program.

Disorderly Conduct Resolution

According to the Resolution on Disorderly Conduct approved July 30, 2001, by the Board of School Directors, the School Administration is authorized to issue Commonwealth of Pennsylvania Non-traffic Citations and collect the fines, if appropriate, file them with the appropriate District Justice for the expressed purpose of criminally prosecuting violations of this Resolution in addition to the Student Disciplinary Code.

“Disorderly Conduct” is conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, a person:

1. engages in fighting, threatening, or violent or tumultuous behavior
2. makes unreasonable noise
3. uses obscene language, or makes an obscene gesture
4. creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

No Owen J. Roberts School District pupil shall exhibit disorderly conduct on school property including school buildings, a school bus, or school grounds as defined in the Resolution. The same applies to all school sponsored events and activities.

Electronic Devices – Policy 237 & Regulation 237B

Because many middle school students possess electronic devices, including cell phones and iPods, the following guidelines are in place at the Owen J. Roberts Middle School to preserve the integrity of the learning environment.

1. Student electronic devices may not be used during the school day. The school day will include, but is not limited to, morning arrival to school, lunch periods, passing time, and on school-sponsored trips. The principal and/or designated staff member may provide an exception to this guideline if the device will be used for educational purposes and/or in conjunction with a classroom activity or lesson.
2. All electronic communication devices, including cell phones, are to be turned off during the school day. Cell phones may not be set to silent, sleep, standby, or vibrate mode. They are to be turned completely off.
3. Students may not receive cell phone calls or check messages at any time during the day. If parents have a need to contact their child, they must call the school office and make contact using existing established channels and procedures.

4. Students may not make cell phone calls or text at any time during the school day.
5. Cell phones must be stored in the student's locker and not carried on the student's person during the school day.
6. Cell phones may not be "on" or otherwise used in the school locker rooms or bathrooms at any time, including during participation in a school activity or athletic event. This includes the use of the picture/camera feature that is available with some electronic devices.
7. The unauthorized use of cell phones or other electronic devices to communicate or access information during classes or testing is expressly prohibited.
8. The School and School District is not responsible for the loss, theft, damage, or vandalism to student cell phones or other electronic devices that students choose to bring with them to school. Students are strongly encouraged to safeguard these items.
9. The Owen J. Roberts Middle School recognizes the need students may have to contact their parents at the end of the school day, prior to or following an extra-curricular activity or event, including athletic activities and school dances. Therefore, students will be permitted to use their phones during these times for such purposes. Use of a cell phone or other electronic device during the event is subject to the same guidelines as are in effect during the school day.
10. School administrators and school security may conduct searches of student electronic devices when there is reasonable cause to believe that the search will reveal evidence of a violation of one or more guidelines set forth above. This requirement will also apply in situations involving suspected cyberbullying, harassment, threats, and/or other inappropriate behavior.

Discipline:

1. Students who possess or use a cell phone or other electronic device in violation of the usage guidelines as outlined above will be subject to the following disciplinary action:

First Offense – The student will have the device confiscated and turned over to the Principal or his/her designee. The item will be held in the Main Office until the end of the school day at which time the student may retrieve the item. A verbal warning will be issued.

Second Offense – The student will have the device confiscated and turned over to the Principal or his/her designee. The item will be held in the Main Office until the end of the school day at which time the student may retrieve the item. An afterschool detention will be assigned.

All Further Offenses - The student will have the device confiscated and turned over to the Principal or his/her designee. The item will be held in the Main Office until retrieved by a parent or guardian. An in-school suspension will be assigned.

2. Refusal of a student to surrender to a staff member a cell phone or electronic device that is used or possessed in violation of the above guidelines will be considered insubordination and the appropriate disciplinary action will be applied.

Laser-pointers and other laser devices are particularly capable of causing harm and disruption and are therefore prohibited from being in a student's possession in school buildings, on school property, on school vehicles, and while attending school-sponsored activities.

Students are prohibited from taking, storing, disseminating, transferring, viewing, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mail. Because such violations may constitute a crime under state and/or federal law, the District may report such conduct to state and/or federal law enforcement agencies. Such prohibited activity shall also apply to student conduct that occurs off school property if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extra-curricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Conduct.

Telephone paging devices are prohibited in school buildings, on school property, on school vehicles, and while attending school sponsored activities with the following exceptions which require a written request and the building administrator's approval:

- a. A student who is a member of a volunteer fire company, ambulance, or rescue squad (the chief of the company or squad must make the written request).
- b. A student who is in need of a telephone paging device due to the medical condition of an immediate family member (a health care provider must make the written request).
- c. A student who is provided with a paging device for employment purposes when such device remains in the

student's vehicle while on school grounds (the employer must make the written request).

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of a building administrator or as required in the provision of a Free and Appropriate Public Education (FAPE) program for an exceptional student.

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

The District reserves the right to define the educational value and place restrictions or prohibitions on the possession or use of any electronic device currently available, or that may become available in the future, whether or not it is addressed in this policy.

The District assumes no responsibility for the loss, theft, damage, or misuse of any electronic device that is brought onto school grounds, to a school-sponsored activity, or on any District vehicle.

Violation of any part of this policy may result in consequences ranging from confiscation and loss of privileges, to detention, suspension, and referral to the Board of School Directors for possible expulsion. Violations of this policy are addressed in District Regulation 237B.

Additional Procedures and Rules Related to the Code of Conduct

1. Parents/guardians of a student shall be notified by telephone and in writing when a student has been suspended from school or assigned to organized study. A parent conference may be required after any of these actions. Second and subsequent suspensions will result in a conference which will include parents/guardians and the student.
2. A student who is on suspension from school or assigned to organized study may not participate in or attend any extracurricular school activity during this period of time. This will be in effect immediately upon notification of the suspension or assignment to organized study.
3. Students who exhibit a pattern of inappropriate behavior, including the accumulation of excessive detentions, assignment to Organized Study, or suspension from school, may, at the discretion of the School Administration, be restricted from participating in field trips, special activities, or events such as school dances.

EARLY DISMISSAL PROCEDURE

When a parent wishes to have a student dismissed from school before the regular time for special or urgent reasons, he/she should send a written request to the Attendance Office. This request must be presented immediately upon arrival to school in the morning. The student must have an early dismissal pass from the Attendance Office before a teacher may permit him/her to be excused from class. This pass must be signed by the classroom teacher. The pass must be returned to the Main Office before leaving the building. A parent/guardian must come into the building to sign out any student who is leaving school early. Students will only be released to a parent or guardian.

ELIGIBILITY – ATHLETICS & ACTIVITIES

Eligibility for participation in extracurricular activities is determined on a weekly basis and all student athletes must meet the minimum eligibility criteria set forth by the Owen J. Roberts School District and the Pennsylvania Interscholastic Athletic Association (PIAA). These requirements are as follows:

1. A student's academic eligibility to participate will be determined on a weekly basis.
2. A student who is failing two or more courses that meet a minimum of three times per cycle will be ineligible to participate in the activity during the following week.
3. During the first week of a student's ineligibility, he/she may practice with the team, but may not participate in any interscholastic contests. The student should speak with his/her teachers to determine a plan of action to address the failing grades.
4. If a student is ineligible for a second time during the marking period, he/she may not practice or participate in any interscholastic contests. The student should again speak with his/her teachers to determine a plan of action to address the failing grades.
5. If a student is ineligible for a third week during a marking period, he/she will be removed from the team.

A student's performance level is cumulative for the marking period. If a student fails a test, quiz, and/or assignment during the week, but the cumulative average for the marking period is passing, the student is eligible to participate. Conversely, if a student has passed all tests, quizzes and/or assignment for the week, but the cumulative average for the marking period is still failing, the student is ineligible. Students will be notified of their eligibility status on Wednesday afternoons. The next Wednesday (one week from the initial notification of the ineligibility) the student will again be informed of his/her status.

Any student failing two or more courses at the end of each of the first three marking periods will be ineligible to participate in sports or extra-curricular

activities for the first fifteen school days of the next marking period. Any student whose final course grade is failing in two or more courses at the end of the school year will be ineligible for the first fifteen school days of the first marking period of the next school year. These final course grades do not include courses completed during the first semester. The student may move to eligible status for the next school year by passing courses in summer school.

EMERGENCY NOTIFICATION

The emergency closing number for the Owen J. Roberts School District is 857. School closings will be announced on many local television and radio stations. Emergency information will also be posted on the school district's website at www.ojrsd.com. The School District will utilize Skylert, a telephone notification system, to notify parents/guardians of school closings, early dismissals, late starts, or other emergency information. For this reason, parents/guardians are urged to keep current home and work telephone information and e-mail addresses.

FIELD TRIPS

Field trips are scheduled periodically throughout the school year to support the curriculum. These trips are intended for educational purposes only. A permission slip signed by a parent or guardian is required before a student may participate in a field trip. Students may be excluded from participation in field trips as a result of inappropriate behavior at the discretion of a building administrator.

While on a field trip, students will be required to remain with their assigned group and under the direct supervision of a chaperone at all times. Students will refrain from conduct or actions which will tend to reflect poorly on the Owen J. Roberts Middle School. All provisions of the Middle School Discipline Code and guidelines for student behavior and attire are in effect at all times. Any student who is dressed inappropriately for the trip at the discretion of a building administrator will not be permitted to accompany the group.

Parent chaperones shall be required to obtain clearances as detailed in the School Board Policy 916 – School Volunteers.

FIRE DRILLS

Fire drills will be held on a monthly basis throughout the school year. Signs are posted in each room signifying the direction and exit that should be used by the students in that location. It is required that all students move quickly, cautiously, and quietly when exiting the building. The following guidelines shall apply:

1. When a fire drill is signaled, students should proceed from the classroom in an orderly fashion under the supervision of a teacher or staff member. Students should not run during a fire drill. Students should remain with their classes and teachers at all times.

2. Students should proceed down the corridor in a single file.
3. No talking is permitted. Students should remain quiet in order to hear any instructions that are given.
4. After leaving the building, students will report to Home Base for attendance purposes and then await further instructions.
5. Students are not permitted to return to the building until directed to do so by a teacher or staff member.

FOOD, SNACK, & BEVERAGE POLICY

Food, snacks, and beverages are not permitted in classrooms without the expressed permission of the teacher or supervising staff member. At the teacher's discretion, an opportunity for snack may be provided. Snacks should have nutritional value and their consumption should not cause an interruption to the learning process. Peanut-free teams and/or areas of the building may be established depending upon the needs of the student population.

GAMBLING

Gambling of any kind is prohibited on school premises, on School District provided transportation, and at school-sponsored activities and will be a cause for disciplinary action. A student who is found to be acting as a book maker and/or using property to engage in gambling will be subject to discipline up to and including expulsion. Students should refer to School Board Policy 707A for a more detailed explanation of this topic.

GRADE REPORTING

Report cards are issued on a quarterly basis at the end of each marking period. Interim progress reports are available through Skyward at the halfway point of each grading period for all students. Report cards will be made available through Skyward within ten days of the end of the marking period. Parents will be notified via e-mail when report cards are ready to view. Students and parents are urged to contact the specific teacher regarding any questions about a report card grade or comment. Parents may contact the Guidance Office to arrange a conference with the assigned guidance counselor and team of teachers.

End of Marking Period Dates

- 1st Marking Period: November 2, 2016
- 2nd Marking Period: January 20, 2017
- 3rd Marking Period: March 28, 2017
- 4th Marking Period: June 9, 2017

Grading System

A: 92% - 100%	Excellent
B: 83% - 91%	Good
C: 74% - 82%	Average
D: 65% - 73%	Passing
F: 0% - 64%	Failure

I: Incomplete - An “Incomplete” grade will be changed to a percentage grade when the required work has been made up. If incomplete work is not made up within two weeks following the end of the grading period, zeroes will be assigned for the missing work.

M: Medical - This grade is assigned when a student is on medical leave from school or unable to participate in a class/activity as verified by a physician’s note.

NG: No Grade - This grade is assigned to students when there is insufficient data to give a grade.

Final Course Grade & Final Exams

The final grade in a course will be determined by applying equal weight to each of the four marking periods.

Honor Roll

Academic excellence is recognized on a quarterly basis with student placement on the Honor Roll. Students are eligible to earn Honor Roll status each marking period. There are two categories of Honor Roll:

Distinguished Honors – Grades of 92% or better for the given marking period in all courses.

High Honors – Grades of 83% or better for the given marking period in all courses.

Skyward Family Access

All parents and students may access the [Skyward Student Information System](#) by going to www.ojrsd.com and clicking Skyward Family Access, under the Quick Links found at the top right of the website.

Parents may login using the Family Access user ID and password issued to you at time of registration; however several parents may still have a user ID and password that was issued when Skyward was first introduced to the District in 2008. Any issues with user IDs or passwords may be resolved by contacting the school main office of your youngest child in the district. Upon login, parents will gain access to account/email information*, Skylert information, student information, grades, class assignments/events, or general communications from their child's teachers. For secondary students, parents

will have access to course registration information during the second semester. Please contact your school for any changes to course registration availability.

Students may login using their district computer username and password. Any issues with student usernames or passwords may be referred to a teacher or the main office. Upon login, students will have access to account information, email address*, grades, assignments/events and general communications from their teachers. Secondary students will have access to course registration information during the second semester. Please contact your school for any changes to course registration availability.

***Both the OJRSD.COM website and Skyward are primary resources for delivering information to our school community. It is essential to keep all email addresses, phone numbers and other contact information up-to-date at all times. If you have multiple students in the district, it is usually adequate to contact only one of the schools.**

HALLWAY BEHAVIOR

Students are not permitted in hallways during class time or lunch without a signed pass. Noise in the hallway should be kept to a minimum to avoid disturbing classes that are in session. Students are given three minutes between classes to get to their next class or to lunch. Students are expected to arrive to their destination within this timeframe. While in the hallways, students are to use a normal tone of voice and to walk in an orderly manner. Students are expected to keep their hands/arms/feet to themselves. Loitering is prohibited at all times.

HEALTH SERVICES

Student health and wellness are an important part of our School District's holistic approach to education. The health service is concerned with health education, establishing good health habits, appreciation of good public health, and detecting personal needs and illnesses.

Parents/guardians have the primary responsibility for their children's health. The school provides assistance only by administering first aid, notifying parents/guardians of illness or accidents, and providing counseling in health-related matters. It is important to note that this service is rendered only for accidents or illnesses that occur in school, not for those that occur at home.

The School Nurse is on duty each day from 7:10 AM to 2:35 PM. With the exception of emergencies, students must obtain a pass from the teacher whose class he/she will be missing in order to visit the Nurse's Office. Students should not spend the period in the lavatory trying to recuperate. **Students should also not contact a parent or guardian directly with a request to leave school early due to illness.** If in the judgment of the nurse the student should not remain in school, he/she will initiate contact with the parent or guardian.

All students shall be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious or medical reasons.

New immunization regulations from the Pennsylvania Department of Health took effect on August 1, 2011. No student shall be admitted to the Owen J. Roberts Middle School who does not have proof of the following immunizations: Diphtheria and Tetanus; Polio; Measles, Mumps, Rubella; Hepatitis B; meningococcal conjugate; and Varivax (or proof of Chicken Pox Disease.) Parents should refer to the information provided at the start of the school year for specific immunization/dosage guidelines.

The State requires that students in the seventh grade receive a dental examination by the school dentist. At the parent's request, this examination may be administered by the family dentist. Upon receipt of this request, the proper form will be sent home with the student for completion by the dentist. This form should then be returned to the nurse for placement in the student's health record.

Height and weight will be recorded and vision will be tested during each school year. Hearing tests will also be given to all seventh grade students and to any other student on a referral basis. Parents will be notified if any deficiency is found in vision or hearing.

Children with communicable diseases will be excluded from school. Any student excluded from school must present a signed doctor's statement before he/she may return to school.

HOMEWORK

Homework is assigned in order to reinforce concepts introduced in class, to supplement and complement daily classroom activity, and to provide opportunities for independent reading, preparation, and study. In general, homework will account for 10% or less of a student's marking period grade. Students are encouraged to utilize a planner to record daily and long-term assignments. At the middle school level, students should have a structured routine for nightly homework preparation and review even when no written work is due. Generally, total homework should not exceed 90 minutes per day.

INSTRUCTIONAL SUPPORT

Instructional Support is a process to maximize individual student success, while at the same time serving as a screening process for students who may be in need of specialized education services. Instructional Support is a positive, success-oriented program which uses specific assessment and intervention techniques to help remove educational or behavioral stumbling blocks for all students in the regular classroom. The process consists of a team working together to identify the student's needs, set goals, and develop

an intervention plan to achieve those goals. The Instructional Support Facilitator, administrators, faculty, and parents are all members of the Instructional Support Team.

Parents, teachers, administrators and other faculty may make referrals to the Instructional Support Team. Upon receiving this referral, the Instructional Support Teacher collects data and conducts interviews. This information is utilized in the development of a plan for support and intervention for a period of 30 school days. The Instructional Support Team monitors the effectiveness of the plan and determines what level of support is needed in order to maintain ongoing success. The IST process is utilized prior to considering a referral for a multidisciplinary evaluation.

INSURANCE - STUDENT ACCIDENTS

Student accident insurance may be purchased by all students attending the Owen J. Roberts Middle School. This information will be sent home at the beginning of the school year. Accidents must be reported to the School Nurse so that the proper form may be given to the family for processing of the claim.

INTERSCHOLASTIC SPORTS

Owen J. Roberts Middle School students are permitted to participate in the Owen J. Roberts Interscholastic Athletic Program. The program for boys includes football, soccer, cross country, basketball, track, wrestling, and baseball. The girls' program includes field hockey, soccer, cross country, lacrosse, basketball, track, and softball. Our interscholastic teams compete against schools from Berks, Chester, Montgomery, and surrounding counties. Participating students must be covered by the student accident insurance or must submit a statement signed by the parents or guardians indicating adequate substitute accident insurance coverage.

INTRAMURAL SPORTS, ACTIVITIES, & CLUBS

All students may participate in the intramural sports, activities, and clubs that are offered. Intramural sports may include cross country, street hockey, and tennis. After school clubs and activities may include Marching Band, Student Council, Odyssey of the Mind, Math Counts, Reading Olympics, Spelling Bee, Forensics, National Junior Honor Society, Tri-M Music Honor Society, Yearbook, Builders Club and more.

Students will be provided with information regarding these programs prior to the start of each activity. Students are encouraged to pay careful attention to the daily announcements. Participating students in intramural sports must be covered by the student accident insurance or must submit a statement signed by the parent indicating adequate substitute accident insurance coverage.

LIBRARY MEDIA CENTER

The Library Media Center has available to students a wide array of resources and materials. Students will often visit the Library Media Center in conjunction with regularly scheduled classes. The Library Media Center is also open before school from 7:10 AM to 7:30 AM. On Tuesdays and Thursdays, the library will be open after school until 3:30 PM.

Books from the general collection are circulated for two weeks and may be renewed as often as needed. All reference books may be checked out at the end of the school day for overnight use and must be returned the next morning. Prior issues of magazines may circulate for three days.

Students are expected to return books on time. Students with overdue books will not be permitted to check out new materials until they have either returned the overdue materials or replaced or paid for lost damaged materials.

LOCKDOWN PROCEDURES

In the event of a building lockdown, it is mandatory that all students carefully follow the announced instructions and adhere to the directions provided by teachers and staff members. Students who are in the hallway are to move into the nearest occupied classrooms. Students are not permitted to use the classroom telephone or cell phones during a lockdown. From time to time, a lockdown drill may be initiated in order to practice those procedures that would be implemented in the event of an actual emergency.

LOCKERS

Student lockers are owned by the Owen J. Roberts School District and loaned to students for their use and convenience. The building administrators exercise exclusive control over student lockers. A student should not expect privacy regarding items placed in a locker, as lockers are subject to search by school officials.

Building administrators or other school officials may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband. Prior to the search of a particular locker, the student assigned to the locker will be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that a particular locker contains material which poses a threat to the welfare and safety of students or staff, the student locker may be searched without prior notice.

School officials may conduct blanket or random searches of lockers without suspicion of any particular student where school officials determine in good faith that a substantial problem is threatening the welfare or safety of students and that blanket or random searches may help to solve or to eliminate the problem. The search must be conducted following the guidelines outlined in

School Board Policy 226 – Searches of Students, Lockers, & Vehicles. Blanket or random locker searches may be conducted by opening and searching lockers or through the use of drug-detecting dogs or other means of detecting contraband. No additional notice to students is required prior to a random or blanket search of students' lockers.

Any contraband found in a locker will be considered in the possession of the student assigned to the locker. For purposes of this policy, "contraband" includes drugs, alcohol, weapons, or other materials possessed by a student in violation of federal or state law or the Middle School Discipline Code. All contraband found during searches by school officials will be seized and used as evidence against the student in disciplinary proceedings. In addition, illegal material confiscated will be turned over immediately to the appropriate law enforcement agency for further investigation and for the institution of possible juvenile or criminal proceedings.

Under no circumstances are students permitted to share lockers or locker combinations with other students. Sharing a locker includes storing items or permitting the storage of items, regardless of the length of time, in another student's locker. Any student who violates this guideline will be subject to Level I discipline as described in the Middle School Discipline Code.

LOST & FOUND

A Lost and Found will be maintained by the Receptionist in the Main Office. Students should be aware that any item "found" has been "lost" by someone else. When a student finds an item on campus, he/she is asked to be a good citizen and to bring it to the Main Office. Students who lose or misplace an item should check with the Receptionist.

LUNCH INFORMATION

The price for school lunch is established on an annual basis by the School Board. The price for the 2016-2017 school year has been set at \$3.05 for regular lunches and \$1.60 for breakfast. Applications to determine eligibility for participation in the Free and Reduced Lunch Program will be available at the start of the school year.

Students who forget their lunch money or who have utilized three charges against their lunch account may borrow money in the Main Office. Students should report to the Main Office before proceeding to the Cafeteria. Students will complete a Lunch Loan slip and be issued the cost of the school lunch. This amount must be repaid in cash in the Main Office on the day following the loan. Parents should not include the amount of the Lunch Loan in any check that is provided for the student's lunch account. Lunch Loans are limited to three per school year. Students who do not repay their Lunch Loan on the following day may be denied the opportunity to borrow money in the

future. Ultimately, the responsibility for bringing a lunch and/or money to purchase lunch rests with the student and parent/guardian.

Cafeteria Behavior

Students are to arrive on time to lunch just as they would any other class period. Students are expected to be cooperative and respectful. Students are prohibited from borrowing money from other students, sharing lunch account numbers, or requesting that another student make a purchase on their behalf. Once finished eating, students will empty and return their trays, dispose of all trash, and clean their tables. In order to leave the Cafeteria prior to dismissal, students must obtain a pass and sign the log. All students will be dismissed at the conclusion of the lunch period by the assigned staff members.

MAKE-UP WORK

Parents may request homework from the Guidance Office for students who will be absent a minimum of two school days. Assignments and due dates will be determined by the classroom teacher. Parents are asked to allow 24 hours for the requested assignments to be compiled. Students may also contact classmates for information on missed class work and homework.

For those parents who elect not to call the school during an absence, their child will be permitted to make up homework and class work when he/she returns to class. As noted previously, assignments and due dates will be determined by the classroom teacher. Upon their return to school, students are expected to discuss with their teachers all expectations regarding make-up work.

MEDICINE POLICY

The Owen J. Roberts School District recognizes that parents have the primary responsibility for the health of their children. Although the School District strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. Parents should confer with their child's physician to arrange medication time intervals to avoid the administration of medication during school hours whenever possible.

The term "medication" shall include all medicines prescribed by a physician, any patent drug, aspirin, and/or cough medications. Medication is not categorized as prescription or non-prescription for school purposes.

When medication must be administered during school hours, the following procedures must be followed as required by School Board Policy 210 - Use of Medications:

1. Parents or guardians must submit a written request which shall give permission for the nurse to administer the medication and relieve the

School Board and its employees of liability for administration of medication. This document will be kept on file.

2. Parents or guardians must submit the written order of the prescribing physician which shall include the purpose of the medication, dosage, the time at which or special circumstances under which medication shall be administered, length of period for which the medication is prescribed, and possible side effects of the medication. This document will be kept on file.
3. Any medication to be given during school hours must be sent by the parent or guardian directly to the school nurse or in his/her absence, to a building administrator. The medication must be sent to school in the *original, labeled container*. All medications must be picked up by the parent at the end of the period of medication or at the end of the school year, whichever is earlier.
4. A medication log will be maintained for any child receiving medicine during school hours.
5. In the absence of the school nurse, a building administrator or his/her designee will aid a student in the self-administration of necessary medication. Prior to any such assistance, the school nurse shall provide orientation to a building administrator or his/her designee regarding the proper administration of the medication(s).
6. Medication will be kept in a locked container in the Nurse's Office.
7. Students will be responsible for reporting to the Nurse's Office at the time the medication is to be given.

Requirements for Student Self-Administration of Medication

1. Before any medication may be administered by any student during school hours, the procedures described above and outlined in School Board Policy 210 must be followed.
2. A building administrator or his/her designee may assist the student in the self-administration of medication by doing the following tasks: reminding the student when to take the medication, obtaining the necessary equipment, procuring water for taking oral medication, opening the container/bottle if necessary, and placing the container(s) or medication in close proximity to the student so that it may be reached. Such assistance does not include measuring or dispensing the medication.
3. Students will be permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma provided that the above conditions are met.

Naloxone Administration for Opioid Overdose

Across the country and in Pennsylvania, the rate of deadly heroin and prescription opioid overdoses is unprecedented. As a means of enhancing the health and safety of its students, staff, and visitors, and in accordance with Pennsylvania General Assembly Act 139, the Owen J. Roberts Middle School will maintain a supply of an opioid antagonist, specifically naloxone, for emergency use in individuals believed to be experiencing an opioid overdose. The school nurse, athletic trainers, and school resource officers have been trained in the administration of naloxone.

An “opioid” refers to an illegal drug, such as heroin, or prescription medications used to treat pain, such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, and buprenorphine. An individual with an opioid overdose could present with the following symptoms: he/she may become unconscious or unresponsive; he/she may not be breathing or have slow, gurgling, or shallow breaths; he/she may have blue lips or nail beds, with pinpoint pupils and clammy skin; or the individual may be in cardiac arrest and require CPR.

Naloxone is a medication that can reverse an overdose caused by an opioid drug. Naloxone, given by nasal spray or injection, displaces opiates from receptor sites in the brain and reverses the respiratory depression that is the cause of overdose deaths.

An individual’s condition may be deemed a drug overdose if a prudent person, having an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention. Middle school students, staff, or visitors who suspect that an individual is experiencing a drug overdose should report their concerns to the school nurse and an administrator immediately.

People who report a suspected overdose using their real name and who remain with the overdosing person until EMS or law enforcement arrive, and the person whose overdose has been reported, will be protected from criminal prosecution. In addition, people who report overdoses or administer naloxone in overdose emergencies will be protected from civil liability.

MESSAGES & MATERIALS RECEIVED FROM PARENTS

Due to the number of students in the school and the disruption that this causes to the learning environment, it may not be possible for our staff to relay telephone messages or to deliver items or materials that a student may have forgotten to bring to school. Only messages of an urgent nature will be delivered between class periods. It is the responsibility of students to know to check with the Receptionist if they have forgotten something from home or if they are expecting an item to be delivered. Students will not be notified when items have been brought to the Main Office. Students and parents are expected to be aware of this procedure and to have these arrangements in place.

MUSIC PROGRAMS

Students are provided with opportunities to participate in Band, Chorus, and Orchestra. These activities are scheduled and graded classes within the regular school day. Sectionals for additional practice and reinforcement will be scheduled on a rotating basis. Attendance at sectionals is required with permission from the classroom teacher. Students should provide prior notification to their music teacher if it is necessary to miss a scheduled sectional. Participation in all concerts and scheduled performances is an expectation of group membership. Extra-curricular activities are also offered in the Marching Band and Varsity Singers.

Band Director – Mr. Jason Hess

Choral Music Director – Mrs. Cheryl Markofski

Orchestra Director – Mr. Martin Prescod

NATIONAL JUNIOR HONOR SOCIETY

The Owen J. Roberts Middle School is a recognized chapter of the National Junior Honor Society. Students are selected by the faculty for membership in the NJHS on the basis of character, leadership, scholarship, and service. Eighth grade students who have earned Distinguished Honor Roll status for three out of four marking periods during their seventh grade year are eligible to apply for membership. Eligible applicants will be notified via letter regarding the application and selection process. Applications must be received by the established deadline. A faculty panel will review all materials and make the final determination of those students selected for membership. An induction ceremony is held annually to welcome new members.

NON-SCHOOL SPONSORED TRAVEL

When a student will miss school due to a trip or activity that is scheduled on a regular school day, parents/guardians must complete a *Non-School Sponsored Travel* form and submit this to the Attendance Office no later than one week prior to the first day of absence.

The following regulations apply to all non-school sponsored travel requests:

1. There is a three-day limit to non-school sponsored travel per school year.
2. Parents are encouraged to use good judgment when requesting non-school sponsored travel for their child. Requests for non-school sponsored travel may not be approved if a student's academic standing, attendance, or discipline record is deemed unsatisfactory by the Middle School administration.
3. Non-school sponsored travel will not be approved as an excused absence during the first and last two weeks of the school year, as well as during standardized testing periods including PSSA administrations.
4. Teachers are not required to assign work in advance for non-school sponsored travel. Students are required to make up all work within five days of their return.
5. The non-school sponsored travel will be taken at no expense or liability to the School District.
6. Activities such as auditions and athletic practices that determine participation in extra-curricular performances or competitions will not be re-scheduled for students taking non-school sponsored travel.
7. Parents assume full responsibility for all potential academic and/or social consequences for their children as a result of non-school sponsored travel.
8. Only the District Superintendent can grant an exception to the policy. A request must be submitted in writing.

ORGANIZED STUDY (IN-SCHOOL SUSPENSION)

Organized study is an alternative form of student discipline. The purpose of this program is to maintain the student's attendance and academic progress while separating the student from his/her peers. Assignment to Organized Study is made consistent with the Middle School Discipline Code or at the discretion of a building administrator. Any student assigned to Organized Study will not be permitted to participate in regular school activities, any extra-curricular activities, or attend any school event on the day(s) of the assignment. Students assigned to Organized Study should report to the Main Office immediately upon their arrival to school. While assigned to Organized Study, the student must complete all work provided by his/her teachers. Students will also be required to complete a reflection assignment which summarizes the steps that he/she will take to ensure improved decision-

making. A student not successfully completing the requirements of an Organized Study assignment may be subject to further discipline.

OUT-OF-SCHOOL SUSPENSION

Students are suspended from school consistent with the Middle School Discipline Code or at the discretion of a building administrator. Suspension may be for a period of up to 10 consecutive school days. In all cases, students will be notified of the reason(s) for the suspension and provided with an opportunity to be heard in his/her behalf. When the suspension exceeds three school days, the student and parent/guardian will be provided the opportunity for an informal hearing with a building administrator. Any student suspended from school will not be permitted to participate in regular school activities, any extra-curricular activities, or attend any school event on the day(s) of the suspension. Student assignments will be collected and made available to the parent/guardian for pick-up within 24 hours. Students are responsible for all assigned work and assessments while on suspension from school.

PARENT-TEACHER ASSOCIATION (PTA)

The Owen J. Roberts Middle School Parent-Teacher Association (PTA) is a membership organization open to all parents, guardians, teachers, and administrators who wish to promote better education and communication between home and school. PTA meetings are held in the evening every other month. The PTA sponsors various activities for students throughout the school year, including student dances. The Reflections Program, sponsored by the National PTA, is also open for participation to all students. This program gives students the opportunity to express themselves through the arts. Students may enter their work in four different categories: Literature, Visual Arts, Music, and Photography.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled at two different times during the school year. Middle School conferences for the 2016-2017 school year will be held on November 21 and 22 & March 1 and 2. Students will be dismissed early (10:55 AM) on these days. Parents are encouraged to take advantage of this opportunity to meet with teachers to discuss student progress. Other parent-teacher conferences throughout the school year should be arranged through the Guidance Office.

PHYSICAL EDUCATION

All students will be enrolled in an integrated Physical Education & Health class that will meet three times during each six-day cycle for the entire school year. One marking period each year will be devoted to swimming instruction. For any Physical Education class (PE, Team Sports, Fitness,) students are expected to wear a tee-shirt with sleeves (short or long,) gym shorts or sweatpants, socks, and properly secured/tied gym sneakers. For swimming class, swim suits must be provided from home. A signed note from a

parent/guardian is needed for a student to be excused from the regularly scheduled activities; however, these students will still be required to dress appropriately for an alternate activity in order to receive credit. In order for students to be fully excused from activity, a physician's note will be required. For safety reasons, students are not permitted to wear any jewelry during class. Students are assigned grades for Physical Education & Health class based upon their level of participation, cooperation, attitude, skill development and, in the Health component, assignment completion.

PICTURES

Each year individual pictures of all students are taken by a commercial photographer. This photographer provides, without charge, pictures for use on permanent records and for the yearbook. Parents are not required to purchase pictures, but may do so if desired. Picture Day is scheduled for September 16, 2016, and make-ups will take place on October 21, 2016.

PROMOTION

Students are promoted to the next grade level upon successful completion of the four core area subjects: language arts & literature links, mathematics, science, and social studies. Students earning failing grades in more than two core area subjects will not be eligible to attend summer school and will not be promoted to the next grade level.

PUBLIC DISPLAYS OF AFFECTION

Physical contact and public displays of affection are prohibited.

PUBLICATION OF STUDENT PHOTOGRAPHS & WORK

Parents or guardians who do not wish to have their child's picture and/or work appear in district publications, including electronic publications, must notify a building administration on an annual basis.

ROBERTS ASSISTANCE PROGRAM (RAP)

The Roberts Assistance Program is a state mandated intervention program designed to identify, refer, and support students who are experiencing problems which affect their school performance. The Roberts Assistance Program members are educators who have received specialized training in the areas of adolescent development, suicide prevention and intervention, chemical dependency, mental health issues, and other barriers to student learning. The two primary goals of the program are to intervene early before the problems become destructive or unmanageable and to link students with the appropriate sources of support in both the school and the community. Referrals may come to the program from students, teachers, administrators, counselors, family members, or any other concerned person. All contacts with the Roberts Assistance Program are strictly confidential. Referral forms may be obtained in the Guidance Office. For more information about the Roberts

Assistance Program, students or parents may contact Mrs. Victoria Morgan, Roberts Assistance Program Coordinator.

SCHOOL WIRES

The OJRSD website is a public website, accessible to everyone throughout the community. Parents and students may be given the opportunity to create a login and password* in order that they may access additional features of the website. Some features include assignment drop-boxes, blogs and online discussions (moderated by our staff). When given the opportunity, students may login using their district computer username and password.

For those teachers managing homework through their class webpage, students can submit homework or exchange files with their teacher through the drop-box feature or other applicable method approved by the teacher. Teachers and students may also collaborate through blogging, discussion forums and various media types through class webpages. Parents will benefit from viewing updates to teachers' class projects and events throughout the year.

*(When user registration is active, parents may simply click "Register" at the top of the site to begin the easy website registration process. Upon website registration, parents and students will have access to preferences controlling email notifications from the district events calendar or building announcements. Login access to the website may be accessed by clicking "User Options" at the top of the site. Upon successful login, parents/students may click My Account at the top to explore or manage the many features of their website account; including how and when email notifications are received. Should parents forget their password, simply click "Forgot My Password" to reset)

SEXUAL HARASSMENT POLICY

The Owen J. Roberts School District policy is to maintain a positive and safe learning environment and to prohibit any form of sexual harassment. The School District condemns all unwelcome and uninvited physical, verbal, or non-verbal acts that are personally offensive and fail to respect the rights of others or disrupt the school environment. Any student who believes that he/she has been harassed should report such conduct to a building administrator or to the Title IX/Equal Opportunity Coordinator, Mrs. Jessica Heffner at (610) 469-5117. All complaints will be investigated and appropriate disciplinary action will be taken against any person who violates this policy or against any person guilty of retaliatory conduct against the person lodging the complaint. More detailed information on this topic is available in School Board Policy 248 – Anti-Harassment.

SMOKING

Smoking is strictly prohibited by any individual on any Owen J. Roberts School District property.

SOCIAL FUNCTIONS

All social functions sponsored by the Middle School and/or PTA are open to Owen J. Roberts Middle School students only. The building administrators reserve the right to restrict students from participation in social functions based on academic performance and/or student behavior.

STAYING AFTER SCHOOL

Students who remain on campus beyond the end of the regularly scheduled school day must be in an activity under the direct supervision of a teacher or staff member. No student may stay after school to simply “hang out.” Extra help from a teacher, participation in a club or sport, use of the library, and detention are examples of supervised activities. **Students remaining on campus to watch an athletic contest must submit a written request with parent signature to the Main Office upon arrival to school on the morning of the event.** At the conclusion of the school day, these students must report to the Main Office where they will be supervised until fifteen minutes prior to the start of the contest. Parents of spectators must provide transportation as the activity buses are provided only for participants. Students are not permitted to remain on campus as spectators for a sports team’s regular, daily practice.

STUDENT ATTIRE

In an effort to maintain an orderly and safe academic atmosphere, student attire is expected to be appropriate and in good taste for the school environment. Students are urged to emphasize cleanliness, neatness, and generally acceptable good taste in their dress and grooming habits. Any clothing judged to be disruptive to the educational environment will be considered improper dress. The building administrators reserve the right to determine proper attire.

Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school. While a listing of all prohibited items is not possible, the following list will serve as a guide: Head coverings - including hats and hoods, pajamas, slippers, halter tops, spaghetti-strap tank tops, skirts/shorts of an inappropriate length, overly tight, baggy, or revealing clothing, tights worn without clothing of an appropriate length (skirt/sweater/shirt) over them, or other items with printed messages or images that are offensive or inconsistent with educational values and objectives, excessively torn or ripped clothing, sunglasses and spiked jewelry. Coats, jackets, or garments designed for protection from the outside weather are not to be worn in school. Undergarments should not be visible and shoes must be worn at all times.

Guidelines for student attire will be in affect for all school-sponsored events and activities, including dances. A student whose attire does not conform to acceptable standards will be removed from class and assigned to Organized Study until the item or clothing is either replaced or covered or until the school day ends. This infraction will be recorded by a building administrator and a parent or guardian will be notified. Serious or repeated violations of the guidelines for student attire are subject to further disciplinary action.

STUDENT COUNCIL

The Middle School Student Council is open to interested students. The organization offers spirit, social, and service activities for Middle School students and staff. The Student Council provides leadership training and opportunities for participation in student government.

STUDENT IDENTIFICATION CARDS

All Middle School students will be issued a photo identification card. Students must present their identification card for admittance to after school activities. Replacement identification cards will be issued at a cost of \$5.00.

STUDENT STORE

The Owen J. Roberts Middle School operates a Student Store where students can purchase general supplies and clothing items that promote school spirit. The store is open before school and during designated lunch periods.

SUMMER SCHOOL

Summer school programs allow students to take courses for make-up, improvement of skills, or enrichment. Summer school information is available in the Guidance Office. The Owen J. Roberts Middle School may operate a summer school program provided that sufficient enrollment exists. Transportation to and from any summer school program will be the responsibility of the parent or guardian.

TEAM TIME

The Owen J. Roberts Middle School philosophy supports the concept of teaming students. Students are assigned to a team of teachers for their core area subjects. Academic teams will support the intellectual and social development of every student. Incorporated into every student's schedule is one period per day dedicated to "Team Time." Teachers will plan activities to support team-building, academic reinforcement or assistance, school citizenship, and other student needs.

TELEPHONE CALLS

Students needing to make a telephone call to a parent or guardian should obtain permission from a teacher or staff member prior to reporting to the Main Office. All student telephone calls must be made in the Main Office. Cell

phone usage, including text-messaging, is not permitted any time during the school day.

TESTING PROGRAM

The Pennsylvania System of School Assessment (PSSA) is administered to all students. The PSSA is administered in grade eight to measure competency in reading, mathematics, science, and writing. The PSSA is administered in grade seven to measure competency in reading and mathematics. Student attendance during testing periods is essential and requests for non-school sponsored travel will not be approved. Additional benchmark assessments, including Study Island, are administered throughout the school year to monitor student progress and to inform instructional decisions.

TIPLINE

The Owen J. Roberts School District encourages any person with information related to threats or bomb scares to share this information by calling the Chester County Tip Line at 215-546-8477. All calls are anonymous.

VALUABLES

Students should avoid bringing valuables or large sums of money to school and placing these items in their lockers. Students are required to keep their lockers locked at all times. The School District is not responsible and building administrators will not become involved when personal items, such as cell phones or iPods, are lost or stolen.

VISITORS TO THE MIDDLE SCHOOL

All visitors to the Middle School are required to sign-in and to present photo identification at the Main Office upon entering the building. All schools in the Owen J. Roberts School District utilize the *Raptor* system. The *Raptor* system is a web-based software visitor management system that has the ability to scan a visitor's driver's license or other government issued photo ID. The information from that ID is compared to a database that consists of registered sex offenders throughout the United States. The *Raptor* system quickly prints a visitor badge that includes a photo, name of the visitor, time, date and destination of the visitor. This badge must be worn at all times in order to maintain proper security. Parents or guardians who wish to visit specific classrooms must make prior arrangements through a building administrator. No student visitors will be permitted during the school day without prior administrative approval.

WALKING TO SCHOOL

Middle level students are strongly discouraged from walking to and from school in the interest of safety. The Pennsylvania Department of Transportation has deemed Route 100 and Route 23 as hazardous roads. As a result, crossing or walking along these roadways before the start of the school day, during the school day, or after dismissal of school is not

recommended. Any student who does not adhere to this advice will be reported to an administrator.

WITHDRAWAL PROCEDURES

Students withdrawing from the Owen J. Roberts School District should report this information to the Attendance Office as soon as possible or at least one day in advance of their departure. Students must provide the name and address of the school in which they will be enrolled. On the last day of attendance, the student must have a withdrawal form signed by each teacher indicating that all books have been returned and obligations fulfilled. The completion of the Withdrawal Form is necessary prior to the release of all records to the new school.

WORKING PAPERS

To obtain working papers, follow the procedures as indicated. A parent or guardian (student need not be present) may pick up an application in the Administration Building, Monday through Friday, 8:00 AM to 4:00 PM. The parent or guardian must have a document showing proof of the student's age. The parent or guardian must sign the application in the presence of the switchboard operator in the Administration Building. The document may be a birth certificate (copy is acceptable), baptismal certificate, passport, driver's license, or an affidavit of the parent or guardian's signature accompanied by a physician's statement of opinion as to age of the minor. Next, both the prospective employer and a physician must both sign the application. After these signatures have been obtained, the student must bring the application back to the Administration Building. The student is required to sign the application in the presence of the switchboard operator. The working permit will be issued at that time. The parent or guardian need not be present. Please note: the Pennsylvania Child Labor Laws do not permit children under the age of 14 to be employed at any time, either when schools are in session or during vacations.