This agenda book belongs to:

Name _______________________________________________________________
Address_____________________________________________________________
City/Town__________________________Zip Code __________ ________________
Phone_______________________________________________________________
Student Number_______________________________________________________

Agenda Book Policy
This agenda book is a tool for all students to use. It contains school guidelines that everyone should be aware of, as well as providing a student calendar and organizational tips to use on a daily basis. The agenda also has a hall pass system in the back. Students are expected to have their agenda books at all times when not in the classroom. The only exception to this will be a teacher approved lavatory pass. If this agenda book is lost or destroyed, the student will have to replace it at a cost of $5.00.
Welcome to Kutztown Area Middle School. It is my hope that you are all looking forward to an exciting and rewarding school year. I encourage every student to take advantage of all that Kutztown Area Middle School has to offer. This year has the potential to be your best school year ever if you try. There may be challenges along the way but we will face them together and we will celebrate in your success together. Every teacher and staff member is here to help you reach for your dreams and it is my hope that they come true.

Student Responsibilities
Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

Respect yourself and others
- You respect others, by not bullying or harassing them.
- You choose words and actions that do not verbally or physically abuse others.
- You keep yourself from using profane or vulgar language.
- You stay away from illegal drugs, tobacco, or alcohol.
- You try to get along with other people, not acting in a defiant or rebellious manner.

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

Respect for learning
- You are in class unless officially excused.
- You are on time to all of your classes.
- You are prepared with materials, assignments, and other required items.

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

Ashman, Aaron  Gifted  aashman@kasd.org
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Berrigan, Adam  Health/Wellness & Fitness  aberrigan@kasd.org
Boyle, Bernie  Science 8  bboyle@kasd.org
Brett, Shelby  Science 6  sbrett@kasd.org
Brown, James  Principal  jbrown@kasd.org
Chester, Melanie  Language Arts 8  mchester@kasd.org
DeLong, Nicole  Life Skills  ndelong@kasd.org
Fairchild, Carol  Nurse  cfairchild@kasd.org
Fricke, Kristen  Learning Support 8  kfricke@kasd.org
Gordon, Christine  Read 180  cgordon@kasd.org
Groller, Michenelle  Spanish  mgroller@kasd.org
Haas, Tim  Language Arts 7  thaas@kasd.org
Hadley, Richard  German  rhadley@kasd.org
Haring, Kristin  Reading 8  kharing@kasd.org
Herr, Victoria  Ag Science  vherr@kasd.org
Huffert, Jeffrey  Librarian  jhuffert@kasd.org
Loch, Pat  Learning Support 7  ploch@kasd.org
Longacre, Michele  Learning Support 6  mlongacre@kasd.org
Mannai, Katharine  Language Arts 6  kmannai@kasd.org
Moreland, Ian  Learning Support 7  imoreland@kasd.org
Neuheimer, Suzanne  Reading 7  sneuheimer@kasd.org
Neumann, Sue  Math 8  sneumann@kasd.org
O’Neil, Jenn  Social Studies 6  joneil@kasd.org
Parks, Betty  Learning Support 6  bparks@kasd.org
Patten, Beth  Social Studies 7  bpatten@kasd.org
Schulley, Carol  Family & Consumer Science  cschulley@kasd.org
Schumacher, Hallie  Counselor  hschumacher@kasd.org
Smith, Ty  Health/Wellness & Fitness  tsmith@kasd.org
Sommer, Timothy  Math 7  tsommer@kasd.org
Starolis, Dawn  Life Skills  dstarolis@kasd.org
Statkus, Denise  Learning Support 8  dstatkus@kasd.org
Stauffer, Susan  Office Aide  sstauffer@kasd.org
Stern, Andrea  Reading 6  astern@kasd.org
Stickler, Jonathan  Head Custodian  jstickler@kasd.org
Sunday, Shannon  Vocal & General Music  ssunday@kasd.org
Sweeney, Eugene  Computer Applications  esweeney@kasd.org
Tuerk, Kristen  Art  ktuerk@kasd.org
Ulrich, Heather  Building Secretary  huilrich@kasd.org
Waidelich, Joanne  Life Skills  hwaidelich@kasd.org
Wyland, Jen  Science 7  jwyland@kasd.org
TBA  Technology Education
TBA  Math 6

Attendance Policy
Kutztown Area School District recognizes regular attendance as a vital aspect of an overall educational program. In that regard, regulations adopted by the School Board and the administration which deal with student attendance are in compliance with the state laws (primarily Section 1329) and the overall philosophy of the school district. It is mandatory for all students of compulsory school age residing in the state to attend a school in which all required subjects and activities are taught. Compulsory school age consists of the period of time from when a student enters school as a beginner, which can be no later than eight (8) years of age, until the age of seventeen (17) years or graduation from high school, whichever occurs first. All students of compulsory school age who reside in the district, qualify for attendance in the district, or attend district schools on a tuition basis are required to comply with the adopted Board policy governing attendance. Designated staff in each school will be responsible for monitoring and maintaining records of each student’s attendance. If an employee discovers that a district student is unable to attend school because of a lack of clothing or food, she/he will report the case to a suitable relief agency operating in the district or to a county board of assistance for investigation and relief. Teachers can be the first line of defense for compulsory attendance, as they are the first to recognize students with possible attendance issues. Teachers will implement a plan of action that includes, but is not limited to:
• Distributing and reviewing with students and families the adopted Board policies governing attendance and student responsibilities.
• Meeting individually with students to discuss reasons for absence.
• Providing feedback to designated district staff.
• Making referrals to guidance counselors.
• Cooperating with the Student Assistance Team, as appropriate.

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

Absences - Unexcused/Unlawful
• Following a third unlawful absence, the parent/guardian of a student under 17 years of age will be sent a notice stating that subsequent unlawful absences will possible legal and school consequences.
• Additional unexcused absences from the third unlawful absence will result in a School Attendance Improvement Conference (SAIC).
• When a student has six or more unexcused absences, the student is considered habitually truant and a citation may be filed with the magisterial district judge.
• The following reasons for absences and/or tardiness are not valid and will be classified as unexcused/unlawful:
  Willful non-attendance – cut school/Over slept or missed the bus/Car trouble or traffic/Employment/Any other excuse that the principal deems inappropriate

Books and School Property
Textbooks in Pennsylvania are purchased for the use of pupils at public expense. Each book is stamped on the inside front cover. Pupils are held responsible for the loss of, or damage to, schoolbooks and school property. When books are lost, pupils should report the matter to the teacher of the subject and also make an inquiry at the middle school office. Current replacement cost for lost or defaced books is the responsibility of the student.
Building Entry
Students do not have access to the building until 7:25AM. The Common doors open exactly at 7:25AM. Please do not drop your child off at the school any earlier than 7:25AM, especially during inclement weather. Students who are walking or being dropped off at school should arrive by 7:35AM and should be dropped off at the Commons entrance.

Bullying/Intimidation/Harassment
The goal of the Kutztown School District is that all students will come to school free from fear of harassment or degradation, and that all parents will be free from worry that such things will happen. We will eliminate bullying incidents in our schools, thereby creating a safer, more comfortable place for children to learn. All reports of bullying must be communicated to the high school administration. For additional information, reference School Board Policies 248 and 249.

Computer/Technology
The laptop and carrying case are the property of the Kutztown Area School District. Laptops will be assigned to full-time high school students and must be returned at the conclusion of the school year. The laptop must be returned in original working condition.
Laptops are educational tools and are to be used only in that capacity. The use of the laptop is a privilege that can be revoked upon violation of the Hardware/Software policy. Students should have no expectation of privacy as relates to the laptop and should expect teachers, technical support staff and administrators to conduct spot checks. Inappropriate use or neglect of a laptop, its carrying case, the Internet, and all other installed software will result in disciplinary action, including, but not limited to, the loss of the use of the laptop. Loss of the laptop or Internet access will not change classroom expectations or assignment completion. Please refer to Board Policy 815 – Computer Hardware/Software/Network Usage, for more detailed information. This policy is posted on the KASD website (www.kasd.org).

Concussion Policy 123.1
The Board recognizes the importance of ensuring the safety of all students. This policy has been developed to provide guidance for the prevention, detection, treatment and management of students regarding a concussion. A concussion is caused by a bump, blow, jolt to the head, from a fall or a blow to the body that causes the head and brain to move quickly back and forth. Typically there is no loss of consciousness. Concussion is a functional rather than structural disturbance that can change the way your brain normally works.
Appropriate medical professional shall mean all of the following:
- A licensed physician (MD or DO) who is trained in the evaluation and management of concussions.
- A licensed health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
- A licensed neuropsychologist trained in the evaluation and management of concussions.
Athletic activity shall mean only P.I.A.A. sanctioned activities. School activities shall mean participation in any school activity, including major, minor and special subject areas, lunch, assemblies, clubs and all after school activities.

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

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

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

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

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

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

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

Please refer to the Administrative Regulations for guidelines and additional important information.

Dance Regulations

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

Discipline System

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

Possible Disciplinary Actions:
- student/teacher conferences
- student/administrator conferences
- parent conferences at all levels
- strict supervised lunch
- after school detention
- Saturday detention
- special schedule
- restricted from school activities
- restricted from participation in athletics
- loss of privileges
- financial restitution
- fines
- academic penalties (only as they relate to academic violations)
- confiscation of materials
- in-school suspension
- out-of-school suspension
- referral to appropriate agencies
- expulsion
- legal action
LEVELS OF INFRINGEMENTS AND CONSEQUENCES:
The following are NOT all-inclusive, but serve as examples for unacceptable behavior on, to and from school property and at school-sponsored activities.

Level One Infractions
Definition: Misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors are routine in nature and can usually be handled by an individual staff member.
Examples of Level One Infractions:
- Violation of teacher classroom management plans/procedures
- Hall pass violation (in hall without pass or wrong part of the building)
- Late to class
- Tardy to homeroom
- Inappropriate behavior
- Public display of affection
- Non-permanent defacing of property
- Inappropriate/disrespectful language or actions
- Violation of dress code
- Bus misconduct
- Misuse of a student planner
- Bullying
- Cell phone use
- Loitering in the hallways
- Using another student’s locker
- Writing on skin or student’s clothing
- Energy drinks
- Open containers of liquid

Level Two Infractions
Definition: Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. The infractions, which usually result from the continuation of Level One misbehaviors, require the intervention of the administration. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others.
Examples of Level Two Infractions:
- Repeated Level One infractions
- Leaving class without permission
- Intimidation, harassment, bullying
- Inappropriate language/gestures to authority and peers
- Leaving school without permission/notifying the office
- Non-educational use of Internet access
- Disrespectful behavior/insubordination to authority
- Disobedience (defiance) to authority
- Refusal to comply to valid request by school staff
- Violation of school rules during school-sponsored activities
- Truancy – absent from school without proper notification to school authorities
- Continuation of bus misconduct
- Damage to school property and/or equipment
- Physical contact with others – horseplay (example: pushing, shoving)
- Interference/obstruction of building security measures
- Continued bullying
- Cheating
- Cutting Class
**Level Three Infractions**

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

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

**Early Dismissals**

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

**Educational Trip Policy**

Requests by parents to have their children excused from school for education trips should be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 “Educational Tours and Trips, Not School Sponsored.” A student will be permitted to take one (1) educational trip (up to a maximum of five (5) school days) per school year with parents/guardians and receive an excused absence, provided that parents/guardians comply with the policy requirements. Written requested should be submitted to the building principal no less than ten (10) days prior to the trip. Students are responsible for contacting teachers and making up missed work and/or assignments. Permission will not be granted for trips/tours during the district’s standardized testing period, the state’s testing periods, and the secondary school examination periods at the end of the first and second semesters. Forms can be obtained in the Middle School office or on the district website under the Parental Portal.

**Emergency Closing of Schools**

If it becomes necessary to close our schools because of inclement weather or an emergency, the announcement will be carried on the following radio stations: WKAP, WRFY, WRAW, WZZO, WAEB, WEEU, WAGO, WXKW, WYOU, WFMZ. Please tune to one of the above radio stations for closing information. Do not call the radio stations or the schools because it is very important to keep these telephone lines open. Announcements will be made as early as possible, preferably by 6:00 a.m.
Emergency Situations
Emergency situations arise in every school district. The most important considerations in dealing with a crisis are the health, safety, and welfare of the students and staff, as well as keeping the parents informed. Kutztown Area School District has developed a crisis management plan to deal with emergencies. Drills will be practiced periodically throughout the year to help students prepare for emergency situations.

Extra-Curricular Activities
If a student is involved in a school suspension, the athlete/student will lose his right to participate (including practice) for the duration of the suspension. The principal may declare a participant ineligible to participate in a sport in accordance with current P.I.A.A. academic eligibility rules. The principal may declare a participant ineligible to participate in a sport/extra-curricular activity because of poor conduct or discipline. Ineligibility reports are run at 8:00am on a Monday. Eligibility goes from Monday to Saturday. Any student failing 2 or more subjects is ineligible for extra curricular activities. Each athlete/student must be in attendance at school by 10:00 a.m. to be eligible to practice or compete in a contest that day. Participation in interscholastic sports/extra-curricular activity is not an excuse to miss physical education class. All athletes shall be required to dress and participate in all physical education classes. All athletes shall be transported to an event via school district transportation. Students may travel home from an away event with an adult, provided the parent and either the coach or the principal grants permission.

Fitness Uniform Policy
All students in grades 6-12 are required to wear fitness uniforms. They may be purchased at the middle school or the high school. Students must wear the approved top and bottom. The Physical Education teachers will review rules regarding uniforms and grades at the beginning of the year.

Grading

\[
\begin{align*}
A+ & = 98 – 100 \\
A & = 93 – 97 \\
A- & = 90 – 92 \\
B+ & = 87 – 89 \\
B & = 83 - 86 \\
B- & = 80 - 82 \\
C+ & = 77 - 79 \\
C & = 73 – 76 \\
C- & = 70 – 72 \\
D+ & = 67 – 69 \\
D & = 63 – 66 \\
D- & = 60 – 62 \\
F & = Failing \\
P & = Passing \\
I & = Incomplete \\
M & = Medical Excuse \\
O & = Outstanding
\end{align*}
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Guidance Services
The school realizes that while it serves a large number of pupils it must not lose sight of the fact that they are individuals. Each has special needs and concerns. The district employs counselors to provide students with help during their school experiences. If a student is struggling with academic, personal or social issues, a counselor is available for assistance. Parents may call the office to make an appointment with the counselor or students may leave a note for the counselor at any time.

Health Services
A nurse is available for all middle school students. The nurse performs height, weight, and vision tests every year on all students. Seventh grade students also have their hearing tested. Any student who becomes ill or is injured during the school day should report to the health room. The student will be treated or sent home as necessary. Students must have a pass from their teacher to come to the health room.

Homework
Homework will be assigned to our students almost daily. Homework is assigned to provide extra practice on learned skills, to provide further learning in areas covered in the classroom, to promote good study habits, self-discipline, responsibility, and independence, and to promote home-school communication and increased parental understanding of the middle school curriculum. The accomplishment of the objectives listed above requires the efforts of many people. Teacher, students and parents all play a vital role in making homework a meaningful extension of the classroom. Key responsibilities among students and parents include:
Honor Roll

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>3.9</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
</tbody>
</table>

D/F Disqualifies student from honor roll eligibility, regardless of quality points.

- Sixth through eighth graders need to earn 3.0-3.49 grade point average to make the honor roll, and 3.5-4.0 grade point average to make high honors.

Illegal Chemical Substances

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

Junior National Honor Society

Seventh and eighth grade students are eligible for induction into the JNHS. The school chapter advisor is Mrs. Schumacher. Students need to maintain the following criteria for candidacy/membership:

- Candidates/Members must maintain, throughout their seventh and eighth grade years, as evidenced by their report card, a cumulative GPA of 3.75.
- Any candidate/member who achieves below 70% in any class shall lose their candidacy/membership.
- Candidates/Members shall exhibit self-discipline worthy of emulation by other students. Any misconduct resulting in disciplinary action whereby the candidate/member is assigned detention, suspension, or expulsion shall result in loss of candidacy/membership.

Late to Class

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

Law Enforcement Agencies

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

Leaving School Property

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

Lockers

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

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

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

Online Educational Services
With our emphasis on providing students with robust resources that enhance their learning, students will be using a variety online services and programs to support their instruction. These web-based resources are designed to help students learn, collaborate, research, and engage with content in multiple ways.
Students will be provided with GSuite for Education (Google) accounts with access to the suite of applications provided by Google including email, word processing, presentation, website creation, and spreadsheet tools. The Google account is also used to log in to other devices, such as Chromebooks, and other online educational applications. Student email accounts are limited to correspondence between district email accounts and addresses otherwise approved by the district.
Many of the other online educational services we utilize can be found on the district web page at www.kasd.org/OnlineServices, which includes more information on the products and links to their privacy policies. This list is updated regularly and parents should check back often for new approved resources.
Resources for parents and family tip sheets are available on our website at: www.kasd.org/DigitalCitizenship. For more information about our online programs and services, please contact the school district’s office of educational technology at (484) 641-5532.

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

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

Plagiarism/Cheating
Plagiarism is the act of submitting the writing or ideas of someone else as your own. It is a criminal act—a form of stealing that can, in extreme cases, result in fines or imprisonment. It is unethical and inevitably causes serious damage to the reputation of the guilty party. Because of the legal and moral implications, acts of plagiarism cannot be condoned or go undisciplined within our school community. In order to insure fairness and consistency in handling this problem, incidents of plagiarism will be dealt with as follows:

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

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

In case of a research paper or similar major assignment where an "F" will result in course failure, the student will be permitted to re-submit the assignment on a new topic, under strict supervision of the classroom teacher. The act of sharing work with another student for the purpose of allowing that student to present that work as their own is also a violation of school rules. Any student found to be conspiring to commit plagiarism will be subject to discipline as detailed in the plagiarism policy.

Prohibited Items
Portable radios, cassette/disc players, iPods, MP3 players, pagers, playing cards, water pistols, food/drink, energy drinks, laser devices, weapons of any nature, rollerblades, scooters and skateboards are not permitted on school property without prior permission from the school principal. Cell phones are to be turned off and kept in the student’s locker. Cell phones may be confiscated and returned at the end of the day if seen or heard after the start of the school day. Second offence, they will be returned to a parent at the end of the school day. Students are not permitted to use a camera or recording device without prior approval from the principal.

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

Smoking Policy
ACT 145 of 1996 amends the Crimes Code to include language prohibiting students from possessing or using tobacco in a school building, a school bus or on school property. School districts are granted the authority to initiate prosecution for any such offense. Upon conviction a student will be found guilty of a summary offense and subject to a fine of up to $50 plus court costs. Fines collected will benefit the student's school district. The court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense is not reportable as a criminal act. Refer to Board Policy #5147. This is in addition to disciplinary action taken by the school. Smoking in the school building, on school property, and on property adjacent to the school is strictly prohibited. Likewise, students fall under the school’s jurisdiction and “no smoking rule” during the period of time both “to” and “from” school. Any cigarettes, matches, lighters, etc. found in the possession of a student will be confiscated. Possession of these items is a violation of school rules and will result in disciplinary action.
Special Education
Kutztown Area School District Special Education Office Staff
Mr. Christian Temchatin, Assistant Superintendent
Mrs. Michele Morstatt, Admin Assistant Special Education
In compliance with state and federal law, notice is hereby given by the Kutztown Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying disabled students who may be in need of special education and related services (eligible students). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

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

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District’s public school program. Requests for evaluation and screening are to be made in writing to building principals or Chris Temchatin, Director of Special Education, at (610) 683-7361 or via email at ctemchatin@kasd.org.

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

Summer School
If a student fails two or more major classes, summer school is a mandatory requirement and a passing grade must be attained to be promoted to the next grade level.
If a student fails the same major course two (2) consecutive years in a row, it is a mandatory requirement to take the failed course and pass it in summer school. If the student does not take the course, or fails it in summer school, the student will be retained for the school year.
If a student fails three (3) major subjects, they may not take summer school and will be retained

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

Transportation Services
The legal responsibility for each individual student on a school bus falls on the bus driver. The driver can safely carry out this responsibility only if all students cooperate to the fullest extent. The bus drivers are in charge of the vehicles and therefore have the same authority as the classroom teacher. An office referral from the bus driver is handled in the same manner as an office referral from a classroom teacher.
Rules and Regulations
- No eating on the bus.
- Cooperate with the driver.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- Bus driver is authorized to assign seats.
- Students are not permitted to leave the bus before arriving at school.
• In the evening students are required to board the bus at the middle school building unless given special permission to board at the high school.
• Students are only permitted to ride their assigned bus. A student is not permitted to take a friend home on the bus if the friend is not regularly assigned to the bus.

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

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

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

**Water Bottles**

Students may not carry and drink from any container outside of the cafeteria without prior approval from the principal or the nurse. Approval will require the student to carry a note from the principal or nurse. Students entering the building may not bring with them any open containers of liquid, including but not limited to coffee, tea, soda water or energy drinks.

**Weapons on School Property**

**Policy Statement: Berks County Juvenile Court**

Juvenile Court records indicate a significant upswing in the number of youth carrying dangerous weapons into our local schools. This represents a serious risk to the safety of everyone present in our schools and is unacceptable behavior by those involved.

Therefore, it is the policy of the Berks County Juvenile Court that if a juvenile carries a gun or any other dangerous weapon onto a school setting, absent extraordinary and compelling reasons, that youth will be placed outside his/her home when such a case is referred to the Juvenile Court. In order to implement this policy, the Court urges all Berks County schools to adopt a working procedure of requesting immediate police investigation of all incidents involving the possession of dangerous weapons on school grounds. The Court also urges that an immediate request for emergency detention be made to the Juvenile Probation Office for any youth implicated in the transportation or possession of a dangerous weapon on school property. To some, this policy may seem unduly harsh, particularly if there is no injury or attempt to actually use the weapon. Nonetheless, if this Juvenile Court Policy is to serve its intended deterrent effect, it is important that all students recognize the severity with which violations of this nature will be treated.

KASD Homeless Information (McKinney -Vento Act)


**What is the definition of a “homeless youth” under McKinney-Vento?**

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

**What situations fit this definition?**

- Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances
- Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing option
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth
How does McKinney-Vento help these students?
The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities. This includes:
Immediate enrollment
- Free and Reduced School Lunch
- Help from school with any necessary enrollment documents
- Help from school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs

Contact: KASD McKinney-Vento Liaison 484 651-5522

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