

**QUAKERTOWN COMMUNITY
SCHOOL DISTRICT
MIDDLE SCHOOL**

SIXTH GRADE CAMPUS

349 South Ninth Street, Quakertown, PA 18951

www.qcsd.org

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Zach Garger, Assistant Principal	267-371-1202
Lillian LeFevre, School Counselor	267-371-1206
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Officer Hendrzak, School Resource Officer (SRO)	215-529-2345

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Officer Hendrzak, School Resource Officer (SRO)	215-529-2345

QCSD MISSION STATEMENT

The district's mission is to prepare all students with the knowledge, habits, and skills they need to graduate ready for college or career and for engaged citizenship, all at the best value to our community.

GENERAL DISCLAIMER

Please note that this handbook is not exhaustive of all district and school expectations and procedures. All Board policies can be found online at www.qcsd.org.

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.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

The student's responsibilities are to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in relation to such cases.
2. Be willing to volunteer information in disciplinary cases and cooperate with school staff, should the student have pertinent information to such cases.
3. Dress and groom so as to meet fair standards of safety and health, and common standards of decency.
4. Assume that until a rule is waived, altered, or repealed, it is in full effect.
5. Assist the school staff in running a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using public facilities and equipment. Students will bear the cost of property damage as a result of vandalism.
8. Attend school daily, except when excused, and be on time to all classes and other school functions.
9. Make all necessary arrangements for making up work missed when absent from school.
10. Pursue and attempt to complete the course of study prescribed by state and local school authorities.
11. Avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language.

SCHOOL COUNSELOR SERVICES

The school counselor's main objective is to help students reach their fullest potential, academically and socially. The school counselor is able to meet with students individually or in small groups. Concerns related to school, family or friends may be discussed and remain confidential.

Occasionally, the counselor will refer parents to the Student Assistance Team. The student may be informed when parents or other agencies must be notified.

STUDENT ASSISTANCE PROGRAM (SAP)

The Quakertown Community School District has established its commitment to healthy student growth and development. To achieve this goal, interventions by the school with the parents may be scheduled when academic, behavioral, emotional, or attendance concerns exist. SAP referrals can be made by staff, students, and parents/guardians. Referral slips are available in the Main Office or online.

MEDICAL SERVICES/SCHOOL NURSE

The school health program is designed to help parents maintain their child's health. Always report an accident to the nurse the day it occurs! Students should notify the nurse of any dentist appointments or visits to the doctor.

Prescribed drugs and medicines brought to school must be in a labeled container, registered with the school nurse and taken in their presence. If the nurse is not available, report to the office before taking medicine. Please contact the school to obtain a Medication During School Form. Students may not have medication in their possession unless they have written permission from the school nurse.

Students who feel ill during the school day should see the school nurse. The school nurse will determine whether the illness is severe enough to send the student home. The student is not permitted to call/text a parent requesting permission to leave school without first seeing the school nurse.

CELL PHONES AND STUDENT NURSE VISITS

All students have access to the nurse during school, when needed. The nurse will assess the student and determine if the student can return to class or if a parent needs to be notified to come pick-up their child. This is typically due to fever, persistent vomiting/diarrhea, or signs of severe illness. If a nurse has assessed a student who does not have symptoms to be sent home, the student should not text their parents to come pick them up. Please know that if students are not sent home by the nurse then we can only excuse an early dismissal with a parent note (if a student does not have a 10-day attendance letter) or with a doctor's note (if a student has a 10-day attendance letter).

ACADEMICS

ACADEMIC INTEGRITY AND PLAGIARISM

A learning environment is based on trust, honesty, and integrity. All work that students submit is expected to be their own original work. Students may not give academic information to students or receive academic information from other students. Students may not use any assistive technique in order to falsely enhance their achievement level. Students who are caught cheating will receive a zero on the assignment/assessment. Students who choose to redo the assignment, may earn up to a 75% according to the QCSD Board approved grading practices. Students will also receive a disciplinary consequence consistent with the Disciplinary Protocols outlined in this handbook.

GRADING

All assessments will be aligned to PA State Standards. Report Cards will include percentages and letter grades (A through F). Grade Scale (Passing for course: 60%)

- A – 100-90
- B – 89-80
- C – 79-70
- D – 69-60
- F – Below 60

Grades cannot be changed after the next marking period has ended with the exception of incompletes. Lowest percentage grade for a marking period is 50%. Final Grade for the year will be based on an average of marking period grades.

REMEDIATION AND ENRICHMENT

Student work to improve knowledge/skills:

- May only be done within two marking periods.
- Teachers provide multiple assessment opportunities, using multiple modalities, to determine a student’s understanding/skill level and to assign a final grade.
- The highest score that can be earned on a reassessment is 75%.

HOMEWORK

Homework is a necessary part of each student's educational program. You are expected to spend time on your studies in addition to scheduled class instruction to achieve optimum results. Homework assignments may be one of three categories: practice of skills taught during class, preview in preparation to learn skills or concepts in class, or completion of an assignment based on the course learning targets. Specific requirements for each course will be communicated through Canvas.

HONORS AND AWARDS

DISTINGUISHED HONOR ROLL

Students who earn an “A” in all core content areas (ELA, Math, Reading/World Language, Science, Social Studies) and nothing less than a “B” in the rest of their courses.

HONOR ROLL

Students who earn at least three “A’s” in their core content areas and nothing less than a “B” in the rest of their courses.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is the local chapter of the national organization that honors outstanding 8th grade students at Strayer. Each year the faculty elects students as members of the Honor Society. Members are selected on the basis of scholarship, character, service, leadership, and citizenship.

SUBJECT AREA AWARDS

Subject area awards are based upon academic achievement, enthusiasm, participation, cooperation, and leadership.

SCHOOLWIDE AWARDS

Schoolwide Positive Behavior awards recognize students with strong character in building a positive school environment. The awards include Respect, Responsibility, and Citizenship.

MAKE-UP WORK

Class work and homework are important parts of the total educational program. Students and/or parents should actively seek to obtain all assignments prior to and during any absence from school by referring to their Canvas course or by contacting the classroom teachers.

PROGRESS REPORTS

Parents/guardians will be able to use PowerSchool to monitor their child’s progress toward identified learning targets. Teachers will update the grade records on PowerSchool regularly.

SCHEDULE CHANGES

Changes to student schedules must be handled through the school counselor with administrative approval. A schedule can be changed only for a valid reason and only after a conference with the school counselor and with parental consultation and administrative permission.

ATTENDANCE

ATTENDANCE LAWS

According to the Pennsylvania Department of Education (PDE), “[i]n order for students to realize the opportunities and benefits from school, students have to not only be in attendance, but they must also be meaningfully connected to the school and experiencing success” (BEC 24 P.S. 13-1327). Most students and parents would agree that frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained. Regular school attendance is essential to the successful completion of the educational objectives of the school system.

Regular school attendance is essential to the successful completion of the educational objectives of the school system. Too often, students assume that the educational process involves only the passing of tests and the completion of assignments. However, the philosophy and objectives of the school district (as mandated by the State) list required learning outcomes in such areas as self-understanding, understanding others, citizenship, creativity, etc., as well as simple skill development and basic subject matter understanding. The socialization requirements of the educational process certainly cannot be attained by a student who does not participate consistently in the overall school program

The school attendance laws also require the school to hold students and their parents accountable for valid documentation of reasons for absence.

Parental documentation is required for each day their child is absent from school. Once a student exceeds ten (10) total days of absences for the current school year (full and/or half days), the parents will be notified that a doctor’s excuse will be required to document future absences. In the event of extenuating circumstances, a meeting will be held with the parents to discuss the attendance issues and a School Attendance Improvement Plan (SAIP) may be created.

The Commonwealth has empowered the school district to develop policies to enforce state attendance laws and regulations (22 Pa. Code 11.41). Parents/guardians and students are also encouraged to reference PDE’s 2015 Basic Education Circular (BEC) titled “Compulsory Attendance and School Attendance Improvement Plan” (BEC 24 P.S. 13-1327). This BEC, a copy of which is available on the school website, contains relevant state attendance laws and requirements.

The following district policies are based upon and in compliance with this BEC. The policies are outlined in a

question-and-answer format. If you have any questions or concerns about these policies, please visit the QCS D website under attendance procedures.

ABSENCES

[Safe Arrival Notification for Parents](#)

What if I am absent from school?

All absences require that a parent notify the school using [Safe Arrival](#) or a signed parental note stating the day(s) of and reason for the absence. Notes must be turned in within three (3) calendar days of the absence, or the absence(s) will be permanently counted as unexcused. If you miss three (3) consecutive days, a parental note and a note from a licensed medical practitioner are required.

Can I participate in extracurricular activities if I am absent from school or leave early?

No, students who are absent from school may not participate in athletics or any other co-curricular or extracurricular event/activity.

What counts as an excused/lawful absence?

- Illness or quarantine
- Death in the immediate family
- Appointments for licensed medical practitioners
- Physical or mental disability that is verified by a licensed medical practitioner
- Religious holidays/religious instruction (upon written parental request)
- Educational travel (with prior administrative approval)
- Court hearings related to the county Children and Youth Agency or Juvenile Probation Office
- Urgent/emergency reasons. Please note that the Commonwealth requires that this excuse be “strictly construed” (24 P.S. 13-1329(a)). Examples of excuses that are not urgent include, but are not limited to: missing the bus, job interviews, unauthorized trips (such as hunting or fishing), oversleeping, car trouble, or late to homeroom.

What counts as an unexcused/unlawful absence?

Unless the absence is due to one of the specific reasons deemed excusable by the Commonwealth (see above), then the absence is unexcused/unlawful. Absences are also unlawful if a parental note is not handed in to the attendance secretary within three (3) calendar days of the absence.

What if I am absent for 10 or more days during the school year?

A student absent for 10+ days throughout the school year, regardless of the absences being excused or unexcused, shall be required to present a note from a licensed medical

practitioner for any additional absences. Absences excused with a doctor's note will count toward the 10 days.

What happens if I am absent from school without a lawful excuse and am of compulsory school age (under 17 years of age)?

Students who accumulate more than three (3) unexcused absences are considered "habitually truant." Because of their age, they are in violation of the Commonwealth's compulsory school attendance laws and regulations. After the third unlawful absence, parents/guardians will receive a letter (First Legal Notice) alerting them to the possible legal penalties for continued violation of the compulsory school attendance laws. These penalties may be imposed by a magisterial district judge on both students and parents/guardians. The specific penalties are outlined in the PA School Code (24 P.S. 13-1333 and 1338.1) and can include, but are not limited to: fines, community service, completion of a parenting education program, and referral to the county Children and Youth Agency.

EARLY DISMISSALS

What if I need to be dismissed early from school?

While services by licensed medical practitioners should ideally be scheduled after school, the district understands that this is not always possible. Requests to leave school before dismissal should be presented to the attendance secretary in the Main Office as soon as possible. Requests may be a signed parental note or an appointment card from a licensed medical practitioner, both of which must indicate the departure time and an approximate time for returning to school (when appropriate). The attendance secretary will approve a valid dismissal request. Students and parents must check-in with the attendance secretary when departing from or returning to school.

If a parent/guardian has not provided a note beforehand, such as in an emergency situation, the parent/guardian must sign the student out in the Main Office. Please note that early dismissals will not be considered excused unless approved by administration and/or the school nurse. restrictions. Per district policy, you will be allowed a maximum of five days for an educational trip for the entire school year. Students who exceed the maximum number of days will be unexcused.

TARDINESS/LATE TO SCHOOL

What if I am tardy (late) to school?

Students who arrive at school after 8:00 AM are considered late to school. Students must check in with the attendance

secretary in the Main Office. The same rules apply for both absences and tardiness (for example, the need for parental notification and the differences between excused and unexcused).

When unexcused tardiness becomes habitual, parents are notified that future unexcused tardiness may result in appropriate disciplinary measure.

UNAUTHORIZED EXIT FROM SCHOOL

Parents rightfully assume that their child is following his or her assigned schedule and is remaining on school property unless dismissed for valid reasons. For this reason leaving school property without permission is viewed as a serious offense. Parents and the local police are notified about the violation, and appropriate disciplinary action may result.

TARDINESS AND HALF-DAY ABSENCE REPORTING

Middle School hours: 8:00 – 2:45

Note: Students must arrive by 9:30 AM to be eligible for extra-curricular activities with principal discretion if an excuse note is provided.

- Arrival
 - 8:00 AM On Time
 - 8:01 AM - 9:30 AM Tardy - Full Day Present
 - 9:31 AM - 11:25 AM AM Absence
 - 11:26 AM - 2:45 PM Full Day Absence
- Departure
 - 8:00 AM - 11:25 AM Full Day Absence
 - 11:26 AM - 1:15 PM PM Absence
 - 1:16 PM - 2:45 PM Early Dismissal - Full Day Present

EDUCATIONAL TRIPS

Regulations of the State of Pennsylvania provide that, upon written request from parents/guardians, students may be excused from school to participate in an educational trip after review by school administration.

An [educational trip form](#) can be obtained in the Main Office and on the school webpage. This form must be submitted to the principal a minimum of ten school days prior to the trip (except in an emergency). A principal will not approve trip requests if a student has academic or attendance concerns, or if the trip falls within a state-mandated testing window. Please refer to the trip request form for additional

CONDUCT AND BEHAVIOR

BIKES / SKATEBOARDS / SCOOTERS

All bicycles must be kept in the racks provided. Please secure bikes to the rack with a lock. Extreme care must be taken to watch out for walkers, cars, and buses. Every safety precaution must be taken to avoid any possible accident. There is to be no riding on any of the parking lots thirty minutes before or after the school day (when school zone lights are flashing). Skateboards and scooters are not permitted on the bus for any reason. Unsafe behaviors will result in disciplinary action.

BOOK BAGS / BACKPACKS

Book bags and backpacks may NOT be carried to classes unless approved by administration. Purses and string bags are permitted.

BUS BEHAVIOR

The School Laws of Pennsylvania state that the Board of School Directors may provide free transportation for the resident pupil. Transportation for students on a school bus is a privilege that may be revoked. No behavior by a student or group of students which infringes upon the rights of other individuals who might be riding on the bus at the same time or which endangers the lives of all passengers by interfering with the bus driver's ability to maintain control of his vehicle, will be tolerated.

Such actions are to be brought to the attention of the principal of the building that the pupil attends, who shall take immediate steps to correct the situation. Parents are informed by the principal or his designee of any misbehavior by a student while a passenger on a bus. The Board desires that parents or guardians cooperate with the district and the administration in controlling the behavior of their children while on a school bus. *Misbehavior may result in a suspension of bus riding privileges.*

Please be advised that for the safety of all passengers and driver, audio and video recording equipment may be in use on any school bus serving the Quakertown Community School District.

A late bus is provided during the school year for students who participate in school activities, clubs, and sports. Students are not allowed to leave school grounds and then return to ride the late bus.

(See Board Policy 218 and 218-AR)

See [Bus Behavior Contract](#) if negative behaviors arise.

CONTROLLED SUBSTANCES/PARAPHERNALIA

(See Board Policy 227 and 227-AR)

DAMAGE / DESTRUCTION OF SCHOOL PROPERTY AND ENDANGERING ACTS

Damage or destruction of school or private property – A student shall not cause or attempt to cause damage to property or steal or attempt to steal property either on school grounds, or during a school activity, function, or school event off school grounds. A student caught vandalizing may be suspended, regardless of the cost of the repair or replacement, and police may be contacted.

A student committing an act that endangers the welfare or safety of the students and faculty of the school shall be suspended and not reinstated until the student and their parents have had a hearing with administration.

Any incident involving possession or use of firecrackers, smoke bombs, small fires set in trash cans, or any other type of device incendiary which might cause noise, explosion, or smoke which might contribute to panic, catastrophe, or endangering the physical well-being of individuals or the school plant shall be reported to the police as well as the local fire departments, since this action on the part of any individual can be interpreted as a felony according to the State Penal Code. This includes artificial sounds that mimic the sound of unsafe events.

DISCIPLINE

As a result of a variety of infractions against school rules and procedure, students may be assigned consequences, including after school meetings, detentions, suspensions, expulsions, and/or loss of privileges, by the office or by a teacher.

(See Board Policy 218 for information on discipline)

(See Board Policy 233 for information on suspension/expulsion)

Middle School Discipline Matrix

Major (all majors require a parent phone call)	1 st Violation	2 nd Violation	3 rd + Violation
• Inappropriate Language	DET1	DET2	ISS
• Physical Contact	DET1	ISS	ISS/OSS
• Property Misuse	DET1	DET2	ISS/OSS
• Abusive/Inappropriate Language	DET1	DET2	ISS/OSS
• Disrespect	DET1	DET2	ISS/OSS
• Bullying/Harassment (report to Lisa Hoffman in District Office if sexual harassment)	DET1	ISS/OSS	ISS/OSS3
• Defiance/Insubordination/Non-Compliant	DET1	DET2	ISS/OSS
• Lying/Cheating/Plagiarism (0 on the assignment w/opportunity for redo up to 75%) +	DET1	ISS	ISS
• Technology Violation	DET1	DET2	Loss Privs
• Inappropriate use of computers (minor, e.g., playing games or watching videos)	WRN	DET1	DET2
• Disruption	LD2+	DET1	DET2
• Late to class	1st: LD	2nd: 3 LD	3rd: DET1
• Late to school (non-habitual)	3 rd -10 th : LD	11-15 th : LD2	16th+: DET1
• Lunch disruptions (e.g., excessive noise, lack of cleanliness)	LD3	LD5	LD10
• Skip Class	DET1	DET2	DET3+
• Theft	ISS	OSS1	OSS3
• Vandalism (Restitution for damaged item required)	ISS	OSS1	OSS3
• Taunting/launting that does not rise to the level of bullying or harassment	WRN	DET1	DET2
• Dress Code Violation	LD1	LD3	DET1
• Inappropriate Displays of Affection	WRN	LD	DET1
• Physical Aggression	DET1	ISS	OSS
• Inappropriate Location	DET1	DET2	OSS
• Bus Misconduct	WRN	DET1	Bus Suspension
• Offensive Gender, Racial, Religious, or Sexual Comments or Representations (report to Lisa Hoffman in District Office)	OSS		OSS3
• Tobacco Violation	ISS, \$50, SCC	OSS, \$100, SCC	\$055, \$100, SCC
• Fighting			OSS 3+
Other Possible Administrative Actions to Take			
<ul style="list-style-type: none"> • SAP Student • Counselor Intervention • Restitution/Community Service 			

ELECTRONIC DEVICES

Our 22-23 behavior data showed an increase in negative student behaviors in regard to cell phone use (e.g. defiance, disruption, and disrespect). It is our responsibility to uphold the QCSD's mission to prepare all students with the knowledge, habits, and skills they need to graduate ready for college or career and for engaged citizenship, all at the best value to our community.

To provide the best teaching and learning environment for our students and staff, we have behavioral expectations for use of electronic devices during the school day. As educators, we believe that these expectations will help improve the following:

- Academic performance
- Student engagement in their learning
- Focus to the academic tasks at hand
- Retainment of learning
- Academic Integrity
- Positive interactions among peers, teachers, and staff members
- Commitment to be "Sixth Grade Strong" and "Strayer Stronger" (Be Safe, Responsible, Respectful, Kind, and Courageous)

We believe a tiered expectation policy will support the age and developmental needs of our 6th, 7th, and 8th grade students.

6th Grade Expectations

Personal electronics (cell phones, earbuds, air pods, smart watches, headphones, and other electronic devices, etc.) must be silent and kept in lockers during the school day 8:00am - 2:45pm. The only exceptions are listed below:

- With teacher permission for instructional use or rewards/incentives
- For medical reasons approved by administration
- During Positive Behavior Interventions and Supports (PBIS) reward activities, when appropriate

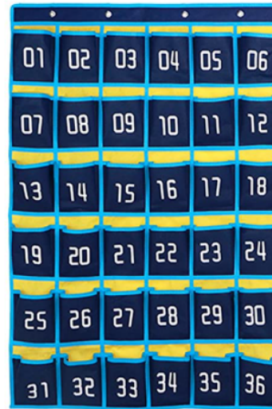
7th and 8th Grade Expectations

Personal electronics (cell phones, earbuds, air pods, smart watches, headphones, and other electronic devices, etc.) must be silent and away during the school day 8:00am - 2:45pm. The only exceptions are listed below:

- During the Lunch Period
- With teacher permission for instructional use or rewards/incentives
- For medical reasons approved by administration
- During Positive Behavior Interventions and Supports (PBIS) reward activities, when appropriate

The administration recommends that phones are turned off and kept in lockers. If students do not keep their phone in

their locker, they are expected to place their cell phone in the classroom phone caddy upon entry into classrooms.



Electronic Devices are not to be used in the hallways, bathrooms, or nurse's office. Under no circumstances are cell phones allowed in the bathrooms. Your cell phone should remain in the phone caddy when you leave class to use the bathroom. You may not use the bathroom in between classes without checking in with your next teacher first. Therefore, you must go to class, sign out, receive your pass, and place your cell phone in the phone caddy before leaving to go to the bathroom.

Cell Phones and Parent Communication

Parents should not be calling or texting students during instructional times. If students must call a parent, they can ask permission to come to the main office and we will allow them to make the call.

Cell Phones and Student Nurse Visits

All students have access to the nurse during school, when needed. The nurse will assess the student and determine if the student can return to class or if a parent needs to be notified to come pick-up their child. This is typically due to fever, persistent vomiting/diarrhea, or signs of severe illness. If a nurse has assessed a student who does not have symptoms to be sent home, the student should not text their parents to come pick them up. Please know that if students are not sent home by the nurse then we can only excuse an early dismissal with a parent note (if a student does not have a 10-day attendance letter) or with a doctor's note (if a student has a 10-day attendance letter).

Consequences for not adhering to the requirements listed above include the following:

Minor violation - Staff member gives a warning and asks that the phone or device be put in locker (6th), put away or in the phone caddy (7th/8th)

Major violation 1st offense - Phone or device goes to administration in the office and the student will have to pick it up at the end of the day.

Major violation 2nd offense - Phone or device goes to administration in the office and a parent will have to pick it up at the end of the day. The student will be assigned an after school meeting.

Major violation 3rd offense - Phone or device goes to administration in the office and the student will have a time period (1 week) that the phone will be stored in the office during the school day. The student will be assigned an after school meeting.

Note: Additional offenses will result in other progressive layers of discipline assigned by administration (extended after school meetings, ISS, parent meeting, extended time for phone in office, loss of privileges, etc.)

Additional Expectations

- Taking photos and videos of students or staff throughout the building is a policy violation. Disciplinary actions will follow for violations of this policy.
- The district assumes no responsibility for investigating the loss or theft of any such item, and cannot assume any responsibility for damage or theft of these electronic devices.

FOOD / DRINK

- Food and drinks are prohibited, with the exception of water. Snacks are permissible only with permission from the teacher.
- Snacks are prohibited in hallways, bathrooms, buses, and common areas.
- Energy drinks are prohibited.
- Beverages are subject to inspection.
- Absolutely NO glass containers allowed in school.
- Food delivery to the building from services such as GrubHub, UberEats, local delivery drivers, etc. is not permitted.

HALL PASS/AGENDA BOOK

If a student wishes to leave the room for any reason, the student must:

1. Secure teacher permission.
2. Sign full name clearly and record the time on the classroom sign-out form.
3. Obtain a teacher's signature in the agenda book or obtain a hall pass from the teacher.
4. Go where the pass states by the most direct route.
5. When the business is completed, have the teacher place the time on the hall pass, return by the most direct route, and show the agenda book or return the pass to the teacher.

HARASSMENT/DISCRIMINATION, UNLAWFUL

(see Board Policies [103](#), [218](#), [218.1](#), [218.2](#), & [249](#))

INSUBORDINATION

Insubordination is defined as an act of disrespect or disobedience of authority. Lines of authority are absolutely necessary to the successful operation of a community. Teachers, administration, and staff are the authority to which students are responsible in the school community. Students have a right to appeal a decision concerning the authority, but are not to disobey authority until such an appeal is made and a decision rendered. Insubordination on the part of a student should be referred to the administration immediately. Insubordination results in severe disciplinary action as well as removal from the situation in which it occurred.

Students involved in continual acts of insubordination may be referred to the Superintendent of Schools for disciplinary action.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes. The mission of the Quakertown Community Middle School's SWPBIS program is to create a positive learning environment by encouraging respectful, responsible, safe, and courageous behaviors. Our students and staff adhere to the PBIS values below.

- Safety - Acting in a manner that maintains the social-emotional and physical well being for all.
- Respect and Kindness - Showing high regard for self, others, and property.
- Responsibility - Being accountable for individual behavior that is positive and contributes to a conducive learning environment
- Courage - Intentionally/deliberately doing the right thing in the face of difficulty regardless of who is around.

To assure all students experience an excellent learning climate, we will continue to use our school-wide discipline plan. The primary purpose of school is to ensure that students develop to their full potential academically, social-emotionally, and physically. This development can best take place in an environment in which all persons feel safe. Many discipline problems can be minimized through prevention. Problem behavior should be handled quickly and decisively as teachers and administrators intervene and

restore a supportive learning atmosphere. Compliance with these requirements is mandatory.

A variety of resources are available to help address behavioral incidents. The school discipline plan includes differentiation between minor and major behavioral incidents. Our process includes individualized handling of major and minor behaviors through our Office Discipline Referral (ODR) system. Minor behaviors are managed by the teacher/staff members while major behaviors are managed by administrators. All efforts are made to respond to student behavior needs in a way that is in line with district guidelines and is individualized and restorative. A matrix of expected school-wide behaviors will be reviewed with students at the beginning of the school year and a copy will be sent home for parents and guardians to review.

See the [22/23 Summary Report for PBIS here](#)

STUDENT BATHROOM USE

Students may use assigned bathrooms with permission from staff, and are expected to follow school expectations for being safe, responsible, and respectful. It is expected that students use the restrooms quickly, efficiently, and return back to the learning environment as soon as they are finished. Bathroom walls, stalls, and other resources are to be maintained and free from vandalism.

Under no circumstances are cellphones allowed in the bathrooms. Cell phones must remain in the phone caddy when you leave class to use the bathroom.

You may not use the bathroom in between classes without checking in with your next teacher first. Therefore, you must go to class, sign out, receive your pass, and place your cell phone in the phone caddy before leaving to go to the bathroom.

Only one student is allowed in a bathroom stall at a time.

STUDENT DISPLAYS OF AFFECTION

Students may not participate in excessive displays of affection. Parents may be contacted if actions are repeated and discipline may be issued.

STUDENT DRESS CODE ([see Board Policy 221](#))

The following guidelines have been established by the administration and will be enforced by the faculty and administration to ensure that students' hair and dress do not disrupt the educational process or constitute a health or

safety hazard. The application of this policy shall be consistent with the rights of students with disabilities.

Students violating the policy will be required to change into appropriate clothing. A parent or guardian may be asked to bring more acceptable clothing to school or the office may provide more suitable attire. Students may be held in the office if replacement attire is not available. Any student who persists in disregarding the established dress code shall be subject to disciplinary action.

Students must adhere to the following requirements:

- Apparel that is revealing (including sheer or see-through clothing, strapless tops, or spaghetti strap) may not be worn.
- Undergarments (underwear, bras) must not be visible. Students may be requested to wear a belt if necessary to keep pants at an appropriate height.
- Garments exposing the stomach or those which expose too much of the anatomy are prohibited.
- Attire must remain free of symbolism related to death, sex, violence, ethnic insult, drugs, cigarettes, vaping, and alcohol.
- Students may not wear destructive clothing or footwear, i.e. rivets, cleats, ornamental belts, etc. No heavy gauge chains or choke collars may be worn. (This includes athletic and extracurricular activities.)
- Hats, hoods, bandanas, scarves, and other head coverings may not be worn during the school day, unless permitted by administration.
- Coats and jackets are not to be worn in the classroom unless permitted by administration.
- Appropriate footwear must be worn at all times in the classroom, on the fields, and in the parking lots (e.g. sandals are not appropriate for lab, physical education classes, or PLTW classes).
- Students may not wear flags, capes, blankets, or towels.
- Sunglasses may not be worn during the school day.
- Personal grooming is not permitted in the classroom.
- Laboratory settings may impose additional guidelines for purposes of safety (e.g., loose fitting garments).
- Any attire that the administration considers to be an impediment to the quality of instruction or the welfare of the student or school shall not be permitted.
- Face and/or body paint is prohibited unless given administrative approval.

"IF IN DOUBT, DON'T WEAR IT TO SCHOOL!"

STUDENT EXPRESSION

Students have the right to express themselves unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, is unlawful activity, or interferes with another's rights. Comments that are ethnically, racially, or sexually insulting, or in any way defame another individual, will not be tolerated.

[\(see Board Policy 220\)](#)

TECHNOLOGY, ACCEPTABLE USE

The Board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications access to information, research and collaboration.

The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of the information received on the Internet. The district shall not be responsible for information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor file server space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that use of the Internet and the school's computer network is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

RESPONSIBILITIES

- The district shall make every effort to ensure that this educational resource is used responsibly by students and staff.
- Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and development levels, and to evaluate and use the information to meet their educational goals.

- Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.
- The building administrator shall have the authority to determine what inappropriate use is, and their decision is final.

GUIDELINES

Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of the other users on the system. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activities.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords and data belonging to other users.
11. Impersonation of another user, anonymity, or pseudonyms.
12. Use of the network facilities for fraudulent copying, communication or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communication in a public forum without the original author's prior consent.
17. Use of inappropriate graphics, pictures, and avatars on district provided devices and systems.

SECURITY

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system the following guidelines shall be followed:

- Employees and students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student's or teacher's name.
- Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the network.

SAFETY

- To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.
- Student users shall not reveal personal addresses or telephone numbers to other users on the District network, or to other individuals, companies or organizations on the Internet. The network users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
- Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violation or theft of services will be reported to the appropriate legal authorities for possible prosecution.
- General rules for behavior and communication apply when using the Internet, in addition to stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.
- Vandalism will result in cancellation of access privileges. Vandalism is defined as any attempt to harm or destroy software data of another user, internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

COPYRIGHT

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

THREAT OR ASSAULT

(See Board Policy [218.2](#) & [236.1](#))

TOBACCO AND VAPING PRODUCTS

(See Board Policy [222](#))

WEAPONS

(See Board Policy [218.1](#))

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. The Board prohibits students from possessing and/or bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

ATHLETICS AND ACTIVITIES

INTERSCHOLASTIC ATHLETICS

7th and 8th grade are members of the Pennsylvania Interscholastic Athletic Association (P.I.A.A.), an organization that governs interscholastic sports. The athletic program subscribes to the regulations enumerated in the Pennsylvania Interscholastic Athletic Association.

ATHLETIC PHILOSOPHY

The athletic program affords 7th and 8th grade students a variety of athletic opportunities with an emphasis on participation, skill development, responsibility and the achievement of individual and team goals. They participate in the Upper Bux-Mont Interscholastic Athletic League and adhere to the League's athletic philosophy, which states in part "that all athletes should be afforded the opportunity to play in each interscholastic contest. Such participation encourages student interest and involvement and is consistent with the middle level approach to athletics."

ATHLETICS OFFERED

Fall Sports	Football, Soccer, Field Hockey, Girls' Volleyball
Winter Sports	Boys' Basketball, Girls' Basketball, Wrestling
Spring Sports	Baseball, Softball, Track, Girls' Lacrosse, Boys Volleyball

ELIGIBILITY

Students who participate in interscholastic sports must maintain academic eligibility. Students must be passing all core subjects as of the end of school day on Thursdays during a grading period. Eligibility will be reassessed the following Thursday.

If a student is scheduled for remediation or detention on the day of a practice or game, the student must attend the remediation session or detention. Students who are suspended may not participate in practices or games for the duration of the suspension.

EXTRACURRICULAR CODE OF CONDUCT

1. Participation in sports and activities is a privilege requiring maturity and responsibility. Participants are representatives of the student body as well as the school. Therefore, participants are expected to represent themselves, their activity or sport, their school, parents, and community favorably at all times.
2. Each student is expected to comply with school policy enumerated in the Student Handbook: Student Rights and Responsibilities. In addition, a coach or advisor may develop and enforce a written extracurricular code of conduct relating to their activity. It should be clear that a student's participation in sports and activities is dependent on positive behavior in all phases of school and community life.
3. The coach or advisor has the responsibility to monitor and supervise team or activity behavior. Tardiness to practice, cutting practice, unsportsmanlike conduct, and disrespect to coaches and/or district employees are examples of misconduct that are dealt with by the coach or advisor. Any student who intentionally or habitually violates school policies and regulations while a representative member of a school activity, organization, or athletic team may be referred to the school office. A participant whose behavior is considered unacceptable may not be allowed to represent the school in any activity presented before the public. The coach and administration will determine the length of the performance suspension. The nature of the infractions will determine the degree of discipline.

EXTRACURRICULAR ACTIVITIES

- Students must adhere to the following guidelines:
- Students involved in extracurricular activities must report to school on time or prior to 9:30 AM to spectate/participate in a practice, performance, or game.
- Students must report to the office prior to 9:30 AM of the preceding day of school to participate on Saturday.
- Students who are absent all day, or leave early, may not spectate/participate in the activity that day unless given administrative approval for excused absences, early dismissals, or late arrivals.

BULLETIN BOARDS / WALLS AND POSTING OF MATERIAL

No person shall display any poster, notice, bulletin, or advertisement not directly related to school activities in the school or on school grounds except as may be approved by

the District Services Center.

School authorities may limit the use of certain bulletin boards and walls to school announcements. Bulletin board space should be provided for the use of students and student organizations. The following general limitations on posting may be applied.

- School officials shall prohibit material which is obscene according to current legal definitions, which is libelous, or which inflames or incites students so as to create a clear and present danger or the commission of unlawful acts or physical disruption of the orderly operation of the school.
- Identification on any posted notice is required of all students or student group, including the name of all students or student group, including the name of at least one person of the group posting such notice.
- Notices or other communications must be dated and signed by administration before posting, and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards.

LOCKERS

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage. Students are assigned a locker for use during the school year. Locker combinations are changed each summer. The first period teacher supplies combination numbers, and students should not share the combination with anyone at any time. Students are responsible for the security and condition of their lockers at all times. A student must use only the locker that they have been assigned. While the district does provide lockers, students are strongly discouraged from bringing personal possessions, including cash, into the school building. The district assumes no responsibility for the loss or theft of personal possessions.

All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. Students are fully responsible for the contents of their locker. Students should keep their locker neat. Periodically, locker cleanouts and inspections are held.

Students are required to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Any student with a defective locker should notify the office as soon as possible so repairs can be made and security maintained.

The Board reserves the right to authorize its employees to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools.

All requests or suggestions for the search of a student's locker shall be directed to the building principal. The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student.

Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker creates an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly the duty to protect the persons and property in the school.

SCHOOL GOVERNMENT

The Student Council represents an important part of the governing body of our school. All students have the right and the responsibility to be aware of all and be involved in the preparation of school policies and regulations concerning their scholastic activities, extracurricular activities, and school environment.

Students should express their individual and group concerns, suggestions and complaints to their Student Council representatives. If appropriate, the Student Council will then discuss the suggestion with the administration and the student will receive a response from the representative.

SCHOOL JURISDICTION AND TRANSPORTATION

All rights, responsibilities, and regulations shall apply to students:

1. On the school grounds during and immediately before or immediately after school hours;
2. On the school grounds as either a spectator or participant at any other time when school is being used by a school group;
3. Off the school grounds at any school activity, function, or event as a participant or spectator; and
4. During the time required going to and from the home, including time spent at bus stops and on school bus transportation. To promote safety on buses, students may be monitored by a video and audio surveillance system. In order for students to ride on a bus to which they are not assigned, a parent/guardian must fill out a School Bus Boarding Pass located on the district website. This pass must be signed by a building designee. Students will not be permitted to ride a bus without this pass.

SCHOOL PROPERTY

During the school year students are loaned a variety of school supplies. All school supplies loaned to students should be returned in the same condition (except for reasonable wear) as when loaned to the student. If a book or other equipment is returned damaged due to misuse or abuse, the student is required to pay for its repair. When the damage is too extensive for repair or the item has been lost, the student must pay for its replacement. If a lost item is found, the money is refunded.

STUDENT DRIVING

Middle school students may not drive to school regardless of age.

WITHDRAWALS – CHANGE OF ADDRESS

Students who move within the district during the school year must report the change of address to the office. Items needed for change of address are listed on the District website. Students who plan to move out of the district should notify the office for further instructions. Upon a request from the new school, a transcript of school record and report cards will be sent.

WORKING PAPERS

All students under the age of eighteen must secure an employment certificate before they may be employed. Certificates are issued in the Quakertown Community Senior High School office. A parent or guardian must accompany a student securing working papers. A birth certificate or hospital certificate is required when working papers are requested.