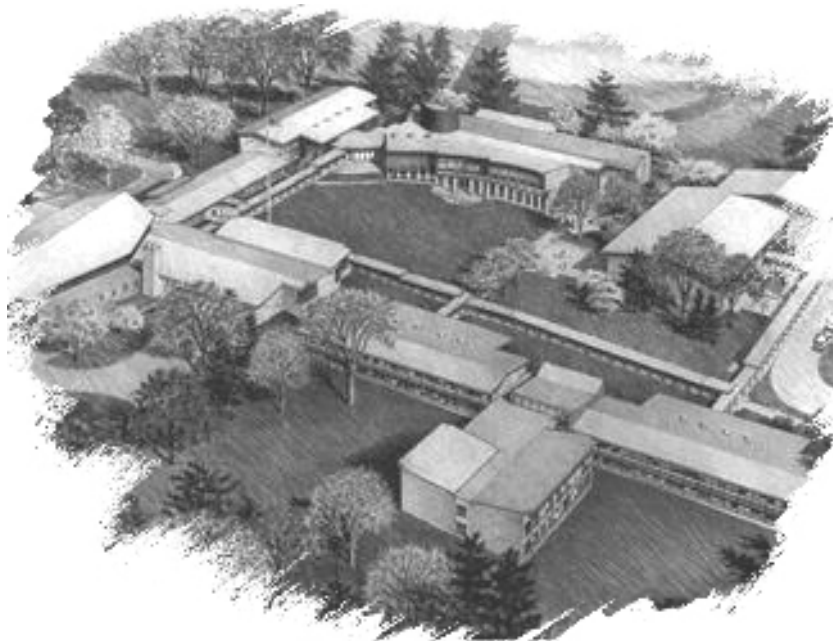


GUIDE TO Welsh Valley Middle School



2018-2019



This Book Belongs to:

Name: _____ Homeroom: _____

Address: _____

City: _____ State: PA Zip Code: _____

Phone Number: _____

325 Tower Lane

Narberth, PA 19072

(610) 658-3920

www.lmsd.org

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To the Students of Welsh Valley Middle School:

On behalf of the entire faculty and staff, we would like to welcome you to Welsh Valley Middle School. We look forward to working with you and your families to ensure that your school year is memorable, productive, and educationally fulfilling. Throughout your time here, you will be encouraged and challenged to become an active learner, a responsible citizen, and a positive contributor not only to Welsh Valley community but also to an ever-changing global society.

We are committed to fostering a positive school environment with a foundation of respect and will challenge you to be an active participant in contributing to that cause. This foundation will be strengthened by our daily decisions and practices being guided by kindness and integrity. Our philosophy, coupled with our rigorous academic and rich co-curricular programs, will ensure that Welsh Valley Middle School will continue to be one of the most outstanding schools in the United States.

This handbook is designed to serve as a guide to help you and your parents know and understand the expectations we have of you and how you can fully take advantage of the many opportunities that Welsh Valley can provide. Your familiarity with its contents will help you become an informed citizen of our school community.

Your middle school years will be filled with lifelong memories - make the best of them!

Have a terrific school year.

Christopher G. Hall
Mr. Christopher G. Hall
Principal

Sarah M. Stout
Ms. Sarah M. Stout
Assistant Principal

Joseph Devine
Mr. Joseph Devine
Assistant Principal

+++++

*****Lower Merion School District Mission Statement*****

Committed to excellence and continuous improvement, LMSD strives to ensure that all students achieve their highest level of critical thinking and creativity, that they value themselves and the diversity of others, and that they are knowledgeable, contributing citizens capable of excelling in a rapidly changing world; this is accomplished by individuals engaging in innovative, active experiences tailored to myriad ways of learning and in partnership with our community.

*****Welsh Valley School Song*****

We hail Welsh Valley with honor and pride. Throughout the years we'll stand for by her side. Fields full of victory and teams filled with might. This is the heritage of our green and white. Hearts will have memories in future years of Alma Mater our school so dear. Of halls of learning and friends we have known. Our loyalty we've shown to thee,
Welsh Valley.

Day & Period	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				
9 – LEARN				

General Information

<p><u>General Information</u></p> <p>Grades: 6-8 Enrollment: 1066 School Hours: 8:15 am – 3:05 pm</p>	<p><u>School Address</u></p> <p>325 Tower Lane Narberth, PA 19072 www.lmsd.org</p>
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School Contact Information	
Main Phone Number	(610) 658-3920
Absentee & Safe Arrival Hotline	(610) 658-3946
Daily Activities & Athletics Hotline	(610) 658-3901
Fax Number	(610) 667-4749

Important Emails will come from wvalerts@lmsd.org Please save wvalerts@lmsd.org as a contact through your email provider in order to avoid emails being sent to spam or junk mail folders.

Home and School Association

The purpose of the Welsh Valley HSA is to further cooperation and understanding between the Welsh Valley Middle School and the home; to enrich and strengthen quality education for all students; to connect with and work cooperatively with other district schools or organizations to work towards a common purpose; and to connect with and work cooperatively with administration to further the educational aims of the school and district. The Welsh Valley HSA does not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, or disability. In pursuit of these goals, the HSA shall:

- Act as a liaison between the home and the school,
- Offer a forum for presentation and discussion of school and district issues,
- Enhance a sense of community within the school,
- Represent our school in the community,
- Encourage, recruit and organize parent leadership.

More information about the HSA can be found on our website under *Parent Info*. If you wish to sign up for *Dragonbites*, our weekly e-letter, please add your name to our listserve by going to the WVMS website and entering your email address.

HSA Officers for 2018-2019 are:

Co-President.....Mrs. Cheryl Masterman camcast@verizon.net
 Co-President.....Mrs. Caroline Berens carolineberens@comcast.net
 Co-Vice President, School Store..... Mrs. Lauren Sinrod laurensinrod@hotmail.com
 Co-Vice President Mrs. Mandy Meiler meilers2@aol.com
 Co-Vice President.....Mrs. Ana Eiras anaeiras@me.com
 Co-Treasurer.....Mrs. Amanda Hines akhines@icloud.com
 Co-Treasurer.....Mrs. Kristen Gehlhaus kristengehlhaus@yahoo.com
 Secretary..... Ms. Liz Turner ecturn@yahoo.com
 At-large members.....Mrs. Caroline Monogue, Mr. Jim Speer, Mrs. Beth Spirn

Welsh Valley Faculty 2018-2019

6th Grade Teams	7th Grade Teams	8th Grade Teams
6A Team	7A Team	8A Team
Mr. Anthony Delia Mr. Chris Gari Ms. Cheryl Langdon Ms. Jamie Nemece Ms. Kristina Butler	Ms. Betsy Lawley Ms. Sharon Schindler Ms. Amanda Nestler Mr. Kenny Vaughan Mr. Craig Lax	Ms. Meg Hunt Mr. Stephen Murray Mr. John Pitonyak Ms. Frances Weaver Ms. Betsy Reckeweg
6B Team	7B Team	8B Team
Mr. Timothy Kerns Ms. Debra Kauffman Ms. Lauren Lawrence Ms. Caryn Williams Ms. Bernadette Bondi	Ms. Betty Corcoran Ms. Lauren Hudson Mr. Chris Lewis Ms. Patti Perri Ms. Tracy Rzepnicki	Mr. Dave Gwyn Mr. Brett Davis Mr. William Hughes Mr. Michael Sullivan Ms. Jess Levin
6C Team	7C Team	8C Team
Mr. Melvin Johnson Ms. Nancy O'Neill Ms. Katie Weber Ms. Elaine Wissner Ms. Carol Chung	Mr. Matt Birch Ms. Mariam Dubashi Mr. Patrick Lawler Ms. Marybeth Peterson Ms. Michele Quinn	Ms. Janet Chung Ms. Rosheen Campbell Ms. Jules Martel Mr. Jason Gagliardi Ms. Becky DuVernois
ARTIFACTS	Waterbound	View Points (VPS)
Mr. Kevin Ginsberg Ms. Debbye Wolfe	Ms. Marybeth Raidy Mr. John V'Soske	Ms. Heather Cook Ms. Katy Morris

Faculty by Department

Art	Health & Physical Education	Mathematics
Mr. Jackie Cassidy Ms. Jordan Robinson	Mr. Jon Kagen Ms. Jessica Conran Mr. Vic Scali Mr. Matt Wyatt	Mr. Greg Gressel Ms. Linda Hecht Mr. Dean Munro Ms. Amy Murphy
Athletic Director	Library	Reading
Mr. James Scott	Dr. Patricia Markey	Ms. Kim Clark Ms. Melissa Goldstein Ms. Laura Oakes Ms. Bernice Shippen Ms. Maryann Smith-Wood
Learning Support	Music	Speech
Ms. Diane Crotty Ms. Karyn Flocco Ms. Helene Scott Ms. Jennifer McCullin Ms. Gail Woodward	Mr. Gregg Eskin Mr. Steve Gammarino Ms. Mary Callaghan Ms. Jason Bizich	Ms. Erin Katzen Ms. Jayme Picker
Computers	Nurse	Family & Consumer Sciences
Mr. Taj Byrd Ms. Dori Hryshchshyn Ms. Laura Oakes	Ms. Kathy Bromley	Ms. Addie Eichman Ms. Maureen Keeney
Challenge	Psychologist	Technology Education
Ms. Bernadette Bartholomew Ms. Emily Elliott Mr. James Scott Ms. Elizabeth Serpentine	Dr. Lynne Malara	Mr. Tim Brockman Mr. Chris Weaver
School Counselors	Coordinator of School Culture	World Languages/ESL
Mr. Josh Gansky Ms. Beth Cooke Mr. Boris Oden Ms. Lauren Ruth	Mr. Jacob Stankunas	Ms. Sarah Eckrich Ms. Susan Flexner Ms. Sarah Rittenhouse Ms. Johanna Marsala Ms. Jess Rudner Ms. Gina Sullivan Ms. Jennifer Swetland
	Social Worker	
	Ms. Natasha Denis	

Important Dates



Please note that this is not a comprehensive list of school events. Please check the school district website, the district calendar, and the on-line school calendar for a more detailed list of events. If you have any questions please confirm the details by contacting the school office.

September 4 th	First day of School
September 12 th	Fall Sports Begin (7 th /8 th Grades)
September 10 th & 11 th	Rosh Hashanah
September 25 th	Open House
October 4 th	Picture Day
October 18 th	Parent-Teacher Conferences
November 7 th	Picture Retake Day
November 1 st	Parent-Teacher Conferences
November 6 th	School Closed – Election Day
November 9 th	End of 1 st Quarter
November 22 nd and 23 rd	School Closed - Thanksgiving
November 26 th	Winter Sports Begin (7 th /8 th Grades)
December 24 th – January 1 st	School Closed – Winter Break
January 18 th	Early Dismissal (11:55 am)
January 21 st	School Closed – Martin Luther King Jr. Day
January 25 th	End of 2 nd Quarter
February 7 th	Parent-Teacher Conferences
February 14 th	Early Dismissal (11:55 am)
February 15 th	School Closed
February 18 th	School Closed – Presidents Day
March 11 th	Spring Sports Begin (7 th /8 th Grades)
April 15 th – 19 th	School Closed – Spring Break
April 5 th	End of 3 rd Quarter
April 22 nd – 26 th	PSSA Math/ELA – All Grades
April 29 th – May 3 rd	PSSA Science – 8 th Grade Only
May 13 th – 24 th	Keystone Exam Window (Algebra I Full Year)
May 27 th	School Closed – Memorial Day
June 13 th	8 th Grade Promotion Ceremony @ Harriton
June 14 th	Early Dismissal (11:55 am) - Last Day of School
June 14 th	Early Dismissal (11:55 am) - Last Day of School

Bell Schedules

Regular Schedule		
6th Grade	7th Grade	8th Grade
8:15-9:04 – Period 1 <i>(49)</i>	8:15-9:04 – Period 1 <i>(49)</i>	8:15-9:04 – Period 1 <i>(49)</i>
9:08-9:53 – Period 2 <i>(45)</i>	9:08-9:53 – Period 2 <i>(45)</i>	9:08-9:53 – Period 2 <i>(45)</i>
9:57-10:42 – Period 3 <i>(45)</i>	9:57-10:42 – Period 3 <i>(45)</i>	9:57-10:42 – Period 3 <i>(45)</i>
10:42-11:12 – Lunch <i>(30)</i>	10:46-11:31 – Period 4 <i>(45)</i>	10:46-11:31 – Period 4 <i>(45)</i>
11:16-12:01 – Period 5 <i>(45)</i>	11:31-12:01 – Lunch <i>(30)</i>	11:35-12:20 – Period 5 <i>(46)</i>
12:05-12:50 – Period 6 <i>(45)</i>	12:05-12:50 – Period 6 <i>(45)</i>	12:20-12:50 – Lunch <i>(30)</i>
12:54-1:39 – Period 7 <i>(45)</i>	12:54-1:39 – Period 7 <i>(45)</i>	12:54-1:39 – Period 7 <i>(45)</i>
1:43-2:28 – Period 8 <i>(45)</i>	1:43-2:28 – Period 8 <i>(45)</i>	1:43-2:28 – Period 8 <i>(45)</i>
2:32-3:05 – Period 9/LEARN <i>(33)</i>	2:32-3:05 – Period 9/LEARN <i>(33)</i>	2:32-3:05 – Period 9/LEARN <i>(33)</i>

Early Dismissal Schedule	Early Dismissal Schedule
6th Grade	7th/8th Grade
8:15-8:54– Period 1 <i>(39)</i>	8:15-8:54– Period 1 <i>(39)</i>
8:58-9:33 – Period 2 <i>(35)</i>	8:58-9:33 – Period 2 <i>(35)</i>
9:37-10:12 – Period 3 <i>(35)</i>	9:37-10:12 – Period 3 <i>(35)</i>
10:16-10:51 – Period 7 <i>(35)</i>	10:16-10:51 – Period 7 <i>(35)</i>
10:55-11:30 – Period 8 <i>(35)</i>	10:55-11:30 – Period 8 <i>(35)</i>
11:34-11:55 – Period 9/LEARN <i>(21)</i>	11:34-11:55 – Period 9/LEARN <i>(21)</i>

Two Hour Delay Schedule		
6th Grade	7th Grade	8th Grade
10:15-10:49– Period 1 <i>(34)</i>	10:15-10:49– Period 1 <i>(34)</i>	10:15-10:49– Period 1 <i>(34)</i>
10:53-11:22 – Period 2 <i>(29)</i>	10:53-11:22 – Period 2 <i>(29)</i>	10:53-11:22 – Period 2 <i>(29)</i>
11:22-11:52 – Lunch <i>(30)</i>	11:26-11:55 – Period 4 <i>(29)</i>	11:26-11:55 – Period 4 <i>(29)</i>
11:56-12:25 – Period 5 <i>(29)</i>	11:55-12:25 – Lunch <i>(30)</i>	11:59-12:28 – Period 5 <i>(29)</i>
12:29-12:58 – Period 6 <i>(29)</i>	12:29-12:58 – Period 6 <i>(29)</i>	12:28-12:58 – Lunch <i>(30)</i>
<i>1:02-1:31 – Period 3</i> <i>(29)</i>	<i>1:02-1:31 – Period 3</i> <i>(29)</i>	<i>1:02-1:31 – Period 3</i> <i>(29)</i>
1:35-2:04 – Period 7 <i>(29)</i>	1:35-2:04 – Period 7 <i>(29)</i>	1:35-2:04 – Period 7 <i>(29)</i>
2:08-2:37 – Period 8 <i>(29)</i>	2:08-2:37 – Period 8 <i>(29)</i>	2:08-2:37 – Period 8 <i>(29)</i>
2:41-3:05 – Period 9/LEARN <i>(24)</i>	2:41-3:05 – Period 9/LEARN <i>(24)</i>	2:41-3:05 – Period 9/LEARN <i>(24)</i>

Rotation

Our four most common rotations include the following:

1-2-3-4-5-6-7-8-9
2-1-3-4-5-6-8-7-9

Please note that these rotations reflect the week-by-week period rotations. Rotations may vary for specific days when we have assemblies, school-wide testing, or other special events.

September

4-7 1-2-3-4-5-6-7-8-9
12-14 1-2-3-4-5-6-7-8-9
17-21 1-2-3-4-5-6-7-8-9
24-28 1-2-3-4-5-6-7-8-9

October

1-5 2-1-3-4-5-6-8-7-9
8-12 1-2-3-4-5-6-7-8-9
15-19 2-1-3-4-5-6-8-7-9
22-26 1-2-3-4-5-6-7-8-9
29-31 2-1-3-4-5-6-8-7-9

November

1-2 2-1-3-4-5-6-8-7-9
5-9 1-2-3-4-5-6-7-8-9
12-16 2-1-3-4-5-6-8-7-9
19-21 1-2-3-4-5-6-7-8-9
26-30 2-1-3-4-5-6-8-7-9

December

3-7 1-2-3-4-5-6-7-8-9
10-14 2-1-3-4-5-6-8-7-9
17-21 1-2-3-4-5-6-7-8-9

January

2-4 2-1-3-4-5-6-8-7-9
7-11 1-2-3-4-5-6-7-8-9
14-18 2-1-3-4-5-6-8-7-9
22-25 1-2-3-4-5-6-7-8-9
28-31 2-1-3-4-5-6-8-7-9

February

1 2-1-3-4-5-6-8-7-9
4-8 1-2-3-4-5-6-7-8-9
11-14 2-1-3-4-5-6-8-7-9
19-22 1-2-3-4-5-6-7-8-9
25-28 2-1-3-4-5-6-8-7-9

March

1 2-1-3-4-5-6-8-7-9
4-8 1-2-3-4-5-6-7-8-9
11-15 2-1-3-4-5-6-8-7-9
18-22 1-2-3-4-5-6-7-8-9
25-29 2-1-3-4-5-6-8-7-9

April

1-5 1-2-3-4-5-6-7-8-9
8-12 2-1-3-4-5-6-8-7-9
22-26 1-2-3-4-5-6-7-8-9
29-30 2-1-3-4-5-6-8-7-9

May

1-3 2-1-3-4-5-6-8-7-9
6-10 1-2-3-4-5-6-7-8-9
13-17 2-1-3-4-5-6-8-7-9
20-24 1-2-3-4-5-6-7-8-9
28-31 2-1-3-4-5-6-8-7-9

June

3-7 1-2-3-4-5-6-7-8-9
10-14 1-2-3-4-5-6-7-8-9

Letter Days

A B C D

Pay special attention to the letter day that follows a long weekend or break. This will help you plan for the materials you will need for your personal development classes.

Day	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	-	A	D	-	-	C	A	B	C	-
2	-	B	A	-	B	-	-	C	D	-
3	-	C	-	C	C	-	-	D	A	D
4	A	D	-	D	D	D	B	A	-	A
5	B	A	B	A	-	A	C	B	-	B
6	C	-	-	B	-	B	D	-	B	C
7	D	-	C	C	A	C	A	-	C	D
8	-	B	D	-	B	D	B	C	D	-
9	-	C	A	-	C	-	-	D	A	-
10	-	D	-	D	D	-	-	A	B	A
11	-	A	-	A	A	A	C	B	-	B
12	A	B	B	B	-	B	D	C	-	C
13	B	-	C	C	-	C	A	-	C	D
14	C	-	D	D	B	D	B	-	D	A
15	-	C	A	-	C	-	C	-	A	
16	-	D	B	-	D	-	-	-	B	
17	D	A	-	A	A	-	-	-	C	
18	A	B	-	B	B	-	D	-	-	
19	-	C	C	C	-	A	A	-	-	
20	B	-	D	D	-	B	B	-	D	
21	C	-	A	A	-	C	C	-	-	
22	-	D	-	-	C	D	D	D	A	
23	-	A	-	-	D	-	-	A	B	
24	D	B	-	-	A	-	-	B	C	
25	A	C	-	-	B	A	A	C	-	
26	B	D	B	-	-	B	B	D	-	
27	C	-	C	-	-	C	C	-	-	
28	D	-	D	-	C	D	D	-	D	
29	-	A	A	-	D	-	A	A	A	
30	-	B	B	-	A	-	-	B	B	
31	-	C	-	-	B	-	-	-	C	

Academic Information

Academic Calendar

End of 1 st quarter	Friday, November 9 th	Report Cards issued on <i>Wednesday, November 21ST</i>
End of 2 nd quarter	Friday, January 25 th	Report Cards issued on <i>Friday, February 8th</i>
End of 3 rd quarter	Friday, April 5 TH	Report Cards issued on <i>Friday, April 26th</i>
End of 4 th quarter	Friday, June 14 th	Report Cards will issued on <i>Friday, June 21ST</i>

Grading Scale

Numeric Average	Alpha Grade	Final Grades
97-100	A+	<p>A final year-long grade is issued in every class. The numeric averages of each of the four quarters are totaled and divided by four, which results in a final grade. In summary, each quarter equates to 25% of a student's final grade. Also, there is a statistical "floor" of 50% for each of the first two quarters. Students who receive a grade of "F" for the final yearly grade in a course will be expected to re-take the course in Summer School. This is reflected in School Board Policy Number 213.</p>
93-96	A	
90-92	A-	
87-89	B+	
83-86	B	
80-82	B-	
77-79	C+	
73-76	C	
70-72	C-	
67-69	D+	
63-66	D	
60-62	D-	
Below 60	F	
> 86.5	O – Outstanding	
64.5-86.4	S – Satisfactory	
< 64.5	U - Unsatisfactory	



Honor Roll Criteria

Academic success is celebrated at Welsh Valley. We believe that students who perform exceptionally well, and do so with integrity, should be recognized for their hard work. Students have the opportunity to earn Honor Roll status every quarterly marking period. There are two classifications of Honor Roll:

- Distinguished Honor Roll
 - Awarded to those students who have earned report card grades of all A or O.
- Honor Roll
 - Awarded to those students who have earned report card grades of all A, B+, B, O, or S.

PowerSchool Public Portal

Access to your child's grades and attendance through PowerSchool is being provided to you as another form of communication between school and family. More importantly, it is to help all of us in our efforts to support your child's education. The website can be access from the district's home page or at <http://powerschool.lmsd.org/public/>.

Teaming and the Teaming Philosophy

At Welsh Valley, we believe strongly in the value of teaming our teachers and students. Teams of teachers share common students and collaboration time. For example, a team may be comprised of four content area teachers (Social Studies, English, Math, and Science) and 100 students. All of the students on the team will have those four teachers for those subjects. Students are cross-teamed and grouped with other students in their grade for World Language and Personal Development classes. Teachers on a team will have daily opportunities to discuss student success strategies, make interdisciplinary and cross-curricular connections, share data, coordinate thoughtful academic pacing, and plan major student assessments by scheduling tests and project due dates on different days. It is important to note that Personal Development and World Language teachers work with students across many teams and multiple grades, therefore coordinating assessments with each team is much more challenging. This structure allows for the team of teachers to meet not only with one another, but also with other professionals including the school counselor, special education teachers, school psychologist, social worker, and administrators. We believe that this structure and philosophy allows us to best support students.

Personal Development Experiences

Our philosophy at Welsh Valley is for students, during each year of middle school, to explore a wide range of personal development experiences. Some schools refer to these classes as “Specials.” We hope that the 6th to 8th grade journey will involve developmentally appropriate experiences in a wide range of areas each year. Most students attend Personal Development classes two periods every day and rotate which class they attend based on the letter day. Each class meets for one period out of every four day cycle.

6 th Grade	7 th Grade	8 th Grade
Music	Music	Music
Health	Health	Health
Physical Education	Physical Education	Physical Education
Technology Education*	Technology Education*	Technology Education**
Family and Consumer Sciences*	Family and Consumer Sciences*	Family and Consumer Sciences**
Computers*	Computers*	Computers**
Art*	Art*	Art**
<i>Challenge</i>	<i>Challenge</i>	<i>Challenge</i>

* Denotes semester classes.

**Students rank these courses in order of preference during the course selection process and are scheduled into two of these four classes for the full 8th grade year.

World Language Program

Students in the Lower Merion School District are offered a robust World Language experience. Each elementary school offers a FLES (Foreign Language in Elementary Schools) experience for students. Sixth grade students continue their elementary FLES language. This is delivered in the Personal Development model (one period in each four day cycle). As students enter 7th grade, they choose a language of their choice which they will take for 7th and 8th grade. We offer Latin, Spanish, and French. Students may choose to continue their FLES language in 7th and 8th grades but are not required to do so. The World Language experience in 7th and 8th grade is scheduled every day. Successful completion of the 7th and 8th grade courses will result in students taking level 2 of that language as they enter high school.

Challenge

The Challenge (gifted education) program at Welsh Valley Middle School encompasses a high level of cognitive and affective concepts and processes extending beyond those provided within the regular education program. Through a combination of intellectual peer grouping, literature circles, and inclusion lessons, gifted students experience learning environments that incorporate metacognitive experiences to help them develop the following traits and skills: innovation, exploration, self-monitoring, creativity, planning, and decision-making. Students extend and develop critical and creative thinking skills through inquiry, independence, and academic risk taking. The gifted identification process can be initiated by a parent/guardian, teacher, or school personnel. If you have any questions about the gifted identification process, please contact your child's counselor.

Syllabus

Teachers will be providing students and families a syllabus for each course during the first two weeks of school. While "syllabus" may be a term often associated with the collegiate experience, we see this as an opportunity to clearly communicate expectations for students and strengthen the partnership between home and school. The primary purpose of the syllabus is to serve as a communication device for both student and parent/guardian. Contents of the syllabus are intended to serve as a guide and not a script. Due to instructional, organizational and social unpredictability, items are subject to change on the syllabus. Changes that could impact student learning and achievement will be communicated to both students and parents in a timely fashion. Expected items to be found on the syllabus include: teacher contact information, course description, course goals and objectives, course outline, instructional practices, required textbooks and materials, district and course grading policies, homework expectations, technology use in the course, academic integrity expectations, and classroom procedures.

Blackboards

Welsh Valley teachers maintain Blackboards to electronically communicate what is occurring in school in each course and/or team. Parents and students are encouraged to check course Blackboards regularly. Information that may be found on Blackboards include: teacher contact information, syllabus, upcoming homework, classroom notes or presentations, future assessments, tests, quizzes, or projects. The Blackboard is a good first reference for students who are absent from school as they attempt to seek information about what may have been missed due to absence.

LMSD-Net

Lower Merion School District takes pride in ensuring that our students have access to information and resources available on the Internet to assist them in the learning process. Additional information regarding students' use of the internet is included in School Board Policy 134 *LMSD-Net: Student Use, Rights, and Responsibilities* and is available on the district website.

Students will be provided with LMSD-Net and Internet training. This training shall include educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and cyber bullying awareness and response. Students can also access LMSD resources from home using their student account (<https://myfiles.lmsd.org>). Any student who violates the provisions of this policy may have their LMSD network privileges suspended or revoked and school disciplinary action and/or legal action may be pursued.

Parents and guardians who **do not** wish their child to have access to the LMSD network or Internet via the LMSD network should access and return the signed Student User Notice form to Welsh Valley's main office. The Student User Notice form is available on page 43 of this Guide. The Student User Notice policy (Policy 134) is available on the district website (<http://www.lmsd.org/departments/board/policies/index.aspx>).

Pd. 9 - LEARN

Pd. 9 - LEARN is part of every student's daily schedule. It is a structured experience where learning can take place. Like every other class period, students are expected to arrive at their period 9 class on time. While students have some choice for how they use this time, attendance is taken and students are expected to be accountable for this time. One of our goals at Welsh Valley is for students to become independent learners who own their education and are advocates for themselves and their learning; LEARN is a perfect opportunity to hone this skill.

Teachers are available during LEARN to provide small group or individual intervention/enrichment or to facilitate test/quiz make-ups. If a student is interested in visiting a teacher (other than their period 9 teacher), she or he should secure a hall pass from that teacher during the day (or prior day) and provide the signed hall pass to their period 9 teacher upon arrival to class. Students may also choose to remain in their scheduled period 9 classes and do one of the following:

- Seek additional help from the teacher in the class
- Work on homework independently
- Study
- Read

High School Honors Placement Process

One of the biggest academic and social transitions a student will face is arguably moving from middle school to high school. In an attempt to better support the academic transition, we believe that the appropriate course/class placement will play a vital role in a successful transition. This process will result in students being recommended for either Honors or CP (College Preparatory) level in Science, Social Studies, English, Math, and World Language. The recommendation from the school district is just that, a suggestion as to what level the student has the best chance to be both challenged and successful. The school district respects the rights of students and families to ultimately take the recommendation and decide on the preferred placement. Though we respect a family's decision to complete a "Change of Recommended Placement" form and disagree with the team's decision, we believe that the decision to place a child was done so with meaningful collaboration among staff members and a myriad of data points.

The process:

1. In November of the 8th grade year, an academic data portfolio is collected on every 8th grade student. The data in the portfolio includes:
 - a. 7th grade Reading PSSA scores
 - b. 7th grade Math PSSA scores
 - c. Grades, including the final 7th grade average in each core subject and the first marking period grade
 - d. DRP results (measures how well a student understands the meaning of text). The DRP is given annually to students in September.
 - e. Writing score on the Pennsylvania Writing Rubric (1-4 on the Focus, Content, Organization, Conventions, and Style). This number is gathered on each student collectively by the 8th grade team of teachers who assess writing in multiple ways across the curriculum in the first quarter of every school year.

While the data portfolio is an accumulation of many data, there are guidelines in place for scores that would generally be acceptable for an honors level student. These scoring guidelines will be established by the district curriculum specialists and used as a point of reference when making recommendations.

2. At the end of the first quarter, the 8th grade team of teachers will meet, review the data portfolio and synthesize this information with their assessments of student's other classroom skills (i.e. active participation in class, using unstructured time productively, leadership, organization, homework completion, responsibility, motivation, work ethic). Based on this information and their knowledge of the honors level expectation at the high schools, the 8th grade teams will make subject-specific recommendations for each student. The World Language teachers independently go through this process for each student.

3. In December, a data team comprised of high school personnel will be assembled. This team consists of a high school assistant principal, a content area teacher from each subject, school counselors, literacy specialists, and the secondary math intervention specialists. The data team will review recommendations made by the 8th grade team and determine if a second look is needed for students who did not meet the criteria to be placed in an honors class. The role of the high school team is not meant to negate the recommendations of the middle school team but rather to determine if the data indicates that a student may be successful in honors level courses.
4. The data team is in place as a student support safety net. The team *does not* scrutinize the middle school recommendations.
5. Before recommendations are finalized, representatives from the high school data team will confer with the middle school core academic teams to review data and discuss any students who were not recommended for honors level classes.
6. Once recommendations have been determined, the high school will send a letter informing families about how they can access the district's recommendations for placement. (Note: This process is identical regardless of which LMSD high school the student attends. This process occurs prior to the school choice process, but course placements are easily transferrable). This letter will be sent in early January prior to the Course Selection parent meetings.
7. In early February, Lower Merion and Harriton high schools will hold evening Course Selection parent meetings at their respective buildings. Parents are encouraged to attend to more clearly understand the course selection process.
8. High School counselors will come to the middle schools in February to meet with every student individually to register students for selected courses.
9. At any time between recommendation letters being sent and the counselors meeting with students, parents may complete a *Change of Recommended Placement* form to place their child in a level that was not initially recommended. There is no consequence to the child for changing a recommended placement. While schedule changes during the school year are discouraged because they can be highly disruptive to a student's schedule and frequently involve changing more than one course, considerations for schedule changes will not be affected by how students arrived in that placement.
10. In the summer prior to 9th grade, 8th grade PSSA results will arrive and the high schools will review the data to determine if any additional students can be recommended for honors.

Abbreviated 2018-2019 timeline:

- December 2018 – 8th grade teams assemble and recommend placement
- December 2018 – High School Data team reviews data and meets with middle school teams
- January 2019 – Letter is sent from high schools informing parents of the process for accessing recommendations
- February 2019– Course Selection parent meetings at the High Schools
- February 2019 – High School Counselors meet with students to register for classes.

Forum



Students will meet regularly with their advisory group in *Forum*. *Forums* allow us to create a more personalized learning environment where all students are well known by at least one adult. *Forum* emphasizes building relationships and breaking down barriers. Students exchange thoughts and opinions on a range of topics and support one another as they learn and grow together. They grow as individuals and come together to work for a better school community.

Although *Forum* will be scheduled during school time, your help and support of this initiative will be very beneficial. Please refer to Welsh Valley's Dragonbites for upcoming events with regards to *Forum*. We look forward to your continued partnership in ensuring that Welsh Valley is a positive school community for our students.

Designated 'Mix It Up' Model School by the Southern Poverty Law Center

The Southern Poverty Law Center's *Teaching Tolerance* program named Welsh Valley as a Mix It Up Model School for its exemplary efforts to foster respect and understanding among students and throughout campus during the 2011-2012 and 2015-2016 school year and the Welsh Valley is one of schools from across the country receiving the honor for innovative ways to create a school environment where respect and inclusiveness are core values. Model schools serve as examples for other schools hoping to instill these values in their students, faculty and staff.



Designated *No Place for Hate* School (Anti-Defamation League)



Although diversity is one of our nation's greatest strengths it is often accompanied by significant tension and fear. No Place for Hate is a program that enables people to challenge anti-Semitism, racism, homophobia and all forms of bigotry in their communities and school. It seeks to provide a model for responding to and preventing acts of hatred and bullying and for developing projects that enhance an appreciation for diversity and foster harmony.

The goal of No Place for Hate is to create more harmonious communities and classrooms by reducing bias and increasing an appreciation for the richness that diversity brings.

Welsh Valley has been designated as a "No Place for Hate" school due to the plethora of activities surrounding our Forum program and the efforts of our Character & Citizenship Committee.

Lower Merion School District Policy 249 - Prohibition Against Bullying

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which bullying in any form is not tolerated.

All forms of bullying by school district students are hereby prohibited. Anyone who engages in bullying in violation of this Policy shall be subject to appropriate discipline.

Definition: the term "bullying" shall mean systematic harassment, attacks or intentional electronic, written, verbal or physical acts, perpetrated by a student or group of students, on another student or students, which meets all of the following criteria:

- a. occur during the school day, on school property, on a school bus, or at a school-sponsored activity or event
- b. are severe, persistent or pervasive; and
- c. include any written, verbal, or physical act including but not limited to:
 - Written intimidating/threatening, and/or demeaning letters, notes, messages, emails and/or any other electronic means
 - Verbally intimidating/threatening comments, slurs, innuendos, or taunting
 - Visual gestures
 - Physical hitting, slapping, kicking and punching, etc.
 - Making reprisals, threats of reprisal, or implied threats of reprisal, social isolation or manipulation of a student
 - Engaging in implicit or explicit coercive behavior to control, influence, or affect the health and well-being of a student
 - Any other behavior or acts which has the effect of substantially interfering with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school

Procedure for Handling Complaints

Complaints of bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The School District shall annually inform students that bullying of students will not be tolerated.

All incidents of bullying should be promptly reported to an administrator or guidance counselor.

Disciplinary Consequences

Disciplinary consequences will be based on the seriousness and repetitiveness of the behavior and may include the following:

1. Parent conference;
2. Loss of privileges, including limitations on participation in extracurricular activities;
3. External suspension;
4. Risk assessment; and
5. Police contact.

All bullying has 3 things in common:

1. **Bullying is intentional and aggressive:** No one bullies another person by accident. It is a conscious choice to disrespect someone else.
2. **Bullying is repeated:** Bullying isn't a one-time event, it's something that happens over and over again.
3. **Bullying involves a difference in power:** Maybe the bully is older, bigger, stronger, or more popular than the person he/she is bullying. Or it might be a whole group ganging up on one person.

Counseling Services

Lower Merion School District's mission is to provide access for all students to a comprehensive school guidance and counseling program which is research based, data driven, and reflects the individual developmental needs of our students. Our professional school counselors work in collaboration with families and other staff and community members. School counselors advocate for an environment that promotes diversity and equity and provide a continuum of services through a comprehensive school guidance and counseling program for all students in grades K through 12. School counselors implement programs for systemic change in our schools based upon the recommended competencies suggested for all students, with the goal of developing students into open-minded, tolerant, curious, resilient, and self-advocating individuals. Through exposure to the school guidance and counseling program, students will experience growth within the three domains of: academic achievement, personal/social development, and career awareness, as recommended by the American School Counselor Association.

The school counselors at Lower Merion School District believe:

- All of our students have dignity, worth, and deserve mutual respect.
- All of our students have access to the school counseling program.
- All students K through 12 should have access to a full-time, state certified, master's-degree-level school counselor to deliver the school counseling curriculum.

Our comprehensive school counseling program at Lower Merion School District will:

- Be based on specified goals and developmental student competencies for grades K through 12.
- Be planned and coordinated by school counseling staff with input from other school, families, and community representatives.
- Include a curriculum that considers the special needs and all ethnic, racial, sexual, and gender differences of our students.
- Incorporate community resources.
- Be evaluated and developed by using measurable data.
- Actively involve counseling representatives to monitor students' outcomes and progress.

We will maintain a strong ethical foundation that protects our students and their families by:

- Abiding by the professional school counseling code of ethics as advocated by the American School Counselor Association
- Participating in professional development activities essential to maintain a quality school counseling program

The school counselors at Lower Merion School District envision that all students will become knowledgeable in a rapidly changing global community. As WVMS School Counselors, we are responsible for providing support services to all of our students, grades 6, 7, and 8. Welsh Valley counselors are assigned in sixth grade and continue to work with our students throughout his/her time at Welsh Valley. Below are the counselor assignments for the 2018-2019 school year.

Ms. Beth Cooke
6th Grade Counselor
610-658-3942
CookE@lmsd.org

Mr. Boris Oden
7th Grade Counselor
610-658-3943
OdenB@lmsd.org

Mr. Josh Gansky
8th Grade Counselor
610-658-3941
GanskyJ@lmsd.org

Ms. Lauren Ruth
School Counselor
610-658-3944
RuthL@lmsd.org

What is *Naviance*?

College/Career

Family Connection from *Naviance Succeed* is a web-based service designed specifically to assist students in becoming college and career ready through self-exploration. All of these exploratory activities are developmentally appropriate and follow the American School Counselor Association (ASCA) student competencies. ASCA is the foremost authority on best practices for school counselors.

One benefit of *Naviance* is that it allows students to take a Learning Style Inventory in school to gain insight about how they most effectively learn and study. A second feature of *Naviance* is a *Resume Builder* tool. *Resume Builder* allows students to keep an electronic record of their skills, achievements, and interests. Students also use *Naviance* to take the *Career Key* test which matches students' personality types, based on Holland's Codes, with potential careers. These exploratory activities facilitate the process of students understanding themselves in the context of high school course selection, college planning, and ultimately finding career satisfaction. We encourage you to review the results of your child's *Naviance* activities with him/her. The website can be accessed at: FOR

WVMS: <http://connection.naviance.com/wvms>.

Counselors will guide students through the following lessons throughout the year.

- 6th Grade – Learning Styles Inventory
- 7th Grade – Resume
- 8th Grade – Career Key

START (Student Assistance Referral Team)

Welsh Valley's START team is comprised of school counselors, teachers, paraprofessionals, and administrators who have been trained through the Montgomery County Intermediate Unit's SAP program. All members are trained to identify issues that may be barriers to a student's learning and school success. The team works collaboratively with colleagues, parents, and Lower Merion Counseling Services to assist with any academic, behavioral, attendance and/or health concerns of our students at Welsh Valley. Please contact Ms. Lauren Ruth, supervisor of Welsh Valley's START committee at ruthl@msd.org or your student's counselor with any questions.

Communication Pathways

Unsure when to call your child's counselor? This chart lists a variety of situations that can arise during the year, and the **first point of contact** at school. In some cases, it is useful to inform other staff members.

SITUATION	COUNSELOR	TEACHER	SCHOOL OFFICE	ASST PRINCIPAL	SCHOOL NURSE
out sick for a day		optional	X		
out sick for several days or more	X	X	X		optional
missing school for vacation (*need to fill out form for approval from principal)	X	X	X		
injury, on crutches, arm casted, wheelchair	optional		X		X
concern about class scheduling	X				
concern about course work/demands of course	optional	X			
concern or conflict with teacher	optional	X			
complaint about disciplinary issue in class		X			
Concern about transition to middle/high school	X				
social concerns/unhappy at school	X				
school-related incidents of bullying	X			X	
bus incident/fight/theft				X	
change in behavior at home	X				
concerns about substance abuse	X				
mental health concerns	X				
death or loss in family (including pets)	X	optional			
change in the family (marriage, divorce, job loss)	X				
other family situation/confidential information	X				

Health Services



The nurses at Welsh Valley care about the health and safety of the Welsh Valley community. We will post information for the Welsh Valley community to review regarding health promotion and prevention on our Blackboard.

Medications

The following is an excerpt of a letter sent to all LMSD families regarding changes to the medication policy. The medication consent forms can be found on the district website (under Health Services) as well as the school's health office.

LMSD Policy 210 (Medication) has been revised in compliance with new regulations from the Pennsylvania Departments of Health and Education. Policy 210 is available on the LMSD website. The School Nurse is available to assist you with understanding the policy, procedure and forms. Contact information for the nurse is listed at the end of this letter. We have included some important parts of the medication policy and procedures that you may find helpful.

If your child will need medication administered at school (prescription or "over the counter"): Form LM 28c (***Medication Administration Request and Consent Form***) must be completed by the Licensed Prescriber and the parent/guardian before any medication (prescription or "over the counter") may be administered. Medication orders can be accepted via fax or electronically from a Licensed Prescriber and may be on the Licensed Prescriber's letterhead instead of form LM 28c if they contain all of the required information listed in form 28c **and** the parent/guardian has provided written authorization for the administration of medication. The medication order must include:

- Student's name
- Name, signature and phone number of the Licensed Prescriber
- Name of the medication
- Route and dosage of the medication
- Frequency and time of administration of the medication
- Date of the medication order and discontinuation date if any
- Specific directions for administration if necessary
- Potential adverse reactions or contraindications with other medications (prescribed or "over the counter") taken by the student

We encourage you to have form LM 28c filled out for any medication including "over the counter" (OTC) medication that your child may need throughout the school year. PA health laws require a medication order from a Licensed Prescriber for the administration of medications (including "over the counter" medications) in the school setting. Completion of Form LM 28c in advance of the school year allows the School Nurse to administer medications such as Acetaminophen (Tylenol®) for headaches and other common problems as needed with the written permission of your child's care provider. The form can be completed at the time of your child's annual "well-visit" or during another routine visit to avoid any cost for completion of forms. Please contact the School Nurse if you need assistance in getting health care insurance or a health care provider for your child.

Students with temporary weight bearing restrictions/limitations on the ability to ambulate

Much of the Welsh Valley Middle School campus was developed in the 1950's and pre-dates construction standards for accessibility that were mandated by the Americans with Disabilities Act (ADA) in 1990. The original buildings are marked by narrow hallways and stairwells. Crowded conditions that may occur in the cafeteria or in the hallways and stairwells as students change classes can pose a safety risk to the student on crutches and a trip hazard to others in their immediate proximity. Despite additions and improvements to the campus over the last 50+ years, there are still instructional areas that are inaccessible by elevators, notably the second floor of the "D" building, the Challenge classroom, and the Tech Ed classrooms. The open campus design also subjects students to wet, slippery surfaces and significantly graded, partially protected, outdoor walkways.

If your child has an injury that limits their ability to ambulate without assistive devices (crutches, casts, splints, & orthopedic boots), a physician's note describing weight bearing status, prescribed assistive devices (including crutches), and excuse from participation in PE class is required. For safety reasons and to prevent further injury, we also strongly recommend that parents provide transportation to and from school while a student is non-weight bearing or using crutches. If a wheelchair is recommended for your child, please contact the school nurse and guidance counselor for information about classroom accessibility and special transportation options. For safety reasons, students using crutches are not permitted to carry backpacks on campus. A small shift in the position of the backpack can cause a student to lose their balance and injure themselves or others, especially during crowded hallway conditions. To avoid traveling between classes during high occupancy periods, students using crutches are permitted to leave class 5 minutes early with a book buddy.

Elevator Key Cards

Students that need access to an elevator due to an injury or other medical need must:

1. Submit a physician note to the nursing office explaining the medical condition or need (see above criteria)
2. The nurse will advise the main office that elevator access is recommended
3. The main office staff will issue an elevator key card upon receipt of a \$25 refundable deposit
4. The \$25 deposit will be given back to the student when the elevator key card is returned

If you want your child to carry emergency medication or to carry and self-administer emergency medication: Students may carry and self-administer specific **emergency** medications such as Epipen®, "rescue" asthma inhalers and medication for diabetes only if both Form LM 28c (*Medication Administration Request and Consent Form*) and Form LM 28d (*Permission to Carry and Permission to Carry and Self-Administer Emergency Medication*) have been completed by the parent/guardian and Licensed Prescriber. The forms must specify the need for the student to carry and self-administer the medication. PA regulations now require that parent/guardian, Licensed Prescriber and School Nurse all agree that the student is competent to carry and self-administer the emergency medication. Students who self-administer emergency medications must notify the School Nurse following each use.

Some additional information for your review:

- Students may not carry medication (prescribed or "over the counter") with the exception of specified emergency medications and completion of LM Form 28c and LM Form 28d.
- All medications (prescription and "over the counter") must be provided to the school in the original pharmacy labeled container or original container for "over the counter" medications.
- All medications (prescription and "over the counter") must be brought to school by the parent/guardian. No more than a 30 day supply of any medication will be stored at school with the exception of emergency medication which may be stored until the end of the school year or until the medication has expired or has been discontinued (whichever comes first). Parents/Guardians are responsible for noting expiration and refill dates of medications and providing medication to the school. Expired medication will not be administered.

- Changes in dosage/frequency require an updated Form LM 28c *Medication Administration Request and Consent Form* and Form LM 28d *Permission to Carry and Permission to Carry and Self-Administer Emergency Medication* (if applicable). Medication forms must be updated annually and for any changes in dosage/frequency etc.
- Medication must be picked up by the parent/guardian at the end of the school year or upon the discontinuation of the administration of the medication, whichever is earlier. Medication that is not picked up will be discarded.

Please do not hesitate to contact the nursing staff if you have questions about the policy, procedures and forms. Kathy Bromley, Welsh Valley's nurse, can be reached at 610-658-3930.

When to Keep Your Child at Home

It is important to maintain a healthy environment in the classroom to protect all students. The following symptoms may indicate contagious illness. Your child should be kept at home if any of these occur:

- Fever of 100 degrees or more within the past 24 hours
- Rash (unless determined to be non-communicable by physician)
- Vomiting and/or diarrhea within the past 24 hours
- Yellow or green drainage from the eyes or nose
- Excessive coughing

The student experiencing any of the contagious conditions listed below will be readmitted to school after 24-48 hours of appropriate therapy. A physician's note may be required.

- Strep throat, scarlet fever, impetigo, ringworm, pinworm, conjunctivitis (pinkeye), staph infection (MRSA).
- Chickenpox: May return six days after the last crop of vesicles and vesicles must be completely crusted.
- Hepatitis A, Hepatitis B and meningitis: Require a physician's note to return to school.
- Head lice (pediculosis): Students may return when appropriately treated with a pediculocide. Your child's School Nurse is a valuable resource in the prevention and treatment of head lice. No pediculocide is 100% effective; therefore, removal of all nits is essential to prevent re-infestation. Please notify the School Nurse if your child has been treated for head lice. It is advisable for parents to check their child's hair for head lice weekly.
- Fifth disease: Children with fifth disease are not excluded from school however parents should notify School Nurse

Please note that the district follows the recommendations and cooperates with the Montgomery County Health Department and the Pennsylvania Department of Health in matters of communicable illnesses. The Health Departments have the authority to require exclusion from school for communicable illness. The Health Departments also have the authority to exclude students who are unimmunized or partially immunized during outbreaks of communicable illness.

Lower Merion Nutritional Services



The District publishes menus for the elementary, middle and high schools. Each school has a fully equipped kitchen and all food is prepared on site. Students carrying their own lunches may purchase assorted milk products and 100% juices as well as a-la-carte products. The District participates in the *National School Breakfast and Lunch Program*, which provides free and reduced-price lunches based upon need. A salad bar or equivalent is offered at all schools. Information regarding breakfast and lunch programs is distributed on the first day of school.

A number of daily menu options are available in each school. Breakfast service includes fresh baked goods, cereals, breakfast sandwiches, and fresh fruit; lunch items include hot entrees, a hoagie/sandwich bar, an extensive salad bar, a pasta bar, hot soups, and healthy snacks.

LMSD Nutritional Services has taken a leadership role in the effort to promote healthy choices in the school cafeteria. The District was among the first in Pennsylvania to eliminate the use of cooking oils that contain trans-fats and in 2006 became the first District in the state to eliminate all items with trans-fats from the menu. The District's School Health Advisory Council (SHAC), composed of parents, dieticians, health care professionals, students, faculty and other community members, has worked together to assist the district in the development of wellness and nutrition policies that promote healthful eating through nutrition education and a school environment that is supportive of healthful eating.

Computerized Debit System

The Nutritional Services Department uses a computerized debit system as a convenience for the parent/guardian. Your child will also feel more at ease because of the confidentiality and they are not required to carry cash on a daily basis. If you have any questions please feel free to call the Nutritional Service Office at 610-645-1990.

This computerized debit system has 3 basic components.

1. Touch screen computer monitor that allows the cashier to input menu selections
2. Twelve key PIN pad for the student to enter their personal identification number to access their account.
3. School Photo is downloaded into system for ID purposes. (This is to prevent fraudulent use of student accounts as every time an account is accessed the digital picture will appear on the touch screen monitor for the cashier to view).

You may also go online to view your student's cafeteria purchase by opening an account online at www.myschoolaccount.com. Online payments through your checking account are available on this site.

MySchoolAccount.com

From this unique website, you can view your child's lunch account balance, check on the activity and add money to the account as often as you wish.

Co-Curricular Activities (Before and After School)

Welsh Valley Middle School embraces an inclusive model and encourages all students to participate in any number of our co-curricular activities, most of which meet after the school day. There are many opportunities to get involved within the Welsh Valley Community. All of the opportunities listed below are available for students in 6th, 7th and 8th grades. The opportunities available are based on student interest and are subject to change from year to year. A monthly schedule for these activities is posted on the school district website and daily announcements are made to students about opportunities to get involved. Also, parents can call the Activities Hotline which is updated daily (610-658-3901). Please note that some activities may be dependent on the number of participants enrolled and are subject to change.

Before School Activities

- Library - the library is supervised and open daily at 7:30 am for student use.
- Open Gym – the gym is supervised and open daily at 7:30 am for students to get early morning exercise.
- T.V. Studio – students work in the TV studio and provide our morning announcements.

Academic Clubs

- Reading Olympics
- Science Olympiad
- TSA Engineering (Technology Student Association)
- Vex Robotics

Music Programs (auditions are required to participate)

- Competition Jazz Band
- Lab Jazz Band

After School Activities

- Art Club
- Asian-Pacific Club
- Aviation Club
- buildOn
- Chess Club
- Debate/Speech Club
- Dungeons and Dragons
- Fire Chords (a cappella group)
- GSA (Gay Straight Alliance)
- H.A.M. Club (Homework and Makeup)
- In-Stitches Club (needle arts)
- Minecraft Club
- Newspaper Club
- Non-Conformist Club
- Project Success
- Stage Crew
- Stock Club
- S.W.A.T. (Students Working towards Achievement Together) – Organizational support
- Student Government
- School Play
- Variety Show
- Wii Club

After School Intramurals (6th grade only)

Intramural sports are available to all sixth grade students. All male and female students are welcome to play. Teams are organized by the four sixth grade academic teams. The schedule is shown to the students via the video announcements, placed online, and updated daily on the Activities hotline (610-658-3901).

Athletics



Pennsylvania Interscholastic Athletic Association, Inc.

After School Activities

Students are encouraged to participate in after school activities. After school activities may include; athletics, clubs, intramurals, and other faculty and staff sponsored events. Participation in all programs, either as a participant or a spectator, is a privilege and with it comes the responsibility of maintaining acceptable behavior that reflects the ideals of the Welsh Valley community. Students who stay after school must be under direct supervision of a teacher/activity sponsor and in the appropriate location on campus for that given event.

Students who are NOT involved in a scheduled after school activity/event are expected to leave the campus immediately at the regular dismissal time of 3:05 p.m. Students who are involved in a school activity after the regular school day should establish a plan for communicating this with their parent/guardian. All students remaining to be a spectator at an athletic contest must take the 4:30 pm late bus. Athletes remaining on campus until 5:30 pm will be directed to take the 5:30 pm late bus if their privately scheduled transportation has not arrived by this assigned time.

- It is recommended that if a student has arranged to be picked up by a parent or guardian at 4:30 or 5:30 that they ask them to be 5-10 minutes early. Students will be directed by Welsh Valley staff to take the appropriate district late bus home at 4:30 or 5:30 if their pre-arranged ride is not in the front office circle. All arranged transportation must be present before the buses depart or the student will be expected to board the appropriate late bus.

PIAA Physical Procedures:

All PIAA Comprehensive Initial Pre-participation Physical Evaluation (CIPPE) forms are available on our athletics website (<http://www.wvathletics.org>) and in our school office. These must be submitted to the main office prior to participating and attending an athletic team practice/contest.

I. Initial Interscholastic Sport Participation (usually in the fall):

- All student athletes are required to have the PIAA Physical completed prior to participating in practice/game. ALL fields of sections 1-6 must be completed with appropriate signatures and dates in designated areas in order to begin participation.
 - Physicals must be completed by a doctor after June 1st for the following school year.
 - Sections 1 through 5 (Physician must complete section 6 of the physical).

II. Subsequent Interscholastic Sport Participation:

- Section 7 of the PIAA Physical form is required for all returning athletes.
- If an injury occurred during the course of the previous athletic season and the athlete did NOT return to competition or the medical history of an athlete has changed since their initial physical, then SECTIONS 7 & 8 are required.
- Section 8 includes a physician's clearance for return to play.

III. Wrestlers:

- Section 8 wrestlers will have this section completed by our districts athletic training staff. It includes and certifies that the athlete's BMI (Body Mass Index) is within a norm and a water test that determines an athlete's hydration level prior to the start of the season.

Eligibility

Academic eligibility is achieved by maintaining good standing (64.5% average or higher) in scheduled classes during the course of the current athletic season. A student's academic eligibility will begin one full week into the given athletic season. A preliminary list will be run on Wednesday for the purpose of notifying the student-athlete. A student's academic progress is evaluated each week. The final list will be generated on Friday and any student who is deemed ineligible will be so from Saturday of that week until Saturday of the following week. Students will have an opportunity during the course of the week to improve their academic standing and become academically eligible for the subsequent week. Students not meeting district eligibility standards repeatedly during the course of a season may be dismissed from the team in order to focus on making academic progress.

The following criteria are used to determine ineligibility:

- One failing grade in a core course or any course that meets 4/4 days in a cycle (math, science, English, social studies, or world language)
- A failing grade in two or more personal development courses.
- If an athlete fails the quarter, under PIAA regulations, she/he is ineligible for the first 15 school days of the next quarter.

Expectations of a Student-Athlete Ineligible for Participation:

- Initiate a conversation with the classroom teacher.
- Initiate a conversation with the coach.
 - Work out a schedule to attend practice and improve academic standing
- Utilize LEARN time during period 9.
- Attend HAM (Homework and Makeup) Club Tuesday, Wednesday, or Thursday (3:05-4:30)

Start of Athletic Season

Prior to the start of each of the three (3) interscholastic athletic seasons there will be informational meetings held by each of the athletic teams' coaches. Students are expected to attend/participate in these pre-season meetings to learn about each sports guidelines and expectations for that given sport/season. In order to be considered a member of a given athletic team a student must attend practice/tryouts on a regular basis within the first two (2) weeks of the start of that interscholastic season as defined by the PIAA and Welsh Valley Middle School. Only 7th and 8th grade students are eligible to participate in interscholastic athletics. Sixth graders are welcome to participate in intramural sports offered during the course of the school year.

FALL	WINTER	SPRING
FALL MEETING: 9/7/18	WINTER MEETING: 11/2/18	SPRING MEETING: 3/1/19
START DATE: 9/12/18	START DATE: 11/26/18 **Basketball Tryouts begin 11/12/18	START DATE: 3/11/19
END DATE: 11/19/18	END DATE: 2/8/19	END DATE: 5/17/19
Physicals Due: 9/12/18	Physicals Due: 11/12/18	Physicals Due: 3/11/19

School Day Attendance

In order to participate in a scheduled interscholastic athletic contest on a given school day (afternoon or evening), the student must be signed into school **prior to 11:30 am**. The PIAA and Welsh Valley requires that students be present for at least ½ of their regularly scheduled school day in order to participate in a scheduled contest or activity.

Transportation – *AWAY Athletic Contests*

- All student athletes are expected to travel both to and from away athletic contests on the assigned school bus with their team. We encourage parents/guardians to make prior arrangements and schedule accordingly to help facilitate this.
- If circumstances arise where a student athlete must leave the away contest early and/or be picked up by a parent/guardian at the finish of the away contest; a *face-to-face* encounter should take place between the parent/guardian and the designated team coach before the student athlete will be released.
- If someone other than the parent/guardian will be picking up a student athlete from an away contest a written permission note, signed by the parent/guardian, must be received by the designated coach. Please provide it to the coach prior to the scheduled contest. These forms are available on our athletics website or through the coach.

Transportation – *HOME Athletic Contests & Practice*

- All student athletes are expected to depart campus following a home contest or practice by 5:30 pm.
- If a student athlete is NOT utilizing the district 5:30 pm late bus, their arranged transportation home must be on campus prior to 5:30 pm. If the arranged transportation is not present at 5:30 pm the assigned athletic coach is to direct the student athlete to take the appropriate district late bus home.
 - For more information regarding late bus runs, please review the *Transportation* section under *Late Runs* in the next section (pages 30-31).

These policies are in place to provide a clear and uniform expectation for each student athlete. Our first priority is the safety of the student athletes; this includes being accountable for each member of our athletic teams during away contests and while on the Welsh Valley campus. Secondly, traveling on the team bus both to and from away athletic contests can foster an important aspect of interscholastic athletics; the relationships and bonds created both on the athletic field and subsequent bus rides during the course of a season with one's peers and coaching staff.

Athletic Opportunities

Fall	Winter	Spring
<ul style="list-style-type: none">• Girls' Volleyball• Cross Country• 7th/8th Boys' Soccer• 7th/8th Girls' Soccer• 7th/8th Field Hockey• 7th/8th Girls' Tennis• Football<ul style="list-style-type: none">○ Unlimited○ Under 115 pounds	<ul style="list-style-type: none">• 7th/8th Girls' Basketball• 7th/8th Boys' Basketball• Wrestling	<ul style="list-style-type: none">• Track & Field• 7th/8th Baseball• 7th/8th Softball• Boys Lacrosse• 7th/8th Girls' Lacrosse• 7th/8th Boys' Tennis



WELSH VALLEY MIDDLE SCHOOL

The Welsh Valley Athletic Department maintains a website that can be utilized to access information regarding general athletics and sport specific information. Please visit the website at <http://wvdragons.digitalsports.com> for valuable information including team schedules, directions to schools and fields, files and links to important information, individual team sites, and announcements.

We encourage our parents/guardians to sign up for automatic email and/or text notifications about game cancellations, game rescheduling, and critical athletics related information. Please sign up for email alerts through the website. We also maintain an up-to-date activities and athletics hotline at 610-658-3901.

Transportation



General Information

- The school district provides bus service for students and the drivers are operating on a timely schedule and carry great responsibility for student safety. Disregarding the authority and respect of the driver may result in a loss of the privilege of riding the school bus. Specific buses are assigned for students to ride to and from Welsh Valley. Please review the *Student Bus Contract* on the next page for more information about our expectations for students riding the school bus.
- The Transportation Department's phone number is 610-645-1940.

Bus Passes

- It is the Transportation Department's policy that students ride on the bus to which they are assigned. Bus passes are **NOT** issued to students from the main office for social or homework reasons. Families that, due to an emergency or an unexpected absence of adult supervision at home, are in need of an exception to this policy must receive permission from a school administrator. Parents are asked to please make request in writing as early as possible.

Early Dismissals/Late Arrivals

- If your child/children will be leaving school early, a note needs to be presented to the attendance secretary upon arrival to school. Parents *must* come into the building to sign out their child/children prior to leaving. If a child is arriving to school late, a parent *must* accompany the child into the building with an excuse note stating the reason for the late arrival.

Late Runs

- Should a student choose to participate in an after-school activity, there are 5 buses designated to transport students home at 4:30 pm and 5:30 pm. These buses are considered "cluster buses" that drop students off in a location close to their neighborhood. The late run bus list is available in the main office and online.
 - If a student stays after school as a spectator for one of our sporting events, they are expected to take the 4:30 bus home unless they are supervised by an adult (parent, guardian, caregiver, neighbor, etc.) at the game. The adult will be responsible for the student from 4:30-5:30 and their transportation home if the game extends beyond 5:30.
 - It is recommended that if a student has arranged to be picked up by a parent or guardian at 4:30 or 5:30 that they ask them to be 5-10 minutes early. Students will be directed by Welsh Valley staff to take the appropriate district late bus home at 4:30 or 5:30 if their pre-arranged ride is not in the front office circle. All arranged transportation must be present before the buses depart or the student will be expected to board the appropriate late bus.

Attendance Policy



School attendance continues to be one of the most important variables contributing to student achievement. It is difficult, if not impossible, to replace the learning activities and interactions that occur among classmates and teachers on a daily basis. We have entered the 21st century and have the responsibility to prepare our students for the information age. This requires that we carefully monitor student attendance. For September 2017, the Lower Merion School District implemented new guidelines for attendance in compliance with Section 1327 of the Pennsylvania School Code of 1949, Compulsory School Attendance, and Basic Education Circular (BEC) 24 P.S. 13-1327, Compulsory Attendance and Truancy Elimination Plan (TEP).

Absences fall into two categories - Excused and Unlawful/Unexcused:

- Excused Absences/Tardies/Early Dismissals:
 - Illness
 - Death of a family member
 - Medical or dental appointments
 - Authorized school activities
 - Required court attendance
 - Urgent reasons as deemed appropriate by school administration
 - Educational travel with prior approval (use LMSD form: Absence for Educational Trip)
 - Religious holidays observed by bona fide religious groups
 - Religious instruction pursuant to § 1546 of the Pennsylvania School Code (up to 36 hours per school year).
- Unlawful Absences/Tardies/Early Dismissals:
 - Absence due to parental neglect
 - Missing the bus
 - Oversleeping
 - Any other reason not covered in excused absences above.

Additional information:

- Excused absences may be considered *Absence Excused Cumulative* (AEC) or *Absence Excused Non-cumulative* (AEN). All unlawful absences are considered cumulative.
- All absences will be treated as unlawful (UNL) until the school district receives a written excuse explaining the reason(s) for the absence.
- Unexcused tardy or unexcused early dismissal minutes may be calculated and reflected as the equivalent of one unlawful absence.
- If a student has been absent from school for any period of time, the parent or legal guardian MUST provide a written explanation of the absence within 3 calendar days of the absence. If such documentation is not provided, the absence will be counted as unexcused or unlawful.
- Telephone calls are still necessary to inform the School that the student will be absent on that day but WILL NOT REPLACE a written explanation of absence upon readmission.
- Absences due to illness that are 3 or more consecutive days require an absence note documenting the reason for the absence and the dates of absence from a medical doctor or practitioner of the healing arts who is providing ongoing care for that child.

- A maximum of 10 days of cumulative lawful absences for illness verified by parental notification may be permitted during a school year. All absences beyond 10 cumulative days for illness will require a written excuse from a medical doctor or practitioner of the healing arts, who may not be the child's parent/guardian. The definition of a cumulative absence is an absence verified by parent notification and all unlawful or unexcused absences (absences not noted by a parent or physician).
- School district shall coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Student Attendance Improvement Plan (SAIP) to resolve truant behavior.
- Official Attendance Violation Notifications will be issued after 6 unlawful (UNL) absences indicating that habitual truancy will result in a citation being filed with the district magistrate, which may result in a monetary fine not to exceed \$300 for the first offense. Continued truancy, after the child has been deposed in District Court, will be referred to the Montgomery County Juvenile Court.
- Students under the age of 15 years who are habitually truant from school may be referred to the Montgomery County Office of Children and Youth (OCY).

Communication Procedures for Excused Absences (AEC)

<i>Letter</i>	<i>Description</i>	<i>When is an attendance letter sent?</i>
Letter #1	Attendance Letter of Concern	<ul style="list-style-type: none"> • 5 AEC
Letter #2	Physician's Verification (Doctor's Excuse)	<ul style="list-style-type: none"> • 10 AEC
Letter #3	First Notice of Attendance	<ul style="list-style-type: none"> • Letter #2 plus three Unlawful Absences (UNL) • Violation of the School Code
Letter #4	Second Notice of Attendance	<ul style="list-style-type: none"> • Letter #3 plus one Unlawful Absence (UNL) • Student Attendance Improvement Plan will be developed
Letter #5	Notice of Violation	<ul style="list-style-type: none"> • Letter #4 plus one Unlawful Absence (UNL) • Violation of Compulsory School Attendance Requirements

Communication Procedures for Unlawful Absences (UNL)

An Unlawful Absence is an unexcused absence for a student of compulsory school age.

<i>Letter</i>	<i>Description</i>	<i>When is an attendance letter sent?</i>
Letter #1	Official Notice of Truancy	<ul style="list-style-type: none"> • 3 Unlawful Absences (UNL)
Letter #2	Notice of School Attendance Improvement Conference	<ul style="list-style-type: none"> • 4th Unlawful Absence (UNL) unless previously scheduled
Letter #3	Official Notice of Violation of Compulsory School Attendance	<ul style="list-style-type: none"> • 6 Unlawful Absences (UNL) • Violation of Compulsory School Attendance Requirements

Absence Calls

A parent or guardian must call the Attendance/Safe Arrival Line (610-658-3946) by 8:30 a.m. to report any absences or tardy arrivals to school. When calling, please include the student's name, grade, reason for the absence/tardiness, and date. If calling after 8:30 a.m., then call the office at 610-658-3920. A signed note will also be required when the student returns to school (within 3 days of student's return).

In order to participate in a scheduled interscholastic athletic contest on a given school day (afternoon or evening), the student must be signed into school **prior to 11:30 am**. The PIAA and Welsh Valley requires that students be present for at least ½ of their regularly scheduled school day in order to participate in a scheduled contest or activity.

Absence Notes

If a student must be absent from school because of an illness or some other urgent reason, a note must be brought to the School Office within 3 days of student's return to school. The note must include the student's name, homeroom, date(s) of the absence, reason for the absence, and a parent/guardian signature. If the note is not received within three days of the absence, it will be considered unlawful. Absences of three or more consecutive days require a physician's note upon return to school. Pre-printed attendance notes are available in our main office and on our website.

In the event of a pre-planned absence, a note with the dates of the absence can be brought to the School Office *in advance*. Then a parent/guardian phone call will not be required on the date(s) of the absence(s).

Absence for Educational Trip

Education tours or trips have the potential of enhancing and enriching a student's overall educational experience. However, in order to ensure continuity of instruction, participation in educational activities, and compliance with Board Policy and State Law, it is suggested that you plan tours and trips during such times that schools are not in session.

Educational trips not exceeding a total of 5 school days per school year may be excused if approved by the District Superintendent/Designee and/or Principal. You must complete the "Absence for Educational Trip" form (available from the Welsh Valley or District website) and submit to the Principal's office 14 days before your planned educational trip. Students are responsible for requesting and making up any assignments for the period of absence.

Lateness to School or Class

A parent or guardian must call the Attendance/Safe Arrival Line (610-658-3946) by 8:30 a.m. to report any tardy arrivals to school. When calling, please include the student's name, homeroom, reason for the tardiness, and date. If calling after 8:30 a.m., then call the office at 610-658-3920. A student is late if he/she is not in his/her assigned seat and prepared for class when the period begins at 8:15 a.m. If a student is late to school, he/she must report to the School Office with a note from a parent/guardian so that a "Late Pass" can be issued to the student. If the student is late due to a professional appointment, then an excuse note should be provided by the professional.

Lateness is excused for the following reasons: bus is late; illness in the morning; unavoidable medical or dental appointment; detained by the teacher, counselor, nurse, secretary or administrator. Lateness not covered by a note from your parent (for the above reasons), teacher, administrator, secretary, nurse or counselor will be considered unexcused.

If a student exceeds 5 unexcused tardies to school, an attendance concern letter will be mailed home and a lunch detention will be assigned. If the student exceeds 10 unexcused tardies, the student will have an afterschool detention. Continued unexcused latenesses to school will require a meeting with the School Social Worker, Coordinator of School Culture, or Assistant Principal.

Early Dismissals

Early dismissals are usually reserved for emergencies. Please schedule routine health appointments outside of school hours. If a student must leave school before the end of the day, a note from a parent/guardian must be brought to the school office before the start of classes (8:30 am). A pass will be issued to the student at that time for the early dismissal. The student reports to the school office at the dismissal time requested, and the parent/guardian must sign the student out at the front desk. If the student is leaving for a professional appointment, then an excuse note should be provided by the professional.

Homework and Makeup Work Responsibilities

No student shall lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. A reasonable period of time shall be defined as at least one school day per day of excused absence. Excused absences include field trips, school-sponsored sports, and other activities.

Upon timely request, students shall be given the opportunity to complete all assignments and tests for full credit. As determined by the teacher, the assignments and tests can be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students are encouraged to reach out to their peers in class, check the Blackboard, contact teachers via email, or request a pass to meet with the teacher during their Learn period on the day of their return. The goal is for the student to take a role in creating a resolution that does not have an adverse effect on the student or their class grade. Requests for missed work can be made at any time, however there is typically a 24-hour turnaround before the work is available for pickup in the school office.

Student Conduct



At Welsh Valley, we expect all members of our school community to model the ideals of our Character & Citizenship Committee. We believe that if we pledge to maintain these fundamentals in our dealings with one another, Welsh Valley will be an emotionally and physically safe setting for us to learn and grow together as a community. In all school settings, students are expected to:

- Be Safe
- Be Prepared
- Be Respectful
- Be Cooperative
- Be Responsible

Occasionally, students conduct themselves in a manner that violates these expectations. The Board of School Directors has adopted, as a policy statement (Policy 235), a district-wide student code of discipline. The code details the rights and responsibilities of students, parents, teachers and administrators. It is recognized that there is a variety of effective means to deal with disciplinary problems as they occur in school. Since the purpose of any disciplinary action taken by the school is to help the student modify and change behavior to an acceptable standard, disciplinary responses of the school must be in keeping with and appropriate to the behavioral infraction. To provide for uniformity, fairness and consistency in the disciplinary process, the code defines the due process procedures to which a student is entitled. Whenever possible, a restorative approach is used to address student discipline issues. A restorative approach to discipline is a philosophy that, when conflict occurs, an attempt is made for students to fully understand what their role was in the conflict and how their actions affected themselves and others. Students then take ownership in the process by trying to “make it right” with others who were affected. Some restorative questions that are asked of students:

- What happened?
- What was your role in it?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way have they been affected?
- What do you think you need to do to make things right?

Possible disciplinary consequences for student misbehavior include, but are not limited to:

- Loss of privileges
- Detentions (lunch or after-school)
- Suspensions (In-School or Out-of-School)

Overview of Welsh Valley's School Rules

- **Electronic Devices**

- Please note: If a student uses technology in manner which is disruptive to the educational environment, the school reserves the right to temporarily suspend or completely revoke the privilege of technology use for that student, including personal electronic devices and school computers.
- The use of blue-tooth speakers is prohibited; on district busses and on campus unless given explicit permission from a teacher or staff member.
- Cell phones/iPods/mp3's, and other electronic devices must be kept in student lockers from 8:15-3:05 unless given explicit permission from a teacher or staff member.
- Students may not use a personal cell phone or camera to record video or take pictures of others in school or on the school bus unless given explicit permission from a teacher or staff member.
- Students are not permitted to use cell phones or any personal electronic device during their lunch period.
- Parents and guardians are asked to please refrain from texting or calling your child's cell phone during the school day. **Students are not permitted to text or use their cell phones during the school day and receiving a call or text from a family member puts your child in a difficult position.** Phones are available in the office for students to use if they need to call home. Parents and guardians are welcome to call the office at any time if they need to get a message to their child. Our office staff will facilitate this communication.
- **The school will not be responsible if these devices are lost, damaged, stolen, or misplaced.**
- Below is the protocol for students who are not adhering to the expectations for electronic devices as stated above:

- | |
|--|
| ▪ 1st Intervention: If an adult needs to intervene, the student will be instructed to place the electronic device in his/her locker. In addition to this measure, the Coordinator of School Culture will be notified. |
| ▪ 2nd Intervention: If an adult needs to intervene a second time, the student will be instructed to turn the device off and take it to the main office. The student will be issued a lunch detention and will be required to pick up the electronic device at the end of the school day. |
| ▪ 3rd Intervention and beyond: If an adult needs to intervene a third time, the student will assigned additional consequences and a parent/guardian will be required to pick up the phone from the main office. |

- **Gum**

- Gum is not to be chewed in school. Gum is frequently discarded irresponsibly and can cause a personal and facilities nuisance.

- **Backpacks**

- Backpacks, bags, or fabric "satchels" are to be kept in student lockers between 8:15 and 3:05.

- **Eating and/or Drinking**

- Students should not be eating or drinking in classrooms, hallways, or general areas unless given specific permission by a teacher. If drinks are allowed, only water should be permitted.

- **Hall Passes**

- With the exception of natural passing time between classes, students should carry their Assignment Book with them to serve as a hall pass if they are out of the classroom.

- **Walking Safely Around Campus**

- Students are expected to walk in the halls and outside walkways during school. Students should not be running in the halls or walkways to get to class or lunch.

- **Locker Use**
 - Students are expected to manage their locker responsibly. This includes securing it after each use, organizing it, and occasionally cleaning it. Locker cleanouts will be held periodically throughout the year. Other than lunch for the day, food should not be stored in lockers or kept overnight. Because every student has their own locker and is responsible for their own textbooks and materials, locker sharing among students is discouraged.
- **Outerwear – jackets and hats at Welsh Valley**
 - Welsh Valley is a “California-style” campus and students go outside throughout the day as they travel from class to class. As such, we recognize that winter hats, hoods and jackets are at times appropriate during inclement weather. Winter hats, hoods and jackets must be removed upon entering a school building.
 - Baseball caps, bandanas and non-religious head coverings are not permitted to be worn any time during school hours.
- **Dress Code and Appearance**
 - Students are expected to dress in a respectable manner. An individual’s dress indicates both self-respect and respect for others. While we expect, accommodate, and welcome a wide variety of individual tastes, inappropriate dress is not acceptable.
 - There should be no short shorts, visible underwear on boys or girls, rolling down of shorts, pockets falling below the bottom hemline, spaghetti straps, or bare midriffs (shirts must touch the tops of pants). Tube tops, halter tops, muscle shirts, and see-through shirts are not permitted.
 - Flip flops are allowed but understand that they can be a tripping hazard. Sneakers must be worn during physical education class.
 - Articles displaying indecent pictures, slogans, or advertisements or clothing which promotes alcohol, sex, cigarettes, and/or drugs are also inappropriate for school. In general, the school reserves the right to ask a student to replace or remove any article of clothing or accessory that is either dangerous or disruptive to the learning environment. This may result in a student being sent to the office to call home and offered a change of clothes.
- **School Bus Expectations and Guidelines**
 - **Bus riding is a privilege, not a right. Cooperation with the bus driver and fellow students will result in a safe journey for all passengers. Failure to comply with rules may result in losing the privilege of riding school buses. The following guidelines will apply for students who utilize School District transportation services:**

Before Boarding:

1. Arrive on time to the designated bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to board.
4. Exercise caution when approaching the bus.
5. Board the bus promptly and in an orderly manner.

On The Bus:

1. Keep hands and feet inside the bus and out of the aisle at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Do not shout or talk in an excessively loud manner.
4. Treat bus equipment with respect - never tamper with the bus or equipment.
5. Do not leave books, lunches, or other articles on the bus.
6. Do not throw anything out of the bus windows.
7. Do not throw anything inside of the bus.
8. Do not engage in horseplay, fighting, or any other behavior that may distract the driver.
9. Be courteous to fellow students and the bus driver.

10. Do not put anything in the aisle at any time.
 11. Seats are for students, not equipment.
 12. No eating or drinking.
 13. Students may not film or photograph any other passengers on the bus.
 14. Music may be played using headphones only. Speakers are not permitted.
- When a student is reported to the Administration for misconduct on the bus, appropriate disciplinary action will be taken. This action may include notification of the parents, assignment of detention, or any other consequence as determined by the Building Administrator. If the first offense is sufficiently serious, the privilege of bus transportation may be withdrawn for a specified period of time. Repeated violations of the rules for bus safety may also result in the suspension of bus transportation. Absence from school while a student is suspended from riding the bus will be considered unexcused/unlawful.
- **Cafeteria**
 - The Cafeteria is the place to display your very best manners and quiet, self-disciplined behavior. It is where everyone will eat lunch, whether you purchase it or bring your lunch from home.
 - Books should be placed in your locker before you enter the cafeteria. Keep your conversation at a reasonable level. Students are expected to talk quietly so that their conversation does not interfere with the conversation of others. **Students are not permitted to save or reserve seats at cafeteria tables.**
 - After eating your lunch, please remain seated, except to return your tray to the wash area. Weather permitting, students may be able to gather outside on the patio. Anyone wishing to leave the cafeteria during the lunch period must first obtain permission and have a pass from the teacher he/she is to visit.
 - Additional Student Guidelines for Cafeteria Behavior
 1. Everyone at your table is responsible for keeping it clean and removing all trash, food and trays.
 2. You are expected to sit in your seat and clean up at that seat. Do NOT move to another table leaving your trash behind for others to clean up.
 3. Push brooms, dust pans and mops are available that should be used by anyone who spills food that cannot be easily cleaned by hand. We expect everyone to cooperate in this clean-up if it is necessary.
 4. No one is to harass anyone else for lunch money. The cafeteria has a lunch loan program; listen for details in your LEARN class.
 5. If it is a pleasant day, and you want to go outside, this is the procedure that we expect everyone to follow: a) clean up your area and entire table. If anyone at your table is irresponsible about trash, it is everyone else's job to enlighten him or her about cleaning up. No one at any table will be excused outside if the table is obviously messy; b) Raise your hand and wait for one of the cafeteria/recess aides to excuse you; c) Walk, do not run, to go outside, and remember to walk when you come back into the building.
 6. When you return trays, please also return the plastic utensils; they are NOT disposable in this cafeteria. Try to use ALL TRASH CANS, not just the one closest to you. If you see that one is full, use the next one; it is common sense and common courtesy to our custodial staff. Also, pour liquids into the trash can with a special strainer top, not into the other cans. Again, this shows both consideration and good thinking.
 7. When it is close to time for dismissal and you are still in the cafeteria, someone will ask that you return to your seat after having cleaned up; a cafeteria monitor will inspect your table area, and you will be dismissed BY TABLE, not individually. Therefore, it is important, again, that your group of friends and lunch mates keep your area clean.
 8. Anyone who cannot live up to these expectations will have to sit at a time-out table near the serving area and may be assigned an additional consequence as well. Lunch time is a time to relax; let's keep it that way!

9. From time to time, there may be visitors from the community or your parents having lunch here with you in the cafeteria. Remember that each one of you represents Welsh Valley Middle School to those people!
- **School Bus Rules and Guidelines**
 - Bus riding is a privilege, not a right. Cooperation with the bus driver and fellow students will result in a safe journey for all passengers. Failure to comply with rules may result in losing the privilege of riding school buses. The following guidelines will apply for students who utilize School District transportation services:
 - ***Before Boarding:***
 1. Arrive on time to the designated bus stop.
 2. Stay off the road at all times while waiting for the bus.
 3. Wait until the bus comes to a complete stop before attempting to board.
 4. Exercise caution when approaching the bus.
 5. Board the bus promptly and in an orderly manner.
 - ***On The Bus:***
 1. Keep hands and feet inside the bus and out of the aisle at all times.
 2. Assist in keeping the bus safe and sanitary at all times.
 3. Do not shout or talk in an excessively loud manner.
 4. Treat bus equipment with respect - never tamper with the bus or equipment.
 5. Do not leave books, lunches, or other articles on the bus.
 6. Do not throw anything out of the bus windows.
 7. Do not throw anything inside of the bus.
 8. Do not engage in horseplay, fighting, or any other behavior that may distract the driver.
 9. Be courteous to fellow students and the bus driver.
 10. Do not put anything in the aisle at any time.
 11. No smoking.
 12. Seats are for students, not equipment.
 13. No eating or drinking.
 - When a student is reported to the Administration for misconduct on the bus, appropriate disciplinary action will be taken. This action may include notification of the parents, assignment of detention, or any other consequence as determined by the Building Administrator. If the first offense is sufficiently serious, the privilege of bus transportation will be withdrawn for a specified period of time. Repeated violations of the rules for bus safety may also result in the suspension of bus transportation. Absence from school while a student is suspended from riding the bus will be considered unexcused/unlawful.
 - **Research Integrity Policy**
 - Welsh Valley Middle School is a learning community that values honesty, integrity, and respect for property. The school's library and classrooms are filled with many sources of information, including books, magazines, newspapers, online media, and other reference materials. We are fortunate to have access to so many sources for learning and recognize that all information has ownership. If we do not respect the rights of the owner and credit our sources, we are stealing. **Plagiarism is using the exact words, media, or ideas of another without giving credit.**
 - In the Welsh Valley, students learn that plagiarism is using an author's exact words without quoting and giving credit, using an author's ideas without giving credit, or directly copying the work of another and submitting it as their own.

- o Plagiarism is not limited to written work and applies to other formats such as images, video, and sound recordings. To use any resource as part of an online project, students must have written permission from the artist. Best practice calls for researchers to give credit where credit is due and/or seek permission to use material in student work.
- o Welsh Valley recognizes that students are in the process of learning about research integrity. Plagiarism is unacceptable, and students will be held accountable to use information and ideas responsibly and ethically. If a student turns in plagiarized work, teachers and administrators will guide him/her through an instructional process aimed to teach responsible and ethical use of information.

CONSEQUENCE GUIDELINES

Circumstances may exist that could result in the stated discipline procedures being less than outlined below, or extended. This may include, but is not limited to, the involvement of local or state authorities and an expulsion hearing before the Lower Merion Board of School Directors. This guideline chart has been developed to aid in the understanding of Policy 235.

<i>Infraction (Examples)</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Bullying (District Policy 249)</i>	Warning	Suspension
<i>Bus Infraction</i>	Warning	Loss of transportation privileges
<i>Cheating</i>	Detention	Suspension
<i>Cutting Class(10 minutes or greater)</i>	Detention	Suspension
<i>Detention (Failure to report)</i>	Additional Detention	Suspension
<i>Disrespect</i>	Warning	Suspension
<i>Fighting</i>	Suspension	Board Expulsion
<i>Harassing-Intimidating other students</i>	Detention-Essay	Suspension
<i>Hate Speech</i>	Warning	Suspension
<i>Forgery</i>	Detention-Essay	Suspension
<i>Harassment-Threatening-Intimidating an adult</i>	Suspension	Board Expulsion
<i>Horseplay</i>	Warning	Suspension
<i>Inappropriate conduct</i>	Warning	Suspension
<i>Inappropriate conduct after school</i>	Restriction from after school activities	Suspension of all after school privileges
<i>Inciting/Instigating others</i>	Detention	Suspension
<i>Insubordination</i>	Warning	Suspension
<i>Plagiarism</i>	Detention	Suspension
<i>Possession/use of cell phones, iPods, mp3 players, or other electronic devices</i>	Warning-Confiscation	Detention-Confiscation
<i>Possession, Use and/or Distribution of Controlled Substances, Alcohol, Tobacco or Inhalants</i>	Suspension	Board Expulsion
<i>Presence in unauthorized areas of school grounds</i>	Warning	Suspension
<i>Threat – verbal, written and/or gestures</i>	Suspension	Board Expulsion
<i>Theft</i>	Restitution & Suspension	Extension of Suspension
<i>Vandalism</i>	Restitution & Suspension	Extension of Suspension
<i>Violation of Sexual Harassment Policy (District Policy 246)</i>	Suspension	Extension of Suspension
<i>Violation of Student Dress Code</i>	Warning	Detention
<i>Violation of LMSD Net: Student Uses, Rights, and Responsibilities (District Policy 134)</i>	Detention-Essay	Suspension & Loss of LMSD Net privileges
<i>Weapons (includes water guns, look-a-like guns, ammunition, knives, and items used as weapons)</i>	Suspension	Board Expulsion

Overview of School Board Policy 235 (Student Rights and Responsibilities)

Effective discipline is fundamental to a school community where parents, students and teachers are valued for their contributions and responsibilities to one another. Certainly the most effective discipline is self-discipline; and, a primary goal of Welsh Valley Middle School is to nurture this concept. Discipline should mean setting limits within which a student is free to make choices. These limits change according to the student's ability to

exercise self-discipline. Students share with the administration and the faculty the responsibility for creating a positive atmosphere that is conducive to learning. As the Student Rights and Responsibilities Policy states "no student has the right to interfere with the education of others."

Misbehavior includes both minor and major infractions of school rules, conduct that is socially unacceptable, and criminal acts. Because of this broad range, the code is divided into four categories of misconduct. Examples of misbehavior for each category are listed, together with disciplinary options for correcting that kind of behavior. More than one option may be applied to a single incident of behavior. The most appropriate action would be the minimum measure necessary to resolve the disciplinary problem.

Types of misbehavior and the disciplinary options are listed alphabetically. Procedures are listed in the probable order of occurrence.

Group One Offenses. Group One includes those actions which interfere with the orderly operation of the classroom or the school. Intervention should be made by an individual staff member. If the misbehavior continues, the staff member may request that disciplinary action be taken by the appropriate administrator.

Types of Group One Misbehavior (examples)

- Abusive language
- Any form of distractive behavior
- Cheating and/or Plagiarism – a grade penalty is applied for cheating and/or plagiarism (the appropriation and putting forth as one's own ideas, language, or design of another). In addition to the grade penalty, disciplinary options may be applied as appropriate to the particular offense and the school level.
- Classroom disturbance
- Classroom tardiness (less than 10 minutes)
- Disrespectful speech or action
- Failure to abide by the responsibilities outlined in this policy
- Failure to follow established procedures
- Failure to report to a teacher's detention
- Failure to submit required note
- Horseplay or pushing (no intent to harm)
- Littering
- Unauthorized use of communicated facilities
- Writing in books or on desks

Intervention Options (Group One)

- Behavioral contract
- Parental contact
- Personal conference
- School detention
- Verbal reprimand
- Withdrawal of privileges within the classroom

Procedures (Group One)

- Intervention by the staff member who is supervising the students and who observes the misbehavior.
- Repeated misbehavior requires a conference or contact among staff members, student, and parents, perhaps involving administrator or counselor.

- A record of the offenses and actions should be maintained by the staff member and forwarded to the proper administrator in the event that the problem continues and moved into the Group Two category.
- In the event of an injury, parents or guardians of all involved shall be notified. The injured student(s) must be seen by the school nurse or available medical personnel.

Group Two Offenses. Group Two includes those offenses whose frequency or seriousness disrupts the orderly operation of the classroom or school. Disciplinary action will be taken by the appropriate administrator.

Types of Group Two Misbehavior (examples)

- Continuation of unmodified Group One misbehavior
- Cutting class(10 minutes or greater)
- Disruptive behavior at social functions, athletic contests or extra-curricular activities
- Disruptive behavior on school property, properties bordering the school, on the school bus, or at a bus stop
- Failure to identify oneself correctly
- Fighting
- Harassment of other persons, including sexual harassment or harassment based on race, gender, religion, or disability
- Insubordination
- Leaving school or an assigned area without permission
- Obscene language and/or gestures
- School tardiness
- Throwing objects
- Trespassing
- Truancy
- Using and/or supplying forged notes or illegal excuses
- Vandalism (minor): willful or malicious damage to school property or the property of others

Intervention Options (Group Two)

- Any appropriate disciplinary option from Group One
- Conference with personnel from outside agency
- Parental conference
- Referral to an outside agency
- Schedule adjustment
- School detention
- Social probation (conditional participation in school activities)
- Suspension from student activities
- Temporary extended detention
- Temporary removal from class into custody of school administrator
- Temporary suspension
- Withdrawal of privileges
- In-school suspension

Procedures (Group Two)

- The student shall be referred to the administrator for appropriate intervention.
- The staff member shall submit a written record (including dates) of offenses and interventions.
- The administrator shall meet with the student and, if appropriate, with the referring staff member, parent or counselor before determining the appropriate response.
- Parents or guardians shall be notified of the misbehavior and any intervention.
- The referring staff member shall be informed of the administrator's action.

- A proper and accurate record of the offense and action, including the race of the student and referring staff member, shall be maintained by the administrator.
- In the event of an injury, the parents or guardians of all involved shall be notified. The injured student shall be seen by the school nurse or available medical personnel.

Group Three Offenses. Group Three includes offenses against persons or property or offenses whose consequences may endanger the health or safety of others in the school. Although serious, these offenses can usually be handled through the intervention procedures of the school. On occasion, these offenses may result in the intervention of law enforcement officers.

Types of Group Three Misbehavior(examples)

- Continuation of unmodified Group Two misbehavior
- Obscene and/or threatening calls or messages on electronic bulletin boards
- Petty theft
- Possession of firecrackers, smoke bombs, etc.
- Smoking
- Student to student assault/battery or physical attack (no injury incurred – intent to harm)
- Tampering with fire extinguisher
- Threat to others
- Turning in false alarms
- Use or possession of tobacco in school buildings, on school property, or on school buses, vans or other school vehicles
- Vandalism (major): willful or malicious destruction of school property or the property of others

Intervention Options (Group Three)

- Any appropriate intervention from preceding groups
- Full suspension
- Implementation of Drug Free Schools Policy
- Implementation of Smoking Policy

Procedures (Group Three)

- The administrator shall begin action by investigating the alleged infraction and conferring with appropriate staff, parents or agencies.
- In the event of an assault/battery, the victim must be seen by the school nurse or other available medical personnel. Parents of involved students must be notified.
- The administrator shall meet with the student and confer with the parents or guardians about the student's misconduct. A proper and accurate record of the offense and disciplinary action shall be maintained by the administrator.
- There shall be restitution of property and cost of damages, when appropriate.

Group Four Offenses. Group Four includes acts resulting in violence to another's person or property or posing a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action which may result in the immediate removal of the student from school and/or action by the Board of School Directors. Group Four misbehavior shall be reported to law enforcement officials.

Types of Group Four Misbehavior (examples)

- Arson
- Assault/battery or physical attack on any staff member
- Student to student assault/battery or physical attack (injury incurred)
- Bomb threat
- Continuation of unmodified Group Three misbehavior
- Extortion
- Furnishing/selling/possession of drugs (as defined by Policy 227, Drug Free Schools)
- Possession/use/transfer of weapons. Weapons include but are not limited to any knife, cutting instrument/tool, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily harm
- Terroristic threats
- Theft/possession/sale of stolen property
- Use of firecrackers, smoke bombs, etc.
- Any other criminal acts committed at school or school-related events.

Disciplinary Options (Group Four)

- Any appropriate disciplinary option or response from preceding groups
- Expulsion
- Other Board action resulting in appropriate placement of the student

Procedures (Group Four)

- The Administrator shall verify the offense, confer with appropriate staff or agency, and meet with the student. A complete statement from the person who learned about the offense shall be immediately given to the administrator.
- Students who have been the victims of an assault/battery must be seen by the school nurse or other available medical personnel.
- Parents/guardians of all the students involved shall be notified.
- Students, who have been victims of level four behaviors, when appropriate, should be referred for a mental health evaluation.
- Law enforcement officials shall be contacted immediately.
- The accused student shall be removed from class and detained in a supervised area. Upon completion of the investigation, the student may leave the school with a parent/guardian, authorized emergency contact, or law enforcement official.
- A complete and accurate written report shall be submitted to the Superintendent within 24 hours.
- If appropriate, the Superintendent shall recommend action to the Board of School Directors.
- The student shall be entitled to a due process hearing before the Board, if expulsion is recommended.
- When pertinent, the provisions of the Public School Code 24 P.S. 13-1317 (Possession of Weapons) shall be followed.

The above guidelines and procedures have been built upon the four pillars of our FORUM program: Character, Respect, Responsibility and Citizenship. We take our responsibility to ensure student safety very seriously and we endeavor to ensure that all students are engaged in school and feel connected to the Welsh Valley community. Accordingly, it is our expectation that all students would be able to participate in all school sponsored events, activities and trips throughout the school year. In order to provide all students with a safe, meaningful experience at these school functions we need to be diligent in monitoring positive student behavior as well as monitor and address behaviors exhibited by students that may negatively impact the experiences of their classmates. In an effort to ensure that we are providing a safe environment for all students, we will utilize a point system to monitor student behaviors. A loss of a pre-determined value or more points in a given academic quarter may result in a loss of eligibility to participate in an activity, event or trip. At the beginning of each marking period the Dragon PRIDE points will reset, essentially establishing a fresh start for each student.

◆ To start each quarter a student receives 15 Dragon PRIDE Points ◆

- Teacher Lunch Detention (-2 points)
- School Unexcused Tardy - every 5 (-2 points)
- Administrative Referral (-2 points)
- Administrative Lunch Detention (-2 points)
- After School Detention (-3 points)
- School Suspension (In-school or out-of-school) (-5 points per day)

Loss of Privilege Point Values for Field Trips / Other Events
Quarter 1 and 2: 15 points lost at the time of the event/trip may result in a loss of privilege to participate.
Quarter 3: 12 points lost at the time of the event/trip may result in a loss of privilege to participate.
Quarter 4: 9 points lost at the time of the event/trip may result in a loss of privilege to participate.

Loss of Privilege Point Values for Extracurricular Activities
*A loss of 8 points: may result in loss of privilege to participate in a school club/activity/sport or to attend an event as a spectator.

