



**J. R. FUGETT MIDDLE SCHOOL**

**500 ELLIS LANE**

**WEST CHESTER, PA 19380**

**484-266-2900**

**Fax 484-266-2999**



**STUDENT/PARENT HANDBOOK**

**Mr. Llewellyn A. Small, Principal**

**Dr. Phil Matilla, Asst. Principal**

**Mrs. Mary Kay Puchalla, Asst. Principal**

**AUGUST 2018**

This agenda belongs to: \_\_\_\_\_

# ***Welcome To Fugett Middle School!***

Dear Parent/Guardian,

On behalf of the West Chester Area School District, the faculty, and staff of Fugett Middle School, we wish to welcome you and your child to the Fugett community. In this handbook, you will find all the relevant information that you will need to help your child experience success at Fugett Middle School. If ever you have any questions or concerns, feel free to contact the office for further assistance. Please note, this year's handbook communicates a significant number of revisions to our programs and policies. Please review the handbook with your child. For specific questions we recommend that you follow the following sequence:

Specific Content Area Teacher  
Team Leader  
Grade Level Guidance Counselor  
Grade Level Administrator  
Building Principal

We have many opportunities for parents to be involved, first and foremost is our PTO. Our PTO sponsors many worthwhile activities at Fugett. Our goal is to communicate to all of our parents the activities and events that are going on here at Fugett. To that end, we encourage our Fugett community to participate in our ***Fugett-Flash*** e-News program, follow us on Twitter @FugettMS, and to visit our web-site: <https://www.wcasd.net/Domain/406>

We wish all of our parents and students and staff a rewarding and successful school year!

Sincerely,

Fugett Middle School Administration

# **J.R. Fugett Middle School Mission Statement**

The mission of J.R. Fugett Middle School, bridging elementary and secondary levels, is to motivate, educate, and inspire all students to achieve their personal best, by facilitating a learning experience that prepares each student academically, physically, and socially to be positive leaders. Everyone at Fugett is committed to creating an environment where students can learn with and from one another in a safe and productive way.

## **Objectives**

- 1) All students will demonstrate critical thinking and effective communication skills across all curricular areas.
- 2) All students will score “proficient” or better on the PSSA reading and math tests.
- 3) All students will demonstrate the characteristics of a good J.R. Fugett citizen, including working cooperatively and acting responsibly to achieve their personal best.

## **Tactics**

- 1) We will provide more opportunities for one-on-one communications between students and staff.
- 2) We will further develop training to provide teachers across the curriculum with more effective instructional strategies in critical thinking and communication skills.
- 3) We will enhance communication with parents and broaden community involvement to enrich middle school education.
- 4) We will use available data and resources to meet the diverse instructional needs of students in an inclusive environment so all achieve their personal best.



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# WELCOME TO FUGETT MIDDLE SCHOOL...

We have prepared this guide to introduce parents and students to our programs, activities, and policies.

Fugett Middle School and the West Chester Area School District are committed to meeting the special needs of students in the transitional years of sixth, seventh, and eighth grades. This booklet contains our curriculum offerings and general information about student services and student activities.

We look forward to having your child with us during these formative middle school years.

## **IMPORTANT SCHOOL PHONE NUMBERS**

Main Office		484-266-2900
Attendance		484-266-2910
Attendance clerk email address		jstolnis@wcasd.net
Mr. Llewellyn A. Small	Principal	484-266-2901
Dr. Phil Matilla	Asst. Principal	484-266-2903
Mrs. Mary Kay Puchalla	Asst. Principal	484-266-2902
Mr. Ben Perlmutter	6th Grade Guidance	484-266-2912
Ms. Bernadette Simpson	7th Grade Guidance	484-266-2911
Mrs. Malina Bowen	8th Grade Guidance	484-266-2914
Mrs. Suzanne Simmons	Caseworker	484-266-2920
Mrs. Shannan Criscuolo	Nurse	484-266-2906
Mrs. Amsterdam Grossman	Psychologist	484-266-2909
Mr. Tom Swift	Athletic Director/Sports Info.	484-266-2925
Fax		484-266-2999
Web Site		<a href="https://www.wcasd.net/Domain/406">https://www.wcasd.net/Domain/406</a>

## SECTION I: PROCEDURES AND REGULATIONS

### ADMISSION OF NEW STUDENTS (Registration)

Parents who wish to register a student in Fugett Middle School must complete the online “New Student Registration” ([www.wcasd.net](http://www.wcasd.net)) and schedule an in-person appointment with a school counselor.

The following documents are needed for registration:

- 1) Birth certificate
- 2) Proof of residence (2)
- 3) 6<sup>th</sup> grade – physical exam dated after June 1, 2017
- 4) 7<sup>th</sup> grade – dental exam dated after June 1, 2017
- 5) Immunization records
- 6) Tuberculin test
- 7) Photo I.D. of parent or legal guardian
- 8) Copy of last report card, current grades, and any standardized testing results
- 9) Entry Questionnaire
- 10) Permission/Request for Records from previous school

Respective grade level counselors meet with families to discuss the student’s placement in the educational program at Fugett Middle School. Students may take a math placement test and a Qualitative Reading Inventory may be given as needed. If you have any questions regarding the admission process, please call the school office at 484-266-2918.

### ANIMALS

Animals are not permitted anywhere in the building.

### ARRIVAL PROCEDURES

Buses will arrive at and depart from the Ellis Lane entrances for the Auditorium/Gymnasium. Parents wishing to drop off or pick up may do so using Fugett’s main entrance which faces Paoli Pike. **For the safety of everyone, parents should ONLY drop their children off in the designated drop off circle.** Parents should use extreme caution while driving through the campus.

### ATTENDANCE ~ ABSENCES

School hours are from 7:30 am until 2:15 pm. Students are expected to be in attendance regularly. Excused absences from school are: personal illness, quarantine, death in the family, observance of certain holidays, and for other purposes approved by the administration. If requesting approval for an absence, the request must be made in writing to the grade level administrator prior to the absence. It will be the **responsibility of the student to make up all work missed** due to the absence. All other absences are illegal and unexcused, and work missed may not be made up for credit.

**It is most important that the parent or guardian notify, by telephone, the attendance office (484) 266-2910 the day that your child is absent. It is best to call between 7:45 and 9:00 am.**

A **written excuse** signed by the parent or guardian **MUST** be brought from home and given to the homeroom teacher on the day that a student returns to school. Parents may fax or email signed excuse notes to 484-266-2999 or [jstolnis@wcasd.net](mailto:jstolnis@wcasd.net). If the excuse form is not returned within three (3) days of the absence, the absence will be considered unlawful. When a student has three (3) days of unlawful absences, the parent or guardian will receive a warning notice.

### **Board Policy Guidelines for Middle School:**

1. The parents of all students who miss 10 days shall be notified in writing of the student’s absence record.
2. A parent/guardian conference shall be requested by the administration when a student has missed a total of 15 days or more.
3. After 20 or more days of absence, an informal review of the student’s records including days of absence, discipline, and academic shall be made by the administration and recommendations, if any, shall be made in writing to the respective director regarding retention in that grade.

## **BACKPACKS AND BOOK BAGS**

Backpacks and book bags are not to be worn or carried during the school day. They are to be placed in lockers upon entry into the building in the morning and left there until dismissal at the end of the day. Students and their families are encouraged to follow the guidelines established by the district for using backpacks to include:

- Choosing the right size backpack
- Weight limits
- Loading and unloading
- Lifting the backpack
- Wearing the backpack
- Checking assignment books daily to see which books need to be taken home.

## **BUS TRANSPORTATION ~ CONDUCT**

Upon recommendation from the Safety Committee and the Transportation Committee, the School Board has placed a **surveillance system on the school buses**.

Students are expected to conduct themselves at bus stops and on the bus in a responsible manner that will insure the safety of all riders. The bus driver is in charge of the safety of his/her passengers, and his/her instructions must be obeyed at all times.

Compliance with the following regulations is required without it being necessary for the driver to call attention to them. Violation of these requirements may result in disciplinary action in accordance with the WCASD Discipline Policy without additional prior warning.

### At bus stops, students must:

1. Be on time. (5 minutes before assigned time)
2. Conduct themselves in an orderly fashion.
3. Wait out of the way of traffic.
4. Not play games or chase anyone.
5. Be sure the road is clear and wait for driver's signal before crossing road/ crossing in front of bus.
6. Enter bus promptly in an orderly manner after the bus comes to a complete stop.

### On the bus, students must:

1. Be seated before the bus moves and remain seated while bus is in motion.
2. Not eat, drink, or chew gum on the bus.
3. Not try to save seats for friends; always leave room for the third student if necessary.
4. Be courteous to the driver, obey him/her and give the respect due a teacher.
5. Not talk to the driver while the bus is moving or distract his/her attention by loud talking, yelling, or disorderly behavior.
6. Ride only on the assigned bus and get off only at the assigned stop.
7. Not violate other school district policies or regulations of the Commonwealth of Pennsylvania or the United States.
8. Refrain from any actions that would endanger the health, safety, or welfare of the other students on the bus.
9. Not throw anything out the bus windows.
10. Not tamper with the bus or any of its equipment.
11. Not extend any part of the body from the bus.

**\*\* Sixth grade students MUST sit in the front seats of the bus (as designated by the driver).**

More detailed information concerning bus conduct may be found in the WCASD Discipline and Record Policy Handbook.

## **BUS PASS REQUESTS**

Students who wish to ride a different bus or have a friend ride with them *must have a blue signed bus pass*. A bus pass request form (available in the back of the handbook) should be presented to the office so that each parent (the parent of the sending and receiving student are aware and have given permission). Using the bus pass request form *in advance* can help avoid lines in the front office. Parents should make the request a day or two in advance if possible.

## CAFETERIA CONDUCT

The lunch period should be a relaxing and pleasant break in the school day for all students. In order to maintain a pleasant atmosphere, everyone's cooperation is necessary. Students are expected to arrive at the cafeteria on time, as they would for class. Food must remain in the cafeteria. Trash, food, or other objects must never be thrown. In order for everyone to enjoy a clean eating place, tables and the floor around them should be cleaned before leaving. Students must obtain a pass to leave the cafeteria for any reason. Students are expected to behave with courtesy and consideration for others.

## DETENTIONS

Detentions are assigned by teachers or administrators for unacceptable behavior. Students who demonstrate disruptive actions, disrespect, rudeness, and undesirable patterns of attendance, tardiness, or conduct will be assigned detention by an administrator or by individual teachers. Detentions are usually assigned after other measures have been attempted to correct the academic or behavioral problem.

After school detention forms are sent home at least 24 hours in advance via the student for the parent's signature. This form is then returned to the teacher upon entering detention. Students assigned to detention are to report to the room designated on the detention notice. These detentions are held on **Tuesday, Wednesday, and Thursday from 2:20pm to 3:15pm.**

The student should have sufficient materials and books to study while in detention. It is the parent's responsibility to transport the student home from school promptly and at the assigned time(s).

If the student fails to serve the detention, the detention proctor or administrator will contact the parent/guardian to reschedule the detention. If the student fails to serve the detention a second time, a day of Saturday School will be assigned.

## EARLY DISMISSAL FROM SCHOOL

In case of a request for an early dismissal from school, a written note signed by the parent or guardian must be presented at the main office **BEFORE 1<sup>st</sup> PERIOD** of the day of the request. Students will then be issued an early dismissal pass by the office at that time. In the event that a child must be picked up unexpectedly, an adult must present a written note at that time. Anyone picking up a child is asked to report to the main office **with a photo I.D.**

## ELEVATOR USE

Students who are unable to climb the stairs are permitted to use the elevator with a doctor's note. A \$25.00 fee will be charged if the key is lost and needs to be replaced. **OTHER STUDENTS ARE NOT PERMITTED TO USE THE ELEVATOR AT ANY TIME WITHOUT PERMISSION.**

## EMERGENCY DRILLS (evacuations, crisis, and shelter in place):

These are periodically held throughout the school year. For safety, attendance of all students and staff is taken at designated areas in the event of any emergency in which evacuation becomes necessary.

## FAMILY VACATION REQUESTS

**Advance written permission is required for family vacations.** The permission form for family trips is located at the back of the student/parent handbook. Before a student leaves for an approved vacation, he/she must request work from each of his/her teachers. Work will only be given for vacations that have been approved with at least five (5) days advanced notice.

## FIRE DRILLS

Fire drills are held on a monthly basis. Exit directions are posted in each room. When the fire alarm sounds, students are to stand and move in single file following the posted directions. Students should remain quiet at all times, so that directions may be heard. All lines are to remain intact.

## HALLWAYS AND STAIRWAYS

Students are to show politeness and consideration when using the halls and stairs. Students should walk on the right side in an orderly fashion.

## HOMEROOM

Homerooms are assigned alphabetically by team and are used for attendance, announcements, the distribution of information to be taken home, and other school related activities. Please stress to your child that he/she is responsible for the delivery of notices to parents. Parents and students are notified about their homeroom assignment prior to the first day of school. New students are assigned a homeroom at the time of their registration.

## INSURANCE

The school provides an opportunity for students to purchase insurance covering school associated injuries. Applications for this insurance will be distributed to students during homeroom the first week of school.

## INVOICES FOR LOST/DAMAGED SCHOOL PROPERTY

Invoices will be issued to students for any lost or damaged schoolbooks or class materials. Students should make every effort to take care of textbooks and materials issued to them, and be responsible for all school property. If this obligation is not fulfilled by the end of the school year, student records will be held by the office.

## LATENESS TO SCHOOL/CLASS

Students not in homeroom by 7:30am are considered tardy. Any student arriving late MUST report to the office for a pass to class. A late note from home is requested upon entering school, however only a doctor's note or appointment is considered an excused lateness. Truancy and lateness have a negative effect on student performance.

According to school board policy, each semester students are permitted to be late to school four (4) unexcused times; detentions will be assigned for incidents #5-8. **The ninth (9) unexcused late to school, and each additional late to school, will result in one (1) day of Saturday School. A new late record will be started each semester.**

Students are expected to be prepared and on time for each class. Travel time between classes is three (3) minutes. Once classes have begun, students are not permitted in the hallways without a pass from a teacher. Students may be assigned a detention for being late to class. Consistently arriving late may result in more severe consequences than detention.

## LIBRARY

The library is a center for resource material in all curriculum areas, as well as for recreational materials. The library is open every day from 7:30 am until 3:00 pm. Books in the regular collection may be taken out for 2 weeks and may be renewed for one 2-week period. Some reference works may be checked out 8<sup>th</sup> period and returned by 8:00 am the following day. Full price will be charged for lost books.

Using the library is a very important part of a student's education, and we make it as convenient as possible. Students are expected to cooperate at all times in order to maintain an atmosphere conducive to study.

Times available for procurement/exchange of books are during homeroom, and throughout the day when time permits. No material may be taken out for any reason without proper checkout. "Access PA" is available to students for statewide information and book access.

## LOCKERS ~ HALL

Student hall lockers are assigned during the first week of school. Lockers are considered to be "loaned space" and the school reserves the right to inspect their contents and to remove any items in violation of school regulations in accordance with WCASD policy. Lockers will be inspected at certain intervals, and particularly at the close of the school year. Students are not permitted to use personal locks on hall lockers unless approved by the school administration. Locking times are established by each grade level. Students are **NOT to share lockers or combinations with anyone.** Unfortunately, lockers are not absolutely safe. The school suggests that no valuable items be brought to school. Students bringing such items to school do so at their own risk. The school is not responsible for any loss from theft, damage, or otherwise. Items left in hall lockers, gym lockers, or any other locations at any time are the responsibility of the student. If the assigned locker malfunctions or is in need of repair, it is the student's responsibility to report it to his/her homeroom teacher.

## LOCKERS ~ GYM

It is suggested that all students use available lockers in the locker rooms during their gym classes. Students must provide their own locks. All personal locks and items in gym lockers must be removed following each gym class. Locks not removed will be cut off.

## **LOST & FOUND**

Articles found are turned in to the main office. Coats, sweaters, gloves, etc., are placed in a large box in the cafeteria. Books and notebooks, etc., are kept in the office, along with valuables such as pocketbooks, jewelry, eyeglasses, and keys. For lost articles, inquire in the main office and check the Lost & Found in the cafeteria, gym locker rooms, and on each floor.

## **MEDICAL ASSISTANCE**

The nurse's office is located behind the main office on the first floor. Except for emergencies, students who become ill/injured during the school day must obtain a medical pass from their teacher for admittance to the nurse's office. Students will be cared for there, and, if necessary, sent home. **Students may not leave school because of illness without the knowledge of the nurse or school office staff.**

**All** medications brought to school **must** comply with WCASD policy. A doctor note is needed for any prescription medicine, including inhalers and Epipens to be taken at school. Any nonprescription medication other than those noted on the WCASD emergency card must also have a doctor's note. **All** medicine must be in its original container and brought to the nurse upon arriving at school.

All 6<sup>th</sup> grade students are required by the PA School Health Law to have a physical exam. All 7<sup>th</sup> grade students are required by the PA School Health Law to have a dental exam. Both physical and dental forms can be found on the WCASD website. All physical and dental forms are due within the first 60 days of school. All 7<sup>th</sup> grade students need documentation of a Tdap and Meningitis vaccine within the first 5 days of school.

Emergency cards are to be completed and updated through the Parent Portal system. Please update any address/phone changes and health information throughout the school year.

## **"NO SCHOOL" or DELAYED OPENINGS**

~ **PLEASE DO NOT CALL THE SCHOOL** ~

The West Chester Area School District will use the School Messenger Auto-dial system to notify families of any school closings or delayed openings. Please visit the district web-site at [www.wcasd.net](http://www.wcasd.net) to view the latest regarding school closings and delays.

Additionally, WCASD will contact commercial radio/TV stations when weather conditions will cause schools to close or to be delayed in opening. The following radio stations will announce this information using the school district name:

**WCOJ - 1420 AM**

**KYW - 1060 AM**

**WDEL - 1150 AM**

**WILM - 1450 AM**

School closing/delayed opening information is announced over many Philadelphia radio stations by using our school district code: **#851**.

## **OBSCENE LANGUAGE/PROFANITY**

To clearly and effectively communicate, students must avoid the use of obscene and vulgar terms, profanity, and slang terms in school, on the bus, or at the bus stop. Discipline referrals may be issued for any of the preceding infractions.

## **OPEN HOUSE PROGRAM**

Each year in the fall, Fugett sponsors an "Open House" night when parents are invited to follow their child's daily schedule. The purpose of this evening is to acquaint parents with the teachers and the procedures that affect each student daily. This is **not** a time for conferencing.

## **PARENT CONFERENCES**

Parent conferences enable the parents to keep abreast of the individual student's work, social adjustment, and attitude, as it relates to achievement. Individual parent-teacher conferences are scheduled in the school calendar twice during the school year. Please check the WCASD monthly activity calendar for dates. These conference days are scheduled by the school district. Conference times are arranged by appointment. Parents can also arrange an appointment to meet their child's academic team of teachers. These team conferences are scheduled through the student's guidance counselor.

## **PARENT CHAPERONES**

Parent chaperones for school field trips, etc. are always welcomed. In accordance with WCASD School Board policy 916, volunteers are defined as single-event, with limited, or substantial contact. Any parent who wishes to volunteer to chaperone any field trips, etc. must have the following three documents as chaperoning a field trip is considered substantial contact:

1. Original criminal history report from the PA State Police
2. Original Child Abuse clearance from the PA Dept. of Welfare
3. Original Federal criminal report

The following explains when clearances are required and when they are not:

**Volunteers, as categorized, must acquire and/or submit the following:**

	<b>Limited Contact</b>		<b>Substantial Contact</b>	
	<b>Raptor (or other such building level security program as may exist)</b>	<b>Clearances</b>	<b>Raptor (or other such building level security program as may exist)</b>	<b>Clearances</b>
<b>Single Event</b>	Yes	No	Yes	Yes
<b>Short-Term</b>	Yes	No	Yes	Yes
<b>Long-Term</b>	Yes	No	Yes	Yes

## **PARENT TEACHER ORGANIZATION (PTO)**

Fugett's Parent Teacher Organization consists of parents, faculty, and administration of the school. Once a month, there is a board meeting of the PTO. Members on this board include the school principal, parents, and a teacher representative.

General membership meetings are published on the district calendar and held quarterly in Fugett's library unless otherwise indicated.

## **PHYSICAL EDUCATION REQUIREMENTS**

Students are required to take physical education. Adaptive Physical Education classes will be assigned to students whose IEP indicates such a class is necessary. A change of clothing and sneakers are required for P.E. classes. The Fugett school store and Kelly's Sports sell the official Fugett gym uniform. The school requires students to have blue gym shorts and gold/yellow T-shirts (student's name should be printed on the inside with a permanent marker). Students not dressing for gym due to forgetting their gym clothes, losing them, or refusing to dress does impact a student's PE grade.

**Excuses for Non-Participation in Physical Education:** In cases of temporary disability, the student must bring a note from a doctor stating the reason the student is excused from P.E. This excuse can be given to the nurse and will be shared with the physical education teacher.

## **SALUTE TO THE FLAG**

It is the custom at Fugett that the Pledge of Allegiance is recited over the school speaker in the morning.

## **SATURDAY SCHOOL/SUSPENSIONS**

Please refer to the WCASD Discipline and Records Policy Handbook for details regarding **Saturday School** and **External Suspension**.

*Students on external suspension may not appear on school grounds, at activities or practices, or in the school for any reason, except with permission from an administrator. Parents must call ahead if a suspended student wishes to enter the building or be on the grounds. The parent must remain with the student and take him/her home.*

While on suspension, students are responsible for missed work. Parents/Guardians should contact the attendance office at (484) 266-2718 by 2:15pm on the first day of suspension to arrange for assignments to be picked up.

## **SKATEBOARDS/SCOOTERS**

Skateboarding on school property is forbidden. Skateboards must be kept in the student's locker during school hours (7:30 a.m. to 2:15 p.m.). If students choose to skateboard during school hours, the board will be confiscated and a referral will be made. At the discretion of the administrators, these items may only be returned to a parent or guardian.

## **STUDENT CONDUCT – General Guidelines**

Students should understand that, as citizens of Fugett Middle School, they have the responsibility to conduct themselves in a positive manner that enhances the educational environment. Inappropriate behavior will require disciplinary action in accordance with the WCASD Discipline Code. Please refer to the WCASD Discipline and Records Policy Handbook for more detailed information.

## **STUDENT CONDUCT – Discipline Code**

***FOR A COMPLETE AND DETAILED DESCRIPTION OF DISCIPLINE, PLEASE SEE THE WCASD DISCIPLINE AND RECORDS POLICY HANDBOOK.***

One of the major goals of the school district is the development of a learning environment that will provide our students with the opportunity to receive the maximum benefits of the educational program.

A major part of any successful school is the degree to which the students accept their responsibility to demonstrate the type of behavior that permits a healthy learning climate. Inappropriate behavior not only prevents a student from contributing to the educational program, it also affects other students' ability to learn. The success of any discipline code depends upon the cooperation of all persons in the school community. A copy of the WCASD Discipline and Records Policy Handbook is given to students at the beginning of the school year to take home or downloaded to student laptops. Students are required to sign a form verifying that they received this Policy. These forms are collected and filed in the main office. Parents and students are asked to read the Discipline and Records Policy Handbook thoroughly.

## **STUDENT CONDUCT - Bullying**

### **WCASD School Board Policy 249**

"The West Chester Area School District recognizes that bullying and intimidation have a negative effect on the learning environment. Students who are intimidated and fearful cannot give their education the single-minded attention needed for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school. **Bullying** is the intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting, that is severe, persistent or pervasive; and has the effect of doing any of the following: (1) substantially interfering with a student's education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school. Bullying behavior accomplished through electronic mediums, including but not limited to computers, Internet, instant messaging, email, and social networking sites shall be subject to this policy. Students found to have bullied others shall be subject to the consequences set forth in Board Policy 249, Student Discipline. Further, students may be subject to counseling.

For the complete version of the WCASD School Board Policy 249 containing definitions, complaint and investigation procedure, please refer to the WCASD's Discipline and Records Policy Handbook.

## **STUDENT CONDUCT – Unlawful Harassment**

### **WCASD School Board Policy 348**

"The School Board is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, religion, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation. Therefore, the purpose of this policy is to prohibit sexual harassment and harassment based on any of the protected characteristics at school or any school sponsored event/activity. It shall be a violation of this policy for any student while on District property or during a District event/activity to sexually harass a student, school personnel, or other person, or harass a student, school personnel, or other person based on any of the protected characteristics. Further, it shall be a violation of this policy for any student while on District property or during a District event/activity to assist or encourage sexual harassment or harassment based on a protected characteristic of a student, school personnel or other person."

For the complete version of WCASD School Board Policy 348 containing definitions and complaint procedures, please refer to the WCASD's Discipline and Records Policy Handbook.

## **STUDENT CONDUCT - RULES DURING WINTER ATHLETIC CONTESTS**

Students are not permitted to enter the gymnasium or leave the gymnasium through any doors other than the double doors presently known as the main entrance to the gym.

1. Students will not be permitted to return to the main body of the school for any reason after the game has begun.
2. Spectators must remain seated in the stands while games are in progress.
3. Lavatories are to be used only when necessary.
4. Spectators are to keep off the playing area of the gym at all times.
5. There will be no stomping on the bleachers at any time because this could cause a very dangerous situation or damage to the folding bleachers.
6. There will be **no booing** at any of the games; this is a sign of poor sportsmanship.
7. No food or beverages are to be taken into the gym.
8. Transportation after games should arrive promptly at 4:30pm. No student should be on school premises any longer than one hour after the completion of the game.
9. Violation of the rules could result in a student not being permitted to attend **ANY** athletic activities.

## **STUDENT DRESS**

**Dress Guidelines:** Modesty and good-taste dictate appropriate dress for Fugett students. Fugett strictly enforces the Dress and Grooming Policy found in the WCASD [Discipline and Records Policy Handbook](#) which states: **Unacceptable** attire includes (but is not limited to): attire that is unsafe, unhealthy, disruptive, offensive to generally accepted community standards, or contains obscene language; any clothing that reveals undergarments; torn clothing or clothing with holes in it; tight fitting outfits that are inappropriate and/or revealing. During the school year and summer school the following applies to male and female students:

**Tops:** Shirts, T-shirts, and sweatshirts must not have inappropriate slogans, words, pictures, alcohol/smoking advertisements, etc., no tank tops, no tops that show the midriff or cleavage, and no see-through tops.

**Pants/Shorts/Dresses/Skirts:** Dresses, shorts, and skirts must be at an appropriate length which is determined to be no shorter than midway between the knee and the top of the leg. No pants/sweatpants/shorts, etc with writing in inappropriate places. Pants must be appropriately sized and worn at the waist and no lower than the top of the hips, undergarments are not to be displayed, and pajamas are not permitted.

**Outerwear:** Coats, hats, hoods, scarves, and the like are not to be worn in the school building except for religious reasons.

**Footwear:** No bedroom slippers are permitted, laces on shoes must be secured, and any footwear that poses a safety hazard is not permitted.

**Other:** No chain link belts, spiked jewelry, chains or any jewelry that could cause injury or constitute a hazard are not permitted.

**If a student is wearing something that is deemed unacceptable by building administration, parents will be called to bring their child a change of clothing. In the event the student comes to school inappropriately dressed, students must remain in the office until changed into clothing that fits WCASD's guidelines for appropriate dress.**

## **USE of TELEPHONE, CELL PHONE, AND PERSONAL TECHNOLOGY DEVICES**

A phone is available in the Main Office for student use. Appropriate passes are required to come to the office during the school day.

Cell phones may be used before and after school but **MUST** be turned off during the school day. Cell phones should NOT be kept in students' possession during the school day, but rather should remain in the student's locker. Students will be held accountable with regard to technology use as defined by the WCASD [Discipline and Records Policy Handbook](#) as it relates to personal technology devices and using/having cell phones during the school day, text messaging during the school day, and taking pictures in the school building.

"Personal technology devices are defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, and/or video data, not owned by the District. These include, but are not limited to:

- Cell phones
- Handheld tablets and laptop computers
- Digital music players
- Digital and video cameras

Use of these devices shall be restricted to classroom or instructional-related activities. In addition, the use of personal technology shall not violate local, state, or federal law, District policies including internet safety, or the District Discipline policy."

## **VISITOR POLICY**

Visitors will be asked to “buzz-in” the building and will be asked their reason for entering the building. **All visitors are asked to sign in at the main office directly in front of the main doors.** Any visitor entering the building who will be moving beyond the main office will be asked for their PA driver’s license. This information will be entered and scanned via the RAPTOR system. This system scans the registry of sex offenders. No visitor may move beyond the main office without being scanned and receiving an official photo identification badge.

## **WEAPONS**

In July 1995, a Pennsylvania State Bill took effect which mandates a **one-year expulsion from school** for students found in possession of a weapon while on school property, any school sponsored activity, or any public conveyance providing transportation to a school or school sponsored activity.

## **WELLNESS POLICY**

WCASD recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. **Students are discouraged from bringing soda or highly caffeinated drinks.**

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

- A comprehensive nutrition program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

## **SECTION II: ACADEMIC PROGRAMS**

### **ACADEMIC STANDARDS: Math**

#### **Student Math Expectations for ALL Classes**

##### **A 6<sup>th</sup> Grader is expected to:**

- Identify place value
- Know/Use Multiplication & Division facts for 1-12
- Apply the Order of Operations to evaluate expressions/equations
- Classify two-dimensional figures into categories based on their properties
- Graph/Name points in the first quadrant
- Use Estimation and Number Sense to evaluate the “correctness” of an answer

##### **In addition to the 6<sup>th</sup> grade items, a 7<sup>th</sup> Grader is expected to:**

- Find the Greatest Common Factor and/or Least Common Multiple between numbers
- Convert between Fractions, Decimals and Percent
- Perform Multiplication/Division of Fractions and Decimals
- Know/Identify the first 20 Perfect Squares ( $1^2 = 1$ ,  $2^2 = 4$ , ...)
- Solve problems involving Area, Surface Area, and Volume

##### **In addition to the 6<sup>th</sup> and 7<sup>th</sup> grade items, an 8<sup>th</sup> Grader is expected to:**

- Use Inverse Operations, Distributing, and Factoring to generate Equivalent Expressions
- Use Ratios/Proportions to solve problems
- Perform all Operations with Rational Numbers
- Solve Problems using Angle Measures, Area, Surface Area, Circumference, and Volume
- Make conclusions/inferences about different sets of data

#### **Customary Unit Conversions**

<b>Units of Lengths</b>	<b>Units of Capacity</b>
1 foot (ft) = 12 inches (in)	1 cup (c) = 8 fluid ounces (fl. oz)
1 yard (yd) = 3 feet	1 pint (pt) = 2 cups
1 mile (mi) = 5,280 feet	1 quart (qt) = 2 pints
<b>Units of Weight</b>	1 gallon (gal) = 4 quarts
1 pound (lb) = 16 ounces (oz)	
1 ton (T) = 2,000 pounds	

### **ACADEMIC STANDARDS: English Language Arts**

#### **Student Writing Expectations for ALL Classes**

##### **A 6<sup>th</sup> Grader is expected to:**

- Capitalize proper nouns.
- Use appropriate end punctuation (period, question mark, exclamation point).
- Write complete sentences with beginning capital letter and appropriate end mark, and avoid using run-on sentences and sentence fragments.
- Use appropriate commas in compound sentences.
- Use apostrophes appropriately.
- Use correct form of homonyms – there/their/they’re; our/are; two/to/too; your/you’re.
- Avoid contractions in formal writing; ex: I’ve = I have; don’t = do not
- Write clearly organized paragraphs with topic sentences, supporting details, and conclusions.

##### **In addition to the 6<sup>th</sup> grade items, a 7<sup>th</sup> Grader is expected to:**

- Write a complete thesis statement...with a clear organizational structure

- Be able to write at least five paragraphs (on a topic that would warrant it).
- Be able to write at least five to seven sentences in a paragraph.
- Provide supporting details.
- Have a consistent, clear organizational structure. (Intro, Body, Conclusion)
- Be consistent with verb tense.
- Be consistent with point of view.
- Use thoughtful word choice and effective vocabulary.
- Refrain from first person pronouns (I, me) unless the writing warrants it.

**In addition to the 6<sup>th</sup> and 7<sup>th</sup> grade items, an 8<sup>th</sup> Grader is expected to:**

- Be able to restate a thesis and avoid repeating it.
- Use proper introductory and concluding techniques.
- Be aware of mode and audience when writing to entertain, inform, or persuade.
- Have a consistent point of view—stay away from “You.”
- Be able to support main ideas with substantial evidence from text and/or research.
- Be able to use commas, semi colons and colons correctly and effectively.
- Use vivid vocabulary ... avoiding repetition, slang, and/or tired words.
- Use a variety of sentence types, including compound, complex, and compound-complex sentences.

**ACADEMIC COURSE SEQUENCE**

**Course Explanation:** The five academic subject areas include English, Math, Reading or World Language, Science, and Social Studies. Every 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade student will experience areas of Unified Arts during his/her time at Fugett. These subject areas consist of Art, Computer Science, Family/Consumer Sciences, Guidance, Health, Music, Physical Education, and Technology Education.

**Curriculum Sequence:** Some classes are grouped by ability levels, but not all. An \* next to a subject indicates that subject is leveled. Ability groupings are Level I and Level II in all three grades. In 8<sup>th</sup> grade, Math classes are also divided Algebra I, Pre-Algebra, and 8<sup>th</sup> grade Math. 8<sup>th</sup> grade Science and Social Studies have two levels.

Courses students take per grade level include:

<u>6<sup>th</sup> GRADE</u>	<u>7<sup>th</sup> GRADE</u>	<u>8<sup>th</sup> GRADE</u>
English*	English*	English*
Math*	Math*	Math*
Reading*	Reading*/World Language	Reading/World Language*
Science	Science	Science*
Social Studies	Social Studies	Social Studies*
Art	Art	Selected Electives
Computer Science	Computer Science	Computer Science
Family/Consumer Sciences	Family/Consumer Sciences	Guidance
Health	Health	Health
Music	Music	Music
Physical Education	Physical Education	Physical Education
Technology Education	Technology Education	Selected Electives
Reading Plus**	Reading Plus**	Reading Plus**
Math Plus***	Math Plus***	Math Plus***

\*Indicates ability grouping

\*\*Students for whom Reading Plus is indicated, it will be scheduled in place of a Social Studies class in 6<sup>th</sup> grade, in place of Reading in grades 7 and 8.

\*\*\*Students for whom Math Plus is indicated, it will be scheduled in place of a Unified Arts class.

**For a full explanation of course descriptions, please refer to the Middle School Course Description Guide.**

## **AWARDS**

Listed below are the awards and the criteria that qualify students for recognition at the end of the year.

**Principal's Award** - Presented annually to students who achieve a 90 (A-) or above in all subjects.

**Presidential Physical Fitness Awards** - Presented annually to students who perform in the 85<sup>th</sup> percentile in all five fitness areas: Flexibility, Speed/Agility, Core Strength, Upper Body Strength, and Cardiovascular Endurance.

**Jean E. Newsome Community Service Award** – Presented annually to one student who is a volunteer and service leader within the community, respected by peers, helpful to others, and recognizes the importance of education.

**Joseph F. Morris Award** - Presented annually to one student who has demonstrated steady improvement throughout the school year in behavior and cooperation with peers and staff members within the classroom and school building. This student also continued to work to improve his/her grades throughout the school year.

**Brett Batuello Award 6<sup>th</sup> grade** - Presented to students with outstanding citizenship and who are good role models for their peers as determined by a team of teachers.

**American Legion Awards 8<sup>th</sup> grade** - Presented to two male students and two female students for outstanding citizenship (Honor, Courage, Scholarship, Leadership, Service, Character), and who have attained honor roll status as determined by a team of teachers.

**Daughters of the American Revolution (DAR) Award 8<sup>th</sup> grade** - Presented to one student for outstanding achievement in History as determined by the Social Studies Department.

**J.R. Fugett Scholar Award 8<sup>th</sup> grade** - Presented to 8<sup>th</sup> grade students who received the Principal's Award for all three years.

**Dr. John Hewlett Award 8<sup>th</sup> grade** – The John H. Hewlett, III, ELL Award is given in honor of WCASD long-time Human Resources Director, Dr. John Hewlett and presented to an 8<sup>th</sup> grade student who is learning English as a second, or additional, language, and has shown exceptional effort and initiative in developing English language skills.

The recipient of this award:

- Shows a strong desire to learn, and is self-motivated as he or she works to acquire proficiency in the English language.
- Strives to understand and be understood when speaking, reading, writing, and listening to English.
- Is willing to take risks and experiment while working to master English grammar, and the academic vocabulary of the various subject areas.
- Contributes to the school community, while developing his or her English language skills.

**Justin Rutland Award 8<sup>th</sup> grade** - Presented to one male student and one female student who have attained honor roll status and have participated in three sports as determined by a team of teachers.

**Karen Best Award 8<sup>th</sup> grade** – Presented to a student who not only maintains outstanding academic performance, but who demonstrates true citizenship by participating in service to others both in and out of school. This award is selected through the guidance and social studies departments. Given in memory of West Chester Area School District teacher Karen Best.

**Dr. Linda Castenova Award 8<sup>th</sup> grade** – Presented to a student who has overcome many academic obstacles, while making tremendous gains during their time at Fugett. This award is given in memory of beloved Fugett Middle School Psychologist Dr. Linda Castenova whose passion was to assist students in obtaining their personal best.

**Unified Arts Awards** - Students in all grades are eligible for unified arts awards for the following criteria:

1. High academic achievement or extraordinary accomplishments in the subject area.
2. Outstanding work ethic.
3. Perseverance and diligence.
4. The qualities on an exceptional team player.
5. Willingness to help other and show leadership.

## **COUGARS ACHIEVING REAL EXCELLENCE (CARE) PERIOD**

CARE period is an intervention and enrichment time which takes place during an extended homeroom a few times per month Oct – May. The purpose is:

- To provide intensive academic support through either remediation or enrichment of students' skills and/or knowledge they must master/possess to meet and exceed Pennsylvania State academic standards.
- To enrich students' skills and knowledge through literacy enrichment and other enrichment opportunities offered by Fugett teachers as an extension of the WCASD Curriculum.
- To improve reading stamina in preparation for rigorous reading assignments encountered in high school, college, and any other type of post-graduate study or vocation.
- To provide additional time for Reading Specialists, Unified Arts, World Language, ELL, Gifted resource, and Special Education teachers to work collaboratively in their professional learning communities (PLCs).

## **COUNSELING**

The guidance counselors are certified, specially trained, caring people who help all students. The counselors also work with teachers, school personnel, and parents to establish a better understanding of young people.

Our counselors meet with individual students and groups of students to help resolve educational, social, and personal concerns. Students may stop in the guidance offices at any time to make an appointment with one of our counselors.

## **GRADES/REPORT CARDS**

Grades on report cards range from 45 (lowest possible grade) to 100 (highest possible grade). Please refer to Fugett's Activity Calendar for report card dates for this school year. Parents have access to their child's grades online via the parent portal. Teachers update the online grade book regularly. Report cards are available online through the parent portal.

The grading system is as follows:

**A+ = 97 - 100**

**A = 93 - 96**

**A- = 90 - 92**

**B+= 87 - 89**

**B = 83 - 86**

**B- = 80 - 82**

**C+ = 77 - 79**

**C = 73 - 76**

**C- = 70 - 72**

**F = below 70 (Failing)**

**I = Incomplete (Must be made up within a 2-week period)**

**M = Medical Excuse**

**WF = Withdrew Failing**

## **HOMEWORK – WCASD Policy 130**

**Purpose:** The purpose of homework is to complement instruction and enhance student understanding of the curriculum. The Board of School Directors recognizes that homework provides a meaningful opportunity for students to practice skills learned during the school day and in preparation to expand learning. Homework also serves a role in the learning process as a formative exchange between the teacher and the student.

Homework complements the teaching and learning process in the following ways:

1. Supports and enriches the classroom experience by relating what has been learned in school to meaningful applications
2. Develops life-long learning that encourages student inquiry
3. Promotes learning-related behaviors - time management, responsibility, organization, self-advocacy - required for obtaining knowledge with an increasing level of independence

## **Definition**

Homework is a teacher-assigned learning activity completed by students outside of class for the following academic purposes:

1. Previewing activities

2. Checking for understanding
3. Practicing skills for mastery
4. Analyzing/synthesizing/evaluating and reflecting
5. Reading and/or researching

## **HOMEWORK – WCASD Administrative Guidelines for Middle School**

### **Professional Development**

Administrators and teachers shall:

- Work collaboratively by grade level and department to provide professional development that promotes homework best practices.
- Be mindful that homework supports student learning.
- Create homework that reflects the importance of differentiation and student choice as much as possible.
- Recognize that all students can benefit from meaningful homework.

### **Shared Communication**

- It is the shared responsibility of students, parents, and teachers to communicate if a student is having difficulty or requiring excessive time to complete homework. This communication will provide opportunities to support individual student needs.
- All course expectations shall include a description that explains how homework will be assessed to provide formative feedback for students.
- The purpose and structure for homework shall be clear, so that students will have an optimal opportunity to proceed independently.
- Homework shall be posted on the district’s learning management system at least one school day in advance of an assignment’s due date.
- Teachers shall be mindful that not all students have the same resources at home to complete homework. Accordingly, schools will work with families to make necessary accommodations.

### **Time Management**

- In order for students to adequately manage daily homework assignments, the testing schedule by grade level teams has been established:

ENGLISH	Days 1 and 5
READING	Days 2 and 4
ELL	Days 1 and 5
MATHEMATICS	Days 3 and 6
SCIENCE	Days 1 and 5
SOCIAL STUDIES	Days 3 and 6
WORLD LANGUAGE	Days 2 and 4

- Long-term assignments shall include checkpoints to provide feedback and ensure student progress and understanding.
- Homework shall have due dates that correspond with the regular school week (Monday-Friday) Homework will not be given due dates that occur on weekends or on holidays. Students are welcome to submit assignments during these times if they choose.
- Homework assigned over a weekend shall be considered the equivalent of an one-night daily assignment.
- Homework shall not be assigned over Thanksgiving, winter, or spring breaks.

### **HONOR ROLL**

**Distinguished Honor Roll Certificates** - Presented to students who achieve a 90 (A-) or above in all subjects.

**Honor Roll Certificates** - Presented to students who achieve an 80 (B-) or above in all subjects.

### **MAKE-UP WORK**

Students absent from school for 1-2 days should get their missed assignments by contacting their teacher. Parents may contact the office for an extended absence (3 days or more) for assistance in obtaining their child’s assignments. This process requires 24-hour notice. Parents should make arrangements to pick up the work in the main office during normal school hours (7:30am-3:30pm).

## **PROGRESS REPORTS**

Communication between the school and home is an integral part of the educational process. At the midpoint of each marking period, a progress report will be sent home with the student if he/she is in academic difficulty. Teachers are also encouraged to contact parents any time there is a need. If you have any questions about your child's school progress, please do not hesitate to contact your child's guidance counselor and/or teachers. Student progress may be monitored by parents via the parent portal.

## **SUMMER SCHOOL**

The school district offers a summer school program for middle school students. Summer school usually begins at the end of June or early July and runs through the end of July. Tuition is charged for each course. Guidance counselors will have summer school information available in May.

If a student fails a content area subject with a final grade below a 70%, he/she should attend summer school for improvement. A student may make up a maximum of two courses in summer school. Algebra, Geometry, and/or World Language are not offered in Summer School as they can be taken again the following year.

## **SPECIAL EDUCATION**

The middle school program provides a variety of special education programs for students with special needs. Programs for students who have a learning disability range from special help in all major subjects to study skills and instructional support. Honors/Gifted programs are provided for those students who have special academic abilities. Students with vision or hearing impairments may also receive educational support services.

## **STANDARDIZED TESTING**

PSSAs and Algebra keystones are administered according to the State's testing windows in April and/or May. Please refer to the WCASD Activity Calendar for dates. Please feel free to consult your child's counselor or grade level administrator if you have a question concerning these tests.

## **STUDY SKILLS – A Parent Guide**

Parents often ask, "Is it a good idea to help my child with school work?" The answer is, "Yes!" It is a great idea to help your children with schoolwork. While you should not do your child's homework, you can be a member of the support team.

Studies show that children whose parents are active in helping them with school work develop better study habits at an early age. The amount of help needed depends in part on how well your child seems to be developing as a student.

Helping with schoolwork, however, is no easy task; frustration, tears, and resistance are some of the hurdles you must overcome. The child must view your help as a partnership (a sharing time) and not feel that he/she is being "checked up on."

Many times parents will say to their child, "study harder," "you can do better," "we know that you have the ability," "you should study each night even if you do not have homework." Statements such as these may only serve to make the child feel inadequate because they do not provide enough direction and support.

Here are some suggestions that may help you work with your child:

- Help your child select a study time. It is best if it is the same time each day.
- Help your child select and set up a place to do school work. In many cases, the child's bedroom is not a good place to study because of the number of distractions. An area in the kitchen or dining room may work well.
- Show respect for study time by turning off the TV or music.
- Suggest a break if frustration is high or a goal is reached. Go for a walk, get a snack, or just talk about something else for a while.
- Show your child that you are interested in what he/she is doing in school. Be aware of what he/she is studying and ask him/her to tell you about what he/she is learning in school (try this at the dinner table); be a good listener.
- Sometimes just sitting in the same room with your child when he/she is working can help him/her keep on task. You might use this time to get some of your reading done, pay bills, etc. You may be asked, "What are you doing?" to which you can reply, "I just need some company while I am working." Be ready; you may be asked to help with assignments.
- When a student has trouble with a subject, suggest that he/she do homework in that subject first.
- Be positive about school and your child's efforts (no matter how small). You cannot use too much praise. Put-downs and comparisons with another child can have quick and long-term negative effects.
- When helping your child study for a test, it may be easier to remember the material if you: use hand gestures, put answers in rhyme form, associate it with something else, put answers on tape, make flash cards for material that is hard to remember. Try to find the way your child learns best. We do not all learn the same way, so be a creative helper.

- Another good way for your child to learn is to have him teach you.

The best grades do not always go to the brightest students, but to those who are well organized. You can help by:

- Stressing a neat and well-organized notebook.
- Encouraging use of an assignment book.
- Supplying items for the child's work area which may help with organization.

Remember that practicing good study skills is an on-going process, not a crash program at the end of each marking period.

**For more information on study and work habits, you may wish to contact your child's teachers or counselor.**

### **TEAM INSTRUCTION**

All students at Fugett are assigned to an instructional team of teachers that will include all their major subject teachers, unified arts teachers, and a guidance counselor. The purpose of team teaching is to ensure the academic success of all students by providing challenging and meaningful learning experiences and addressing the unique developmental needs of each student.

The desired outcomes of team teaching include:

1. Identification of student's strengths and weaknesses
2. Application of prescriptive remediation and acceleration
3. Interdisciplinary instruction
4. Provide each student with a place in the school community

## **SECTION III: STUDENT ACTIVITIES**

### **ACTIVITIES**

All students are encouraged to become involved in activities. The activity programs are planned to provide an enrichment of the pupils' school life and give them an opportunity to explore areas of interest. Some of Fugett's activities are: Student Council, Newspaper, Yearbook, Drama Club, Library Aides, Math Counts, Ski Club, Film Society, and Science Olympiad.

### **ACTIVITY FEE**

Families of middle school students will be assessed an activity fee per student per year. The fee allows the student to participate in one or more funded activities and/or sports. Additional details can be found on the district web page ([www.wcasd.net](http://www.wcasd.net)).

### **ASSEMBLIES**

Assemblies are grade level programs that are an integral part of the school experience at the middle school. These programs are sometimes information sessions in which matters that affect the class as a whole are presented. Many of our assemblies are packaged programs such as science shows, plays, musical performances, etc., which enhance the curriculum so that students do not miss a great deal of instructional time.

### **ELIGIBILITY RULES**

In order for a student to be eligible to participate in extra-curricular activities, clubs, or athletics, he/she must meet the eligibility requirements as explained in the **Middle School Extra-curricular & Athletic Code of Conduct** found later in this handbook.

### **FIELD TRIPS**

As part of the enrichment of the educational program, the middle school sponsors field trips from time to time. Each grade level team plans trips at their discretion and to coincide with their curriculum.

### **IMPACT TESTING**

All students participating in either intramural or PIAA athletic programs except track and cross country will be required to complete an ImPact (Immediate Post-Concussion Assessment and Cognitive Testing) test at Fugett. In the event of a head injury, the test provides an informational baseline.

### **MIDDLE SCHOOL ATHLETICS**

The middle school athletic program in the West Chester Area School District is designed to provide instruction, supervision, and various levels of competition for all participants. This broad based program will challenge the advanced athlete while meeting the needs of 7<sup>th</sup> and 8<sup>th</sup> graders, while offering intramural activities for the 6<sup>th</sup> graders.

#### **6<sup>TH</sup> GRADE ATHLETICS (Intramurals)**

The 6<sup>th</sup> grade intramural sports program is only for 6th grade students and will be held after school. This program will focus on basic skills and provide competition within school. If possible, a culminating activity between the three West Chester middle schools will be planned.

The 6<sup>th</sup> grade intramural sports offerings are as follows:

<b>FALL SEASON</b>	<b>WINTER SEASON</b>	<b>SPRING SEASON</b>
Girls' Field Hockey	Boys' Wrestling	Girls' Lacrosse
Boys' Soccer	Boys' Basketball	Co-ed Track
Girls' Soccer	Girls' Basketball	Girls' Volleyball

All 6<sup>th</sup> grade participants must have a physical examination PRIOR TO PARTICIPATION. This physical exam will be valid for the entire school year unless the student has had a serious illness/injury. In that case, recertification would be necessary. The original

physical may be performed concurrently with the 6<sup>th</sup> grade entrance physical. Forms are available in Fugett’s Main Office. The 6<sup>th</sup> Grade intramural forms MUST BE SIGNED by the parent/guardian for the appropriate sport(s).

**NOTE:** The West Chester Area School District’s insurance policy does not cover accidents or injuries in the 6<sup>th</sup> grade sports program. If any injury occurs, the medical bill would need to be covered by your personal insurance.

***7<sup>TH</sup> AND 8<sup>TH</sup> GRADE ATHLETICS (Interscholastic)***

The PA Interscholastic Athletic Association (P.I.A.A.) governs the interscholastic program, and therefore, is open to 7<sup>th</sup> and 8<sup>th</sup> grade students only. This program provides for a varsity and junior varsity team in most sports and is very traditional in nature. The following sports are offered within this program.

FALL SEASON	WINTER SEASON	SPRING SEASON
Football	Boys’ Basketball	Baseball
Girls’ Field Hockey	Girls’ Basketball	Girls’ Lacrosse
Girls’ Volleyball	Wrestling	Track
Co-ed Cross Country		Softball
Boys’ Soccer		
Girls’ Soccer		

The P.I.A.A. **requires** that a student have a physical examination within 6 weeks prior to the start of practice for that sport. Once a student gets a sports physical it will cover them for the entire year unless the student becomes injured, in which case they must get re-certified by a physician.

The student and his/her parent/guardian are responsible for obtaining all physical exams. The P.I.A.A. exam form must be signed by the examiner and also by the parent/guardian for the appropriate sport. These forms are available in the office.

**MUSIC PERFORMANCE GROUPS**

A goal of the Music Department is to reach the greatest possible number of students through choral and instrumental music groups. These groups, while being highly activity-oriented, impart some basic knowledge of musical notation, music literature, and instrumental or vocal techniques.

We have curricular performing ensembles:

- 6th Grade Band
- 6th Grade Chorus
- 6th Grade Orchestra
- 7th Grade Band
- 7th Grade Chorus
- 7th Grade Orchestra
- 8th Grade Band
- 8th Grade Chorus
- 8th Grade Orchestra

We also have **extracurricular** performing opportunities that require auditions and further commitment:

- PMEA District 12 Band Fest, Chorus Fest, and String Fest
- WCASD Select Strings
- WCASD District Honors Band
- WCASD District Honors Chorus
- Fugett Chorale
- Fugett Jazz Band
- 8th Grade String Quartet

For additional information about these music groups, please email our Music Department Chair, Mrs. Voois, at [jvoois@wcasd.net](mailto:jvoois@wcasd.net) or call and leave a message at 484-266-2915.

# West Chester Area School District

## Middle School Extra-Curricular & Athletic

### Code of Conduct

#### Mission of the WCASD

To educate and inspire our students to achieve their personal best.

#### PHILOSOPHY

The primary purpose of the extra-curricular program in the West Chester Area School District is to promote the physical, social, emotional, intellectual and moral well-being of the participants. The extra-curricular program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences.

Through voluntary participation, students give time, energy, and loyalty to their extra-curricular program. They also accept the rules, regulations, and responsibilities that are unique to the program. In order to contribute to the welfare of the group, each student must willingly assume these obligations because the role of a participant demands that the individual make sacrifices not required of others. Emphasis will be placed on respect, trustworthiness, responsibility, and citizenship in hopes that all participants in our extra-curricular activities will be a positive force in preparing youth for an enriching and vital role in American life.

#### P.I.A.A. –ATHLETICS ONLY

All middle schools in the West Chester Area School District are members of the Pennsylvania Interscholastic Athletic Association (PIAA). The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence participation, representation, curriculum, and seasonal rules will be followed. The PIAA by-laws will be followed by any district sponsored interscholastic athletic program. In the Middle School this pertains to grade 7 and 8 only.

#### EXTRA-CURRICULAR DEFINED

Extra-curricular programs are defined as those activities supported by supplemental contracts or are approved clubs.

#### SPORTSMANSHIP / CITIZENSHIP

Students in the West Chester Area School District must keep in mind that they are always in the public eye and that their personal conduct will always be subject to the scrutiny of their fellow students, spectators, opponents, and the media. Therefore, they have an obligation to serve as positive role models by subscribing to the following code of conduct:

1. Show respect for authority and property
2. Maintain academic eligibility
3. Abide by specific team rules.
4. Emphasize the ideals of sportsmanship, citizenship, loyalty, ethical conduct, and fair play
5. Denounce and not participate in actions meant to demean opposing players, teams, spectators and officials.

Any display of un-sportsmanlike behavior toward an opponent, official, or spectator during the season will result in counseling by the coach/advisor and possible suspension from the team or activity.

#### ACADEMIC ELIGIBILITY

Academic eligibility for all extra-curricular activities is based on the premise that academic performance is the primary focus of a middle level education and the standard against which participation is measured.

#### ELIGIBILITY REQUIREMENTS:

1. To be eligible for extra-curricular activities, a student must be enrolled as a full-time student in the West Chester Area School District, a legal home school student or a charter school student of the West Chester Area School District.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.
3. A middle school student-athlete in grades 7 and 8 must comply with the PIAA rule that requires a student cannot be failing **two (2) full classes, (2 Unified Arts classes=1 full class), in order to participate in the athletic program or activity.**
4. A student must make adequate academic progress in compliance with this code in order to maintain eligibility to participate in extra-curricular activities.
5. In accordance with PIAA by-laws, any student who is still ineligible at the end of a grading period will be ineligible for the first fifteen (15) days of the next grading period. **Students who are ineligible for two (2) consecutive weeks and/or three (3) weeks cumulative forfeit participation in that activity, club or sport.**

6. *Extenuating circumstances.* When extenuating circumstances are negatively impacting on a student's grades, behavior, and/or attendance and that student has become ineligible, a parent/guardian, faculty advisor, or administrator may address the Principal or his/her designee (assistant principal). **The Principal or his/her designee will review those circumstances and decide whether to continue the student's ineligible status or place him/her on probation.** He/she will also follow up with the appropriate building staff (i.e., teachers, guidance counselor, psychologist, and social worker) in order to assist the student with his/her problems.

### **REPORTING PROCEDURES:**

1. The Middle School Athletic Manager will be responsible for compiling a list of students involved in the inter-scholastic athletic program for each season and submit this list to the Principal and entire staff. Special note: Parents of home school or charter education must report their grades to the athletic office on a weekly basis.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.
3. Coaches and counselors of students who are ineligible will be notified by the end of the day each Friday.
4. In the event of a disagreement as to the application of these rules, the Principal will have final authority to apply the guidelines and determine eligibility.
5. These academic eligibility requirements are applicable to all students who participate in the extra-curricular and athletic programs in the West Chester Area School District.

## **SCHOOL ATTENDANCE**

**Late to School** - A student must be in school by **8:35 a.m. (prior to the end of 1<sup>st</sup> period)** in order to participate in an athletic contest/practice/activity that day. An exception will be made if the student has an approved medical appointment, in which case, the student must present to the attendance office a signed statement from the doctor regarding the absence. A note from the parent/guardian for illness will **not** be acceptable.

**Early Dismissal** – The WCASD policy is that in order for a student to participate in any extra-curricular activity, he or she must be present in school the day of the activity. If a student needs to have an early dismissal for any reason, he or she is expected to return at a reasonable time. If the student does not expect to return, he or she must receive prior permission from the administration or the athletic office.

The Principal or his or her designee may make exceptions to this policy when a student has extenuating circumstances.

## **PRACTICES, MEETINGS, AND/OR COMPETITIONS**

Each member of any team or organization is required to make a commitment to that sport or activity. Part of the commitment involves attending every scheduled practice, contest and activity. Unexcused absence from scheduled practices/contests/activities will result in the following actions:

1. Counseling by the head coach/advisor and notification of parents
2. Suspension from the team/activity and possible dismissal, if subsequent violations occur

## **TRAVEL**

Students must travel to and from away contests/activities in transportation provided by the school. The only exceptions to this policy follow:

1. Injury to participant which would require alternate transportation.
2. Prior arrangement made in writing between the participant's parent/guardian and school personnel i.e. principal, athletic director, coach or advisor, (signed Coach's Release Roster Form), for the student to ride with the parent/guardian due to special situations which may arise.
3. When school transportation is not provided and alternative means are approved.
4. Students who wish to be transported by another student's parent are required to have a signed note from that student's parent. Both parents' signatures are required.

## **EQUIPMENT AND UNIFORMS**

Equipment and uniforms are issued to students on a loan basis and are to be worn only when authorized by the coach/advisor. It is the student's responsibility to take care of this equipment. If any of the equipment is not returned at the conclusion of the season, an obligation will be issued to the student for the fair cost of replacing it. Until the obligation is resolved, the student will not be eligible for athletic/activity awards and will not be permitted to participate in any future extra-curricular activity.

## COMPLETION OF EXTRA-CURRICULAR ACTIVITY

In order for the student to be eligible for a letter, team and/or individual awards, it is required that he/she complete the activity including any post-season playoffs, tournaments, and exhibitions where applicable. The only exception will be illness and/or injury that limit participation. No awards will be given to any student suspended and/or dismissed for the remainder of the season for "Extra-Curricular Code of Conduct" violations.

### "IN-SEASON" ONLY

The rules and regulations in this code shall apply to any violation that may occur during **the period of the extra-curricular activity participation on and off school premises**. Period of activity begins with the first competition, meeting, or practice and ends with the last contest, meeting, or practice, whichever is the later date. For athletes this applies during their in-season.

Violation of the WCASD Discipline and Records Policy Handbook which requires administrative action will be handled in accordance with the provisions of the specific sections as outlined in the policies. For example, if a violation involves a suspension from school (internal or external), the student will also be suspended from participating in practices/contests/activities of that team/organization during the length of the suspension. Future violations of the WCASD Discipline and Records Policy Handbook during the period of participation will result in further disciplinary actions as stated in this code.

It should be clearly understood that the same standards of behavior and discipline will be applied to all students and any violations of the WCASD Discipline and Records Policy Handbook may result in forfeiture of the privilege to participate on a West Chester Area School District extra-curricular activity.

Please note that the student suspension **will not** be adjusted to meet their practice, competition, or activity schedule.

### TOBACCO USE – ON and/or OFF SCHOOL PREMISES

Smoking/possession of tobacco products will result in the following action:

**First Offense** - will result in a three day suspension from all activities.

**Second Offense** - will result in a ten day suspension from all activities.

**Third offense** - will result in a suspension from all activities for the remainder of the season.

### VIOLATIONS OF THE DISCIPLINE CODE

#### Level II Offenses

If a student is charged with three Level II offenses under the WCASD Discipline and Records Policy during one season, the student will be dismissed from the team and excluded from all team activities for the remainder of the season. For year-long activities, reinstatement will coincide with the seasonal scheduling of athletics. For example: a student suspended in the fall may resume participation in their activity when the winter athletic season begins in November.

#### Level III Offenses

If a student is charged with two Level III offenses under the WCASD Discipline and Records Policy during a school year, the student will be suspended from athletics/activities for the remainder of the school year.

#### Substance Abuse

The WCASD has a School Board approved policy on drug and alcohol use. The following are the major provisions of that policy:

The WCASD BOARD OF EDUCATION finds that the possession, use, distribution, or delivery of drugs, mood altering substances, and/or alcoholic beverages by students while engaged in activities subject to control by the School District is a matter of concern and injurious to the health, safety and welfare of the students.

Through curriculum, the Child Study Team, community support and resources, strong and consistent administrative and faculty commitment, rehabilitative efforts, and disciplinary procedures, the West Chester Area School District will strive to educate, prevent and intervene in the use and abuse of all drug, alcohol and mood altering substances by students.

#### STUDENT POSSESSION, USE OR DELIVERY OF DRUGS, MOOD ALTERING SUBSTANCES AND/OR ALCOHOLIC BEVERAGES

This policy is violated when any student, visitor, guest, or other person unlawfully manufactures, uses, abuses, possesses, constructively possesses, distributes, or attempts to distribute drugs, alcohol or any mood altering substances or drug paraphernalia on school premises, or at any school sponsored activity anywhere, or while traveling to and from school or school related activities, or who conspires to distribute drugs, alcohol or any mood altering substances.

In an attempt to protect the health and well-being of our students, and the integrity of our extra-curricular programs, the WCASD has established regulations to discourage substance abuse. Students/athletes are subject to all of the provisions of the WCASD Drug and Alcohol Abuse Policy.

In addition, any student who violates the policy will be subject to the following:

**First Offense** – The student will be excluded from team or organization for a period of 10 school days.

**Second Offense**- The student will be excluded from all team or organization for the remainder of the school year.

### **Selling or Distribution**

1. If a student is found selling or providing drugs, narcotics or alcohol on school property, in the community or on the school bus, he/she will be suspended immediately for ten (10) days, and forfeit all rights and privileges for further participation in extra-curricular activities for the remainder of the school year.
2. The Principal will request a Due Process Hearing before the Board of School Directors for the purpose of expulsion from school.
3. The police will be notified and will take appropriate action.

### **Anabolic Steroid Use/Abuse**

The use of, possession, delivery of anabolic steroids or other illegal performance enhancing substances except for a valid medical purpose, by any student involved in school related extra-curricular activities is prohibited. Disciplinary action could include any or all of the following:

**First Offense**- The student will be suspended from middle school extra-curricular for the remainder of the season.

**Second Offense**- The student will be suspended from middle school extra-curricular activities for the remainder of the school year.

**Third Offense** – The student will be permanently suspended from high school extra-curricular activities in the WCASD

**No student shall be eligible to resume participation in middle school extra-curricular activities unless there has been a medical determination that no residual evidence of steroids exists.**

## **STATEMENT ON THE PENNSYLVANIA CRIMES CODE**

Violations of the Pennsylvania crimes code that occur “in season,” outside of school, shall be subject to administrative investigation with the possibility of student being suspended or dismissed from the extra-curricular activity.

## **DRUG TESTING**

Consistent with the recent United States Supreme Court Decision, the WCASD reserves the right to require lab testing if a student is suspected of substance abuse.

## **HAZING**

The WCASD has a school board policy on hazing. The following are the major provisions of that policy:

Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership on any-extra-curricular activity. Hazing is a level II offense and will be subject to the actions outlined in the WCASD Discipline and Records Policies handbook.

## **SPECIFIC EXTRA-CURRICULAR ACTIVITY RULES**

Head coaches/advisors may establish additional guidelines through their training/meeting rules with the approval of the athletic director/administrator. Any additional rules and regulations developed by the head coach/advisor of any extra-curricular activity must be approved by the Athletic Director/Administrator prior to the start of the program. These rules cannot be inconsistent with any provisions of this extra-curricular code of conduct. These additional rules and regulations must be in writing and on file in the Athletic Office/Main Office.

# West Chester Area School District

## Student Laboratory Code of Conduct

### Secondary Science Program

#### PURPOSE

The science curriculum in the West Chester Area School District includes hands-on, inquiry-based laboratory investigations. Some secondary-level laboratory activities involve the use of chemicals or equipment that may pose a health or safety danger to both students and teachers if not handled properly. To ensure a healthy and safe environment in our science classrooms, this Student Laboratory Code of Conduct has been developed. These rules must be followed at all times.

Your science teacher will distribute a copy of this Code of Conduct at your first science class meeting. Both you and your parent or guardian must sign the Code and return the signed form to your teacher before you participate in laboratory work.

#### GENERAL GUIDELINES

1. Students must behave in a mature and responsible manner at all times in the laboratory. Horseplay, practical jokes, and pranks are especially prohibited.
2. Students must follow all verbal and written instructions carefully. If a direction or part of a procedure is unclear, students must ask the instructor before proceeding.
3. When in a science room or science laboratory for any reason, students must not touch any equipment, chemicals, or other materials in the room, unless specifically instructed to do so.
4. Students must not eat food or drink beverages in the science classroom. Students should wash hands thoroughly after participating in laboratory.
5. Students must perform only those experiments authorized by the instructor.
6. Students must demonstrate knowledge of the locations and operating procedures for all laboratory safety equipment.

#### HANDLING CHEMICALS AND EQUIPMENT

7. Students must dispose of all chemical waste as directed.
8. Students must never enter the science storage rooms or preparation areas.
9. Students must wear laboratory goggles for eye protection whenever chemicals, heat, or glassware are used by either the teacher or students in laboratory.
10. Students should also avoid wearing loose or flammable clothing to laboratory; long hair should *always* be tied back.
11. Do not wear sandals, open-toed shoes, open-back shoes, or high heel shoes when performing experiments.
12. Students must report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
13. Students must never remove any substances from the laboratory area.
14. Students must examine all equipment before each use and report any broken or defective equipment to the instructor immediately.

#### HEATING SUBSTANCES

15. Students must never reach over an exposed flame or hot plate.
16. Students must never leave a flame or hot plate unattended.
17. Students must not point the open end of a test tube toward another person.



# FUGETT MIDDLE SCHOOL BELL SCHEDULES

## REGULAR BELL SCHEDULE

	<u>Grade Six</u>	<u>Grade Seven</u>	<u>Grade Eight</u>
Homeroom	7:30 – 7:45 (15)	7:30 – 7:45 (15)	7:30 – 7:45 (15)
Period 1	7:48 – 8:35 (47)	7:48 – 8:35 (47)	7:48 – 8:35 (47)
Period 2	8:38 – 9:25 (47)	8:38 – 9:25 (47)	8:38 – 9:25 (47)
Period 3	9:28 – 10:15 (47)	9:28– 10:15 (47)	9:28– 10:15 (47)
Period 4	10:18 – 11:06 (48)	10:18 – 11:06 (48)	10:18 – 10: 50 (L)
Period 5	11:09 – 11:41 (L)	11:09 – 11:58 (48)	10: 53 – 11:41 (48)
Period 6	11:44 – 12:32 (48)	12:01 – 12:32 (L)	11:44- 12:32(48)
Period 7	12:35 – 1:22 (47)	12:35 – 1:22 (47)	12:35 – 1:22 (47)
<b>PM Announcements</b>	1:25 - 1:28	1:25 - 1:28	1:25 - 1:28
Period 8	1:28 – 2:15 (47)	1:28 – 2:15(47)	1:28 – 2:15 (47)

## TWO HOUR DELAY SCHEDULE

Homeroom	9:30 - 9:45	(15)
Period 1	9:48 - 10:18	(30)
Period 2	10:21 - 10:51	(30)
Period 3	10:54 - 11:25	(31)
Period 4	11:28 - 11:59	(31)
Period 5	12:02 – 12:33	(31)
Period 6	12:36 – 1:06	(30)
Period 7	1:09 – 1:39	(30)
Period 8	1:42 – 2:15	(33)

## EARLY DISMISSAL/HALF DAY SCHEDULE

	6 <sup>th</sup> grade	7 <sup>th</sup> grade	8 <sup>th</sup> grade
7:30 – 7:45	HR	HR	HR
7:48 – 8:14	pd 1	pd 1	pd 1
8:17 – 8:43	pd 2	pd 2	pd 2
8:46 – 9:11	pd 3	pd 3	pd 3
9:14 – 9:39	pd 4	pd 4	pd 5
9:42 – 10:07	pd 6	pd 5	pd 6
10:10 – 10:35	pd 7	pd 7	pd 7
10:38 – 11:05	pd 8	pd 8	pd 8

## EXTENDEND HOMEROOM/CARE PERIOD SCHEDULE

	6 <sup>th</sup> grade	7 <sup>th</sup> grade	8 <sup>th</sup> grade
Homeroom	7:30 – 7:40 (10)	7:30 – 7:40 (10)	7:30 – 7:40 (10)
<b>CARE Period</b>	<b>7:43 – 8:15 (32)</b>	<b>7:43 – 8:15 (32)</b>	<b>7:43 – 8:15 (32)</b>
Period 1	8:18 – 9:01 (43)	8:18 – 9:01 (43)	8:18 – 9:01 (43)
Period 2	9:04 – 9:47 (43)	9:04 – 9:47 (43)	9:04 – 9:47 (43)
Period 3	9:50 – 10:33 (43)	9:50 – 10:33 (43)	9:50 – 10:33 (43)
Period 4	10:36 – 11:19 (43)	10:36 – 11:19 (43)	10:36 – 11:06 (L)
Period 5	11:22 – 11:52 (L)	11:22 – 12:05 (43)	11:09 – 11:52 (43)
Period 6	11:55 – 12:38 (43)	12:08 – 12:38 (L)	11:55 – 12:38 (43)
Period 7	12:41 – 1:24 (43)	12:41 – 1:24 (43)	12:41 – 1:24 (43)
PM Announcements	1:27 – 1:30	1:27 – 1:30	1:27 – 1:30
Period 8	1:30 – 2:15 (45)	1:30 – 2:15 (45)	1:30 – 2:15 (45)



**WEST CHESTER AREA SCHOOL DISTRICT**

J.R. FUGETT MIDDLE SCHOOL

REQUEST FOR FAMILY TRIP

ABSENCE FORM

*(Please Print)*

Student Name: \_\_\_\_\_ Grade \_\_\_\_ Home Room # \_\_\_\_\_

Date of Request: \_\_\_\_\_

I/We hereby request to take our child \_\_\_\_\_, grade \_\_\_\_\_, \_\_\_\_\_ Team, homeroom number \_\_\_\_\_, on a trip that we consider to have educational value during regularly scheduled school time.

The date(s) of the trip are \_\_\_\_\_.

The destination is \_\_\_\_\_.

***In order for the faculty to have time to prepare work for the student, this request must be submitted to the Asst. Principal no fewer than five (5) days prior to the proposed trip.***

*It is understood by both the parents and the student that the student's respective team will be notified of the above absence, and that it is the student's responsibility to check with each teacher prior to the trip to determine homework and other assignments that may be due during the absence. Homework and other assignments should be returned within three (3) days of his/her return to school in order to receive full credit for the assignments. **Family vacation may be pre-approved by the grade level administrator, while school is in session, up to a maximum of five (5) days per school year. Any request for absence beyond five (5) days may only be authorized by the building principal.***

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Team Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade Level Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Please note that parents or guardians will only be notified if any or all of the request is not approved.**

# **J.R. Fugett Middle School** **Bus Pass Request Form**



**Bus #** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Name of Student Requesting Bus Pass:**

\_\_\_\_\_

**Name of Student(s) who will be a guest on the bus:**

\_\_\_\_\_

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

**\*\*Note: This is a request form. For safety of students, and so that parents/guardians are aware, once confirmation is made by the main office from both sets of parents/guardians, a blue pass will be issued.**

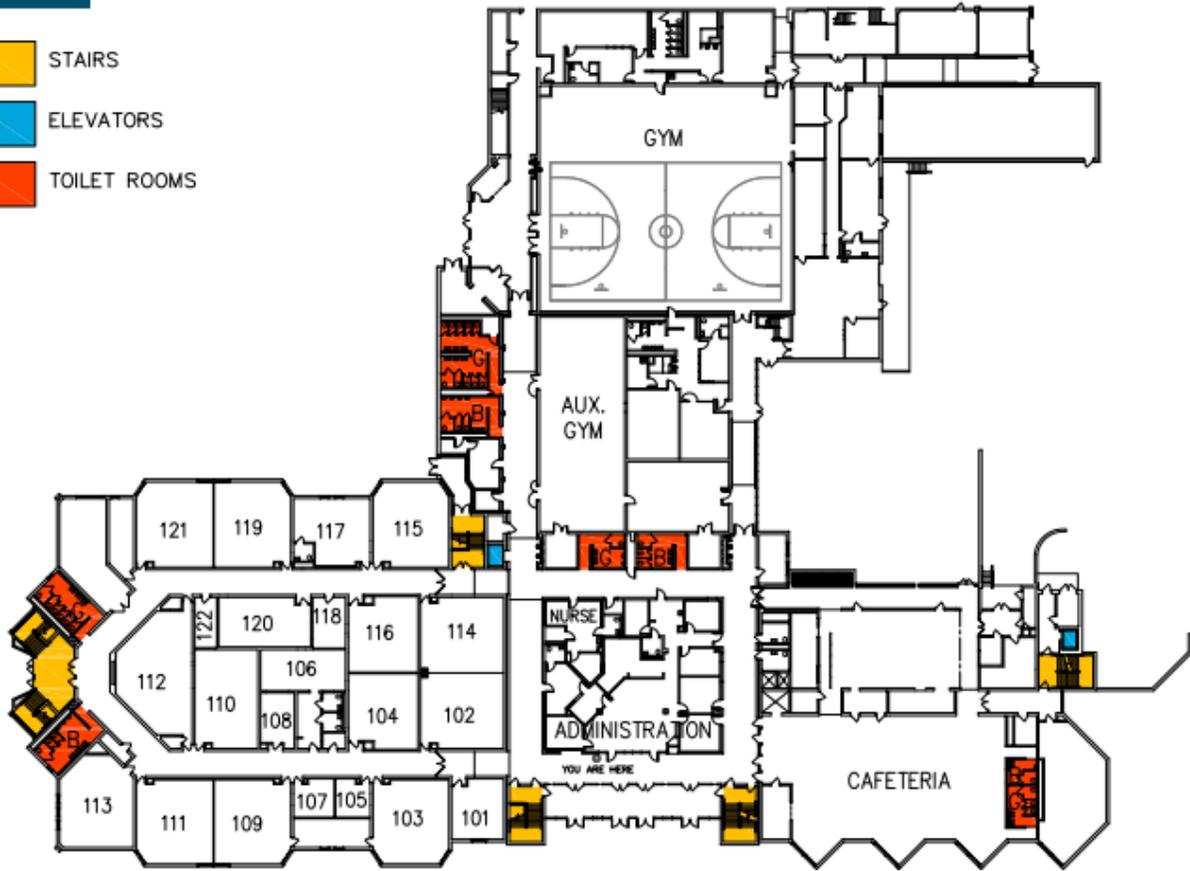
**\*\*If you know your child will be taking a friend's bus home you may write a note or use this form. It is helpful on half days to submit this notice in advance and your child will receive a blue bus pass during lunch.**

**Thank you for your cooperation.**

# Floor Plan: First Floor



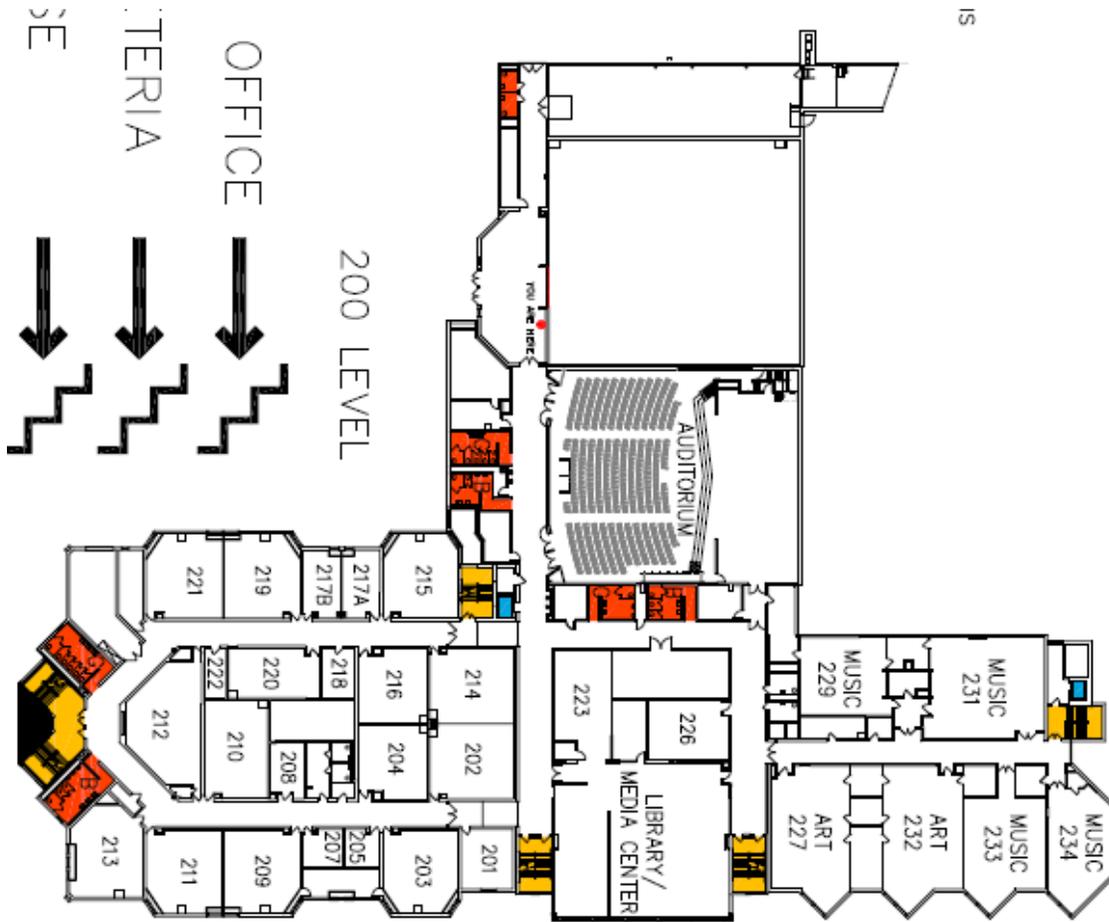
- STAIRS
- ELEVATORS
- TOILET ROOMS



100 LEVEL

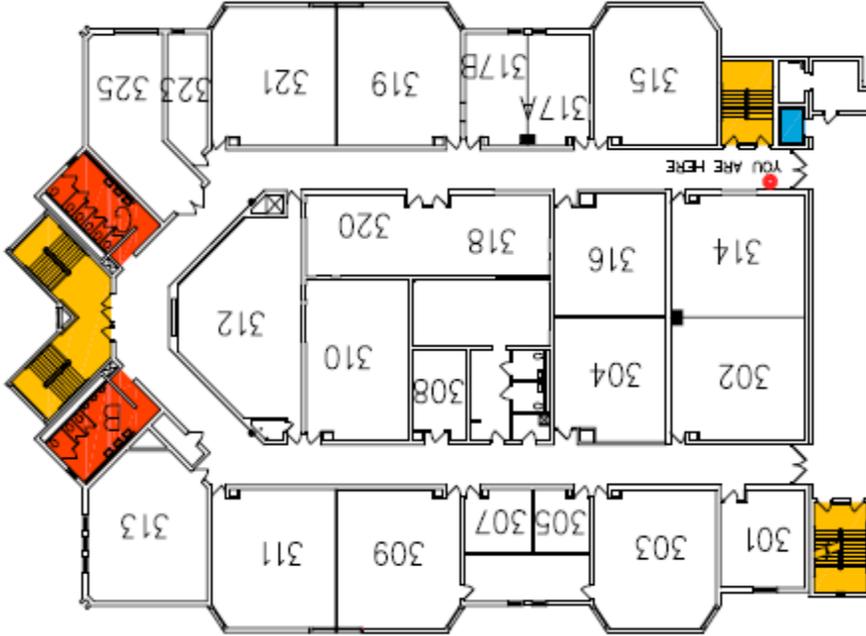


# Floor Plan: Second Floor



Please note numbers are sideways to show same building footprint as 100 level.

## Floor Plan: Third Floor



Please note numbers are upside down to show same building footprint as 100 level.