



E. N. PEIRCE MIDDLE SCHOOL

1314 Burke Road

West Chester, PA 19380

Telephone: (484) 266-2500

Website: <https://www.wcasd.net/pms>

Mr. Joseph DiAntonio

Principal, 6th Grade Administrator

Dr. Philip Matilla

Assistant Principal

7th Grade Administrator

Dr. Judy-Kay Maxwell

Assistant Principal

8th Grade Administrator

STUDENT HANDBOOK 2023-2024

This book belongs to:

NAME: _____

GRADE: _____

HOMEROOM: _____

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August 2023

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days: Student 4/ Teacher 8
Total S-4, T-8

September 2023

S	M	T	W	R	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days: Student 18/ Teacher 18
Total S-22, T-26

October 2023

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days: Student 21/ Teacher 22
Total S-43, T-48

November 2023

S	M	T	W	R	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days: Student 18/ Teacher 20
Total S-61, T-68

December 2023

S	M	T	W	R	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days: Student 16/ Teacher 16
Total S-77, T-84

January 2024

S	M	T	W	R	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days: Student 21/ Teacher 21
Total S-98, T-105

February 2024

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Days: Student 20/ Teacher 20
Total S-118, T-125

March 2024

S	M	T	W	R	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days: Student 19/ Teacher 18
Total S-136, T-143

April 2024

S	M	T	W	R	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days: Student 19/ Teacher 20
Total S-155, T-163

May 2024

S	M	T	W	R	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days: Student 21/ Teacher 22
Total S-176, T-185

June 2024

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days: Student 9/ Teacher 9
Total S-185, T-194

Legend:

- Teacher Inservice, schools closed
- Half-Day, PM Teacher Inservice
- Schools Closed
- First Day of School
- Last Day of School - Students & Staff
- End of Marking Period
- End of Trimesters
- Parent Conferences
- AM Teacher Conferences, PM schools closed

2023-2024 District Calendar - Approved 12-19-22

8/21/23-8/24/23 Teacher Inservice day, no school for students
8/25/23 Schools Closed
8/28/23 First day of school for students
9/1/23 Schools closed
9/4/23 Schools and District Office closed
9/25/23 School Closed
10/16/23 Teacher Inservice day, no school for students
10/30/23 End of First Marking Period
11/7/23 Teacher Inservice day, no school for students
11/20/23 Half day for elementary students; Full day for middle & high school students
11/21/23 Half day for elementary students; Full day for middle & high school students
11/22/23 No school for students - AM Parent Conferences
11/23/23 & 11/24/23 Schools and District Office closed
12/1/23 End of First Trimester
12/22/23 Half-Day, PM Teacher Inservice
12/25/23 -1/1/24 Schools Closed; 12/25 & 1/1/24 District Office Closed
1/15/24 Schools and District Office closed
1/16/24 End of Second Marking Period
2/16/24 Half-Day, PM Teacher Inservice
2/19/24 Schools and District Office closed
3/6/24 End of Second Trimester
3/11/24 School Closed
3/22/24 End of Marking Period
3/25/2024 & 3/26/24 Parents Conferences -half day for elementary students; full day for middle & high school
3/27/24 AM Parents Conferences -no school for students
3/28/2024 - 4/1/24 Schools Closed; 3/29/24 District Office Closed
4/10/24 School Closed Eid Ul Fitar
4/23/24 Teachers Inservice, no school for students
5/24/24 Teachers Inservice, no school for students
5/27/24 Schools and District Office Closed
6/11/24 Half day for students grades K-12, PM Teacher In-service
6/12/24 Half day for students grades K-12, PM Teacher In-service
6/13/24 Last student & teacher day; half day for all students; high school students make-ups only, PM Teacher In-service

Welcome to Peirce Middle School

Dear Students,

The faculty and staff at Peirce Middle School are committed to creating an environment of active learning for active minds. There are numerous opportunities for you to achieve and demonstrate excellence in many different educational experiences. We hope to build your character and self-esteem by encouraging positive thinking and motivating you to do your best. We want to inspire you to become active members within your school community.

This handbook was designed to provide you and your parents and guardians with an outline of our procedures, expectations, and guidelines. Familiarize yourselves with them, so that you may have a successful experience at Peirce. As a Charger, we challenge you to make Peirce Middle School an outstanding place to learn and grow.

Mr. Joseph DiAntonio
Principal

Dr. Philip Matilla
Assistant Principal

Dr. Judy-Kay Maxwell
Assistant Principal

MISSION STATEMENT

Peirce Middle School Faculty and Administration, in cooperation with students, parents, and other community members, will provide a positive, safe, and unbiased environment to educate young adolescents physically, socially, emotionally and intellectually.

PEIRCE MIDDLE SCHOOL FACTS

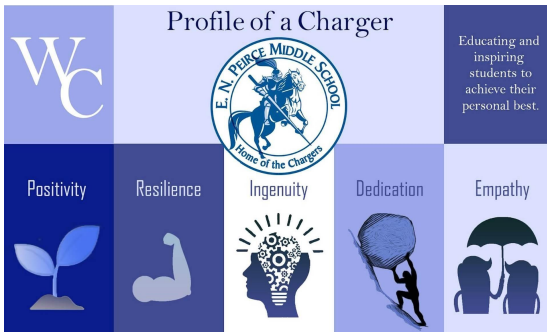
The school motto is “Be Peirce Proud!”

Commitment - Pride - Teamwork

The school colors are blue and white

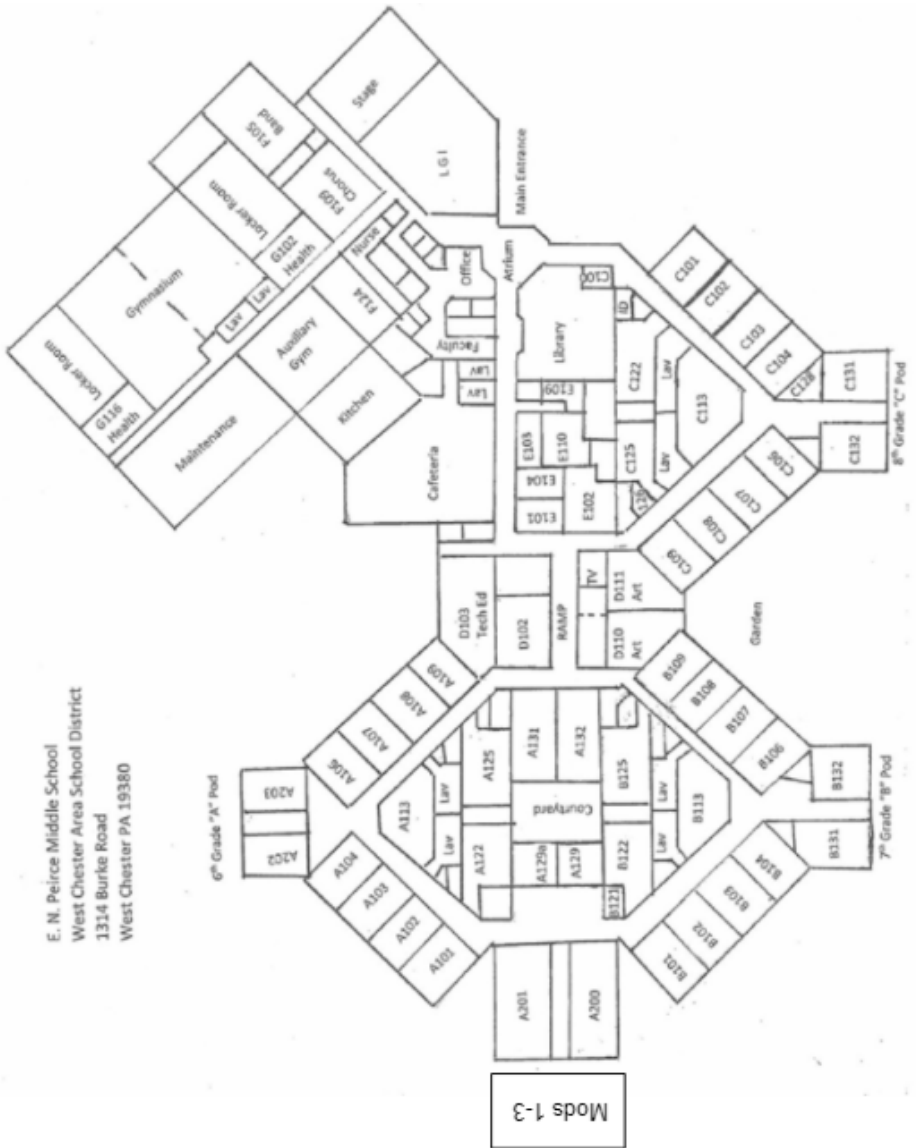
The symbol is a Peirce Charger

BE PEIRCE PROUD!



MAP OF SCHOOL

E. N. Peirce Middle School
 West Chester Area School District
 1314 Burke Road
 West Chester PA 19380



DAILY SCHEDULE

Periods	Grade 6	Grade 7	Grade 8
HOMEROOM	8:05 - 8:15 Homeroom	8:05 - 8:15 Homeroom	8:05 - 8:15 Homeroom
PERIOD 1	8:18 - 9:06 Academic	8:18 - 9:06 Academic	8:18 - 9:06 UA
PERIOD 2	9:09 - 9:57 Academic	9:09 - 9:57 Academic	9:09 - 9:57 UA
PERIOD 3	10:00 - 10:48 Academic	10:00 - 10:48 UA	10:00 - 10:48 Academic
PERIOD 4	10:51 - 11:21 <i>Lunch</i>	10:51 - 11:39 UA	10:51 - 11:39 Academic
PERIOD 5	11:24 - 12:12 Academic	11:42 - 12:12 <i>Lunch</i>	11:42 - 12:30 Academic
PERIOD 6	12:15 - 1:02 Academic	12:15 - 1:02 Academic	12:33 - 1:02 <i>Lunch</i>
PERIOD 7	1:05 - 1:52 UA	1:05 - 1:52 Academic	1:05 - 1:52 Academic
PERIOD 8	1:55 - 2:45 UA	1:55 - 2:45 Academic	1:55 - 2:45 Academic

PRIDE PERIOD/EXTENDED HOMEROOM SCHEDULE

Periods	Grade 6	Grade 7	Grade 8
HOMEROOM	8:05 - 8:12 (7)	8:05 - 8:12 (7)	8:05 - 8:12 (7)
Pride Period	8:15 - 8:50 (35)	8:15 - 8:50 (35)	8:15 - 8:50 (35)
PERIOD 1	8:53 - 9:36 (43)	8:53 - 9:36 (43)	8:53 - 9:36 (43)
PERIOD 2	9:39 - 10:22 (43)	9:39 - 10:22 (43)	9:39 - 10:22 (43)
PERIOD 3	10:25 - 11:08 (43)	10:25 - 11:08 (43)	10:25 - 11:08 (43)
PERIOD 4	11:11 - 11:41 (L-30)	11:11 - 11:54 (43)	11:11 - 11:54 (43)
PERIOD 5	11:44 - 12:27	11:57 - 12:27 (L-30)	11:57 - 12:40 (43)
PERIOD 6	12:30 - 1:13 (43)	12:30 - 1:13 (43)	12:43 - 1:13 (L-30)
PERIOD 7	1:16 - 1:59 (43)	1:16 - 1:59 (43)	1:16 - 1:59 (43)
PERIOD 8	2:02 - 2:45 (43)	2:02 - 2:45 (43)	2:02 - 2:45 (43)

EMERGENCY CLOSING OF SCHOOL

Parents will be notified of school late openings or closings via our district automated phone system. Information is also posted on the district home page.

ATTENDANCE

Regular attendance at school is the primary responsibility of the students and their parents. There is no substitute for regular attendance, and many classroom experiences cannot be replicated. There may be occasions when it is necessary for the students to be absent from school for all or part of a day. Please see the newly revised School Board Attendance Policy on the District website. The following are justifiable reasons for absence:

- Student illness
- Serious illness or death of a family member
- Emergencies calling for the student's presence at home
- Religious observance of the student's own faith

Parents or guardians must call the school attendance line in the morning of a child's absence, preferably between 7:00 and 9:00 a.m. **Please do not call the main number or the nurse.** For attendance questions, call the **attendance secretary, Ms. Shanyse Hill, 484-266-2518.**

****If school is not notified,** a call will be made home to notify parents of the absence.

REPORT STUDENT ABSENCES 484-266-2510 #1 ON PEIRCE AUTO-ATTENDANT

EXCUSE NOTES: An excuse note or email from a parent or guardian must be brought/sent from home and presented to the homeroom teacher/attendance secretary **within three days** of a student's return. If an excuse is not received within this time limit, the absence will be considered unlawful.

MAKEUP WORK

If a student has been absent for 3 or more days due to illness, parents or guardians may call the office (484-266-2504) to request makeup work. Please understand that it takes time to prepare and collect all the work; therefore, please call the day before work is to be picked up. Please give 24 hours notice, prior to pick up.

TARDINESS

Students are considered late after 8:05 a.m.

Homeroom begins at 8:05 a.m. Students arriving after 8:05 a.m. should report directly to the office to sign-in and receive a late pass. Getting dropped off late in the car line is not considered an excuse. See the WCASD attendance policy for further information.

EARLY ARRIVAL

Students **should not arrive** at school **before 7:30 a.m.** Prior to 7:50 a.m., students are to enter the school through the main entrance and proceed to the cafeteria. Students will be dismissed at 7:50 to locker and report to homeroom by 8:05. Once in their homeroom, students may not leave without a pass from a teacher.

EARLY DISMISSAL

Parents are to send a note with their child on the day the early dismissal is requested. The note should contain information stating the time and reason for leaving. The student is to present the note to the attendance secretary in the main office prior to the beginning of classes. A pass will be given to the student upon approval.

TRAVEL REQUEST

Parents should make every effort to have their children in school. Vacations should be taken during vacation periods. If a trip is necessary, it **must be approved by the principal two weeks prior to the absence.** The official request form to be used may be obtained from the office or Peirce website and must be completed before the trip. A maximum of five days only is permitted each year for trips.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school office as soon as there is a change to your phone number or address. It is important to have current information on record particularly in the event of an emergency.

TELEPHONES FOR STUDENT USE

If an emergency arises, students may use a classroom phone, with teacher permission only. The office phone may also be used if a student misses the bus, a change of dress is required, an activity is canceled, or for a crisis situation.

Cell phones are to be turned off before entering the building and stored in lockers or laptop pockets until dismissal at the end of the day. Students are only permitted to use their phones in the building while they are waiting for their buses in the LGI during dismissal. Cell phones must remain off and away in lockers or laptop pockets during the school day.

LOST AND FOUND

The **Lost and Found** is located in the nurse's office and the main office. If students have lost clothing, they are to ask their teacher for a pass and look in the Lost and Found area in the nurse's office. Valuable items such as cell phones, are kept separately in the main office. Check with the main office regarding electronics.

BUS INFORMATION

Students should be at the bus stop at least ten minutes before the bus arrives. Students should be careful while waiting for the bus to come so that they are not in danger. School rules are in effect while students ride buses. The school bus driver has authority over students during the time they are on the bus going to and from school. The driver shall be responsible for students observing rules and regulations pertaining to safety and conduct. Each driver is expected to handle routine problems, but when misconduct persists, the driver will refer the student(s) to the administration for disciplinary action.

- **All students are expected to ride only their assigned bus. They must enter and exit at their assigned stop.**
- A permission note from **each student's parent** is needed when a student wishes to ride the bus with another student.
- Additional riders can be denied access to the bus for safety and seating reasons.
- Skateboards or scooters are not allowed on buses.

NON-BUS RIDERS

- Because of safety concerns at Peirce, every student is assigned a bus.
- Walkers must have parental permission and a note on file with administration is needed.
- Students with skateboards are to leave them with Mr. Dumas in room D103 until dismissal. They are not to be used on school grounds. Students riding skateboards to and from school will be denied permission to bring skateboards to school. They must be carried until the final destination is reached.
- Parental permission and a note on file with administration is needed for any student riding a bike to school. Bikes are to be secured at the bike rack outside of the cafeteria.
- Students are not to trespass on private property. Students must be careful and cautious.

CAFETERIA

Lunch can either be purchased at school or brought from home. Lunch can be purchased with cash. Another option is for parents to pay by credit card over the internet at www.payforit.net. Money can be added to an account at school as well.

REMEMBER: Students need to have consideration for others and clean their tables when they spill or drop food. In addition, misbehavior in the cafeteria will result in removal of cafeteria privileges. Administration has the right to assign alternative placement for lunch.

LOCKERS

Every student will be assigned a locker with a built-in combination lock. All lockers must be kept clean and locked. Students should not give their combinations to other students. Problems with lockers must be reported to the office immediately.

The school suggests that no valuables or expensive items be brought to school. If such items are brought to school, the student understands this is done at his/her own risk. The school **is not responsible** for any loss from theft, damage or otherwise. Items left in lockers, gym lockers or any location at any time are the **students' responsibility**. All books and other items of value should be kept in the locker where the lock will provide adequate protection. Only materials needed during the day should be taken to classes. Jackets, hats, food, toys, and book bags are to be kept in lockers.

Students may locker:

- When coming into school in the morning.
- Before and after lunch.
- Before and after unified arts classes.
- At the end of the school day.

LIBRARY

The library is an open, flexible-scheduled facility which students are free to use for research and recreational reading during homeroom and lunch periods. In addition, classroom teachers may bring students for research, book checkouts, literature circles, and book talks. All teaching done in the library is curriculum-related and covers a wide variety of research and evaluation techniques to make students responsible users of information.

For more information on library rules, procedures, special events, and links to homework help (including Peirce-provided subscription databases) go to the library web site, which is accessible from the Peirce homepage. You can also call 484-2662508 or email Mrs. Rosenberger at crosenberger@wcasd.net for answers to specific questions.

PHYSICAL EDUCATION

All students will participate in physical education class. Students should wear the standard Peirce uniform: a gray Peirce tee shirt, black or blue gym shorts, white socks and sneakers. For those who are not prepared to change into uniform, participation will still be required. If the activity is such that a uniform is needed for reasons of safety students who are not dressed for gym will perform an alternate activity.

Students must always be prepared for class unless he/she has a cast or splint. To be excused from class participation, a student must present to the nurse, a note from parents or doctor prior to class. The nurse will provide the student with a written note, which is to be given to the physical education teacher.

Students have the option and are highly encouraged to bring their own locks for P.E. class. Individual lockers are available to hold street clothes and books during P.E. class. No valuables should be placed in the lockers. After class, all clothing is to be removed from the lockers, and the lock removed and kept for use the next class time.

GRADING

WEEKLY ASSIGNMENTS: The student planner is designed to provide students and parents a record of assignments for each class throughout the week. Parents, please assist your son/daughter in developing good study habits by checking the completion of his/her homework and any other class work or projects that teachers have assigned. Assignments can also be found on-line through each teacher's course on *Schoology*.

INTERIM REPORTS: Interim reports are issued for students with a 75% or lower in a class. Copies of the interim reports are given to the students to take home to parents. Grades can also be accessed on the Parent Portal.

INELIGIBILITY: For any student failing 2 or more major subjects or a major subject and two minor subjects, parents receive notification through both an email and a phone message the Friday before the week the student will be ineligible. Eligibility begins on Sunday and ends on Saturday. Ineligible students **may not** stay after school for any activity for seven days following the notice, except for academic/tutoring help and CHAMPS Club (see p 12).

HONOR ROLL: Students who achieve all A's (90% or above) in all subjects will receive Distinguished Honor Roll. A's and B's (80% or above) in **academic subjects** and no lower than 70 % in **unified arts subjects** will receive Honor Roll.

GRADING SCALE: The grading scale established by the WCASD 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; E = 60-69 (Non-passing; eligible for summer school); F = below 60

Although only numerical grades will appear on report cards (e.g. 87, 94, 100), these will represent the letter grades above. Report cards are available to students online at intervals of nine weeks throughout the school year. Parents, who have questions and wish to discuss a particular concern with the teacher(s) or counselor, may arrange for a conference through the Guidance office at any time.

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 (excluding Algebra, Geometry and World Language as they can be taken over the following year) 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.

HIGH SCHOOL CREDIT IN MIDDLE SCHOOL:

High school credit will not be awarded for any course offered in the middle school. This includes all levels of mathematics and world language.

PARENT PORTAL: In addition to *Schoology*, parents have online access to their child's grades by logging onto Parent Portal using their password. The link is at the top of the Peirce main webpage.

EXTRACURRICULAR ELIGIBILITY

PIAA

- A student, who is failing two or more subjects at the end of a marking period, may not participate in interscholastic athletics for fifteen school days.
- The first day of the fifteen school days begins the day after receipt of the report card. From the sixth day through the fifteenth, the student may attend practice.
- After the first week of a new marking period, the new marking period average takes precedence in relation to everything other than athletics. **Eligibility is cumulative within a marking period only and is not based on the average from the beginning of the year.**

DISTRICT

- A student, who is failing two academic subjects at the end of a week or a marking period, may not participate in athletics or any extra-curricular activities for a week.
- Tryouts at the beginning of a sports season are exempt from the eligibility provisions.
- Eligibility begins on Sunday and ends on Saturday.

CHAMPS CLUB

Grades will be checked at 9:00 a.m. each Friday by the Peirce Administration. Any students failing two or more academic classes (or one academic class and two or more Unified Arts classes) will be ineligible to participate in any after-school activity excluding tutoring or the **C.H.A.M.P.S.** Club (“**C**hampions of **H**omework **A**chievement, **M**aking **P**ersonal **S**uccess”) for the entirety of the upcoming week on the academic calendar. Please know that students are still not permitted to participate in after-school activities if they “bring their grade up” during the week they are deemed ineligible as the ineligibility period starts on Sunday and lasts through Saturday night. If they do “bring their grade up” so that they are passing during the week they are deemed ineligible, they will become eligible on Sunday of the following week. **We strongly encourage all students to attend the C.H.A.M.P.S. Club on Tuesday and Thursday afternoons while they are ineligible.** At the club, staff will be present to assist our students with homework questions in a quiet place to work from 3:00-4:00 pm.

ATHLETICS IN MIDDLE SCHOOL

Game day information can be found on the school's website by clicking on the athletics link and then on www.viewmyschedule.com or going directly to www.digitalsports.com/school/id/21265.aspx

6TH GRADE INTRAMURAL SPORTS

Sixth grade students **are not required** to have a physical examination by a doctor prior to participation in their intramural sports program, but it is recommended. The sixth grade physical is acceptable. The 6th grade program is exploratory and is open to all students, without any cuts.

Fall	Winter	Spring
Soccer	Wrestling, Basketball, Volleyball	Track

7TH & 8TH GRADE INTERSCHOLASTIC SPORTS

	Fall	Winter	Spring
Girls	Field Hockey, Volleyball, Soccer	Basketball	Lacrosse
Boys	Football	Basketball, Wrestling	Baseball, Lacrosse
Co-Ed	Cross Country		Cross Country

Initial Evaluation- Prior to any student participating in practices, inter-school practices, scrimmages, and/or contests, at any PIAA member school in any school year, the student is required to (1) complete a Comprehensive Initial Pre-Participation Physical Evaluation (CIPEE); and (2) have the appropriate person(s) complete the first four Sections of the CIPPE Form. Upon completion of Sections 1, 2, and 3 by the parent/guardian, and Section 4 by an Authorized Medical Examiner (AME), those sections must be turned into the coach of your child's sport, ONLY. Office personnel and homeroom teachers will not accept physicals. Physicals will be retained by the athletic department. The CIPPE may not be completed any earlier than June 1 and shall be effective, regardless of when completed during a school year, until the next May 31.

Subsequent Sports in the same school year – Following completion of a CIPPE, the same student seeking to participate in practices, inter-school practices, scrimmages, and/or contests in subsequent sport(s) in the same school year, must complete Section 5 of this form and must turn in that section to the coach of the sport. The Athletic Director will then determine whether Section 6 needs to be completed. **Both forms can be found on the Peirce sport's website.**

ACCIDENT INSURANCE FOR STUDENTS

All students participating in school athletics must be covered by the school insurance or family insurance. There are two types of coverage that may be purchased through the school district - school time coverage or 24 hour coverage. Information regarding the cost is sent home with the students at the opening of school. This insurance is optional.

CLUBS

In addition to athletics, there are a number of other activities in which Peirce students may participate. Most of these extracurricular activities are after school. Please check our website for a detailed description of the following clubs and availability. Examples of past club opportunities:

Art Club	Dance Club	Girls Leadership	Kindness Club	Reading Olympics	TV Studio
Astronomy Club	Drama Club	GSA	Math Counts	Science Olympiad	Yearbook
Best Buddies	Equity Student Union	Guitar Club	Newspaper	Student Council	
Computer Club	FBLA	Kids 4 Kids	Peirce Paw Pals	Student Tech Team	

STUDENTS IN BUILDING AFTER SCHOOL

Students are only permitted to stay after school if they are participating in or supporting an after-school activity or event. Students are permitted to use the bathrooms and/or get drinks and snacks from the vending machines in the hallway by the gymnasium, but then must return to the activity or event immediately. There is no roaming the building, hanging out in the school building or on school grounds after school. No student may be present in the school after hours unless accompanied or supervised by an adult previously approved by administration. Students not adhering to these guidelines can receive a discipline referral with consequences to be determined by administration on a case by case basis.

SCHOOL SAFETY

No smoking or vaping is permitted in the middle schools. This regulation will be in effect within the school building, on the buses, and on school grounds. This applies to after school activities as well as to the normal school day. **Possession of vapes, vape paraphernalia, cigarettes, tobacco products and other dangerous substances will be considered a violation of the no smoking regulation, and students will be subject to disciplinary action.** The weapons section of the WCASD Discipline Code is also **strictly enforced** (Refer to the WCASD Discipline Code for more detailed explanations).

During the school day, students are not permitted to carry any electronic devices, i.e. cell phones, hand-held gaming systems, laser pens, AirPods, etc. **These devices must be put away prior to entering the building and must be placed in lockers or laptop pockets and remain there until the end of the school day.** Students found with these devices will have them confiscated.

EMERGENCY DRILLS

Emergency drills, held at regular intervals, are required by law and are an important safety precaution. During each school year, students are to follow directions of the teacher, based on the particular drill.

NURSE

The school nurse is here for all parts of the Pennsylvania School Health program including prevention, early detection of health problems and emergency treatment.

All prescription and non-prescription medicine must be immediately brought to the office upon entering the building. Such medications are to be kept in the nurse's office, as it is illegal to carry any medicine in school. The nurse will write a special permission note to be attached to any special circumstance medicines. Any medicine brought to school must be in the original identifying container and must be accompanied by a written doctor's order. A parent note must also be included requesting administration of the medication.

The nurse keeps all emergency contact phone numbers. It is important that you provide us with new numbers and changes as they occur for use in any emergency. The nurse, **Mrs. Dana DiLiberto**, can be reached at **484-266-2506**.

IMMUNIZATIONS AND PHYSICAL EXAMS

Pennsylvania School Codes requires physical examinations of **all sixth graders** and dental examinations of all **seventh graders**. Forms are sent home and can also be accessed on the WCASD website. Examinations done within the past calendar year will be accepted. Please mail or send these forms to the nurse as soon as possible and keep a copy for your records. **As of the 2011 school year, all seventh graders** are required to have a meningitis vaccine (Menactra) and pertussis (Tdap). **All students** will be required to have a second Varivax or a history of chickenpox disease. Any time your child receives any immunization, please obtain a copy of the information from the doctor and submit it to the nurse.

Vision screenings, height and weight, and Body Mass Index screenings are done at school annually. Screenings for hearing and Scoliosis are done in **seventh grade**.

GENERAL STUDENT BEHAVIOR

One of the most important goals that must be accomplished is self-discipline. You should treat other people as fairly as you wish to be treated by them. Good conduct throughout the building, on school grounds and on the bus is an expected part of self-discipline.

The WCASD has a standardized middle school discipline policy, which is distributed to all students at the beginning of the year. The policy has three levels of offenses outlined. Level I is the least severe, and Level III is the most severe. The policy has specific sections pertaining to drug abuse, student detentions, interrogations and searches by staff, bus conduct, absences and excuses, student smoking, student records, and other policies. The administrative action taken for these offenses, ranges from reprimand, to lunch detention, to after-school detention, to Saturday school, to external suspension. This range is predicated on the severity of the offense and/or the number of offenses a student may have. A discipline record is maintained by the administration.

HALL CONDUCT

1. Remove all hoods/head coverings before entering the building and place all hats/head coverings in lockers.
2. There is no horseplay allowed in the halls (pushing, shoving, running, yelling, etc.).
3. Inappropriate language is never acceptable. Proper language helps to communicate clearly and effectively with others. Avoid the use of slang terms, especially those to which others are likely to take offense.
4. No student is allowed in the hall during class without a pass. Students should remain in their grade level hallway unless otherwise directed according to their schedule.
5. Lockering is to be done only at the designated times.
6. Any public display of affection is inappropriate (hugging, kissing, hand holding, etc.).
7. If an adult instructs students to move along to class, students must adhere to adult requests.

DETENTION

Detentions are usually assigned after other measures have been attempted to correct the academic or behavioral problems. Some examples of infractions that may result in a detention are failure to complete homework or behavior that is disruptive, disrespectful, insolent, and/or rude. Detention may be assigned by administration or by the individual teachers.

Administrative detentions are held twice every week **from 3-4 PM**. A copy of the detention is sent home at least 24 hours in advance via the student for the parent's signature. This form is then returned to the teacher. Students assigned to detention are to report to the room designated on the detention notice. The student should have sufficient materials and books for study. If the student fails to serve the administrative detention, the detention proctor 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. Saturday school is staffed by a teacher and an administrator.

STUDENT DRESS GUIDELINES

Faculty, parents and students feel that students should take pride in their grooming and general appearance. Clothing which affords modesty and good taste in pursuit of learning is encouraged. Students' dress and appearance should fall within the limits of cleanliness, good grooming, and proper taste. Several items of clothing currently in fashion have their place in the area of recreation but are out of place in the classroom. **We ask for the cooperation of parents in adhering to this code. Your support and assistance are certainly appreciated.**

Guidelines

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:

1. Tops
 - Shirts, T-shirts, and sweatshirts must not have inappropriate slogans, words, pictures, alcohol/smoking advertisements, etc.
 - Hoods must be down during the school day.
2. 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
 - Pajamas are not permitted
3. Outerwear
 - Coats, hats, hoods, scarves, and the like are not to be worn in the school building except for religious reasons
4. Footwear
 - No bedroom slippers are permitted
 - Laces on shoes must be secured
 - Any footwear that poses a safety hazard is not permitted
5. Other
 - No chain link belts
 - Spiked jewelry, chains or any jewelry that could cause injury or constitute a hazard are not permitted

Any apparel judged to be unhealthy and/or unsanitary (clothing that is dirty and/or gives off a foul odor) is not permitted. For reasons of safety and health, special dress and grooming regulations may be developed for special areas like production areas, gymnasiums, etc. For special events like field trips, Spirit days, dances, commencement, etc, special dress may be prescribed.

GUIDANCE AND COUNSELING

There are counselors whose goal is to help all students reach their academic and personal best. Because of the transitional problems facing middle school students, it is essential that students are helped to understand themselves, and that parents and teachers are helped to understand middle school students.

Some of the services provided by the counselors include the following: testing, course selection, individual counseling, orientation, group guidance, crisis counseling, and special needs groups. All counselors have had Student Assistance Program training for the MTSS Team.

Counselors are available to meet the needs of students and parents. To set up an appointment, parents may call:

Ms. Akieda Behlin	484-266-2512	6th Grade
Mrs. Stephanie Roesener	484-266-2513	7th Grade
Ms. Carol DeMarco	484-266-2511	8th Grade

M.T.S.S. TEAM

The purpose of the Multi-Tiered System of Support (MTSS) Team is to assist students whose educational progress is hindered by emotional, social, psychological, familial or chemical use problems. Team members will take referrals from staff, parents and/or students and then collect data from all staff members. After reviewing this data, the team will recommend an appropriate course of action that may use in-school programs or outside agencies. Confidentiality will be observed throughout the process except in cases where the safety of a student may be jeopardized.

CASEWORKER

The caseworker is a school staff member who serves as a liaison between the school, home and community. Parents are encouraged to feel free to contact their respective caseworker. The role of the caseworker includes:

1. Working with students in school and talking with parents.
2. Visiting homes.
3. Participating in community meetings.
4. Recruiting for and supporting special school programs.
5. Welcoming new families.
6. Referring families to community agencies.
7. Being aware of the special needs of students and their families.
8. Helping to check on student absences and attendance.

CONTACTING SCHOOL PERSONNEL
EDUCATIONAL QUESTIONS OR CONCERNS?
THE BEST ROUTE IS THE DIRECT ROUTE

Parents sometimes wonder where to go with a question or a concern regarding their child or other school issues. Starting “too high up on the ladder” often requires information backtracking and can leave valuable allies out of the loop. When you are not happy with a particular answer or solution, where do you go without ruffling too many feathers? Here are some handy guidelines to use.

If it is a classroom problem, start with your child’s teacher. He/she is in the best position to address classroom related issues. If the problem is outside the teacher’s area of expertise or control, the teacher will refer you to the right person.

If you have not been able to resolve your problem with the teacher, go next to the counselor, then to the principal or assistant principal of your grade level who usually will be able to resolve the problem or refer you to the right person.

TECHNOLOGY

The district provides access to the WCASD network and the Internet. The use of the network is a privilege and inappropriate use will result in disciplinary action. **Before a student can gain access to the Internet/Intranet he/she must have a signed *Acceptable Use Policy* on file.** It is imperative that each student **protect their own password**, as they are responsible for anything that happens on their account. Before a student’s name, work or picture can appear on any of the district’s web pages he must have a signed ***Web Site Release Notification*** form on file.

Students are expected to use all of the school’s technology resources, including the Internet in a legal, ethical and moral manner. Food, gum and beverages are prohibited near any technological equipment. Students are not permitted to load or copy software onto or from school equipment. All external media devices must be scanned before they are opened on any of the school computers.

Rules

- Students are expected to use all of the school’s technology resources, including the Internet in a legal, ethical & moral manner.
- Food, gum and beverages are prohibited near any technological equipment
- Students are expected to follow the generally accepted rules of network etiquette (netiquette) including using appropriate language, being polite and not sending or encouraging others to send abusive messages.
- Use of the network and computer is a privilege and inappropriate use will result in disciplinary action. Inappropriate uses *may* include:
 - No gaming
 - Any use that does not directly relate to the lesson
 - Any use that distracts others from the learning environment
 - No loading or copying software onto or from school equipment
 - Any other unauthorized use including “hacking”
 - Any use that is not approved by the teacher

Peirce 1:1 Computer Use Expectations

1. Gaming and non-curricular websites and videos are prohibited.
2. Any use of the computer without permission that doesn't directly relate to the current lesson will result in disciplinary action.
3. Computer must remain in its protective, district-issued case at all times.
4. Laptop charger should be stored in laptop case when not in use.

Computer Violation Discipline:

1st Violation - Lunch Detention

2nd Violation - Morning Detention

3rd Violation - Referral

Reminders:

- Email is for school purposes only. Using email for personal use without permission will result in disciplinary action.
- Each student is responsible for his/her email account, including maintaining the account and deleting any unnecessary emails.
- Email is not guaranteed to be private. Any inappropriate messages should be reported to a WCASD staff member.

How to Log Onto the District Computers

1. Press CTRL & ALT & DELETE keys simultaneously.
2. Enter User Name. Press tab key.
3. Enter Password. Be sure the caps lock key is off. Press Enter key.

Tips:

- If you get an error message that says, "The username or password is incorrect," click cancel and start again. Be sure to type slowly because if you log on incorrectly three times, you will be locked out.
- RESTART if unable to connect to the WCASD network.

Commonly Used Links from the WCASD Website

The WCASD Website and the E.N. Peirce Website both allow for easy access to Parent Portal, Schoology, and WCASD Google Apps (Student Email/Google Drive).

Parent Portal (Gradebook)

Students can access their **grades** for all classes from the Parent Portal. You can also find your schedule and teacher email links here.

Schoology

Schoology is West Chester Area School District's on-line course management system. This is where students will find **course materials**.

WCASD Google Apps – Google Drive and Student Email

"Student Google Drive" allows access to Google Docs, Slides, Drawings, etc.

"Student Email" allows access to a WCASD email account.

- (Most) Teacher email addresses: firstname.lastname@wcasd.net
- Student email addresses: username@student.wcasd.net