WCSD MISSION STATEMENT

The mission of the Whitehall-Coplay School District is to serve the diverse community by providing educational opportunities designed to challenge students to strive for personal excellence and responsible citizenship.

THE MIDDLE YEARS

Middle school bridges the gap between elementary and high school experiences. Sixth grade students are supported in developing more independence as the year progresses. Through a rigorous curriculum of core academic subjects and exposure to arts, humanities, and other related special subjects we prepare students for more choices at the high school level. Students should leave the middle school with an understanding of careers and a battery of academic skills to be successful at high school. Parents continue to play a key role in supporting student achievement and enjoyment of school through the middle years. All parents are encouraged to check student agendas for assignments, use the parent portal to track grades, become members of the Whitehall-Coplay PTO PLUS, and contact teachers, counselors, and/or administrators if they have concerns.

Administrative Team

Mrs. Angela Friebolin, Principal
Mr. Joshua Thatcher, Assistant Principal
Mr. Jeffrey F. Krempasky, Assistant Principal

Guidance Counselors

Mrs. Lori Galucy (6th)
Mrs. Jean Sommer (7th)
Mrs. Jennifer Senavaitis (8th)

WELCOME

Welcome to Whitehall-Coplay Middle School! On behalf of the faculty, staff, and administration, I hope you will find WCMS an exciting place to learn and grow and that you will find the tools for your pursuit of excellence.

There are many components that will help you make this year an exciting one. We encourage you to be especially concerned about three areas that will be key to your success: your character, your relationships and the effort you put forth.

Your character is the most important aspect of you. It is what you stand for, how you treat people and what you do. The character traits you have developed by the end of the 8th grade may well stay with you for the rest of your life. So, it matters greatly as we all work to become generous, disciplined, honest, and kind. Since none of us comes close to being perfect in any of these areas, we need to be forgiving of others and to strive to improve. Be determined that you are going to work on yourself to become a better person.

Seek to develop good relationships. We all need friends and to be good friends. Be respectful to everyone: yourself, your fellow students, your teachers, your parents. Honor diversity; get to know people who are different than you and learn to appreciate their differences, everyone has a gift. Be a positive person; say “yes” to life. Be a team player as the WCMS functions as many small teams within one great team!

Finally, work hard and have high expectations for yourself. If you do not expect much of yourself, others may not see your strengths either. Set high academic and personal goals – to be the best you can be. There is no guarantee that hard work will always lead to success, but it very often does. And remember….we LOVE and CARE about YOU, be safe, be respectful, be responsible, be Zephyrtough!

Sincerely,

Angela Friebolin
Principal, WCMS

HOURS OF OPERATION
Office Hours - 7:00 a.m. - 4:00 p.m.
Summer Office Hours – 8:00 a.m. – 3:30 p.m.

Regular Student Day 7:22 – 2:15  Arrival through dismissal

Two-hour Delay 9:22 – 2:15 Arrival and all classes.
Please do not drop off students prior to 9:10.
9:42 – 2:15 All class periods will meet in an abbreviated schedule.
Period schedules will be posted in classrooms on such days.

VISITORS
All visitors must show photo ID and sign in when they enter the building. Visitors must enter the building through the main entrance lobby. All visitors must report to the attendance office for a visitor badge. Students are not permitted to bring visitors to the school.
Parents who come to pick up children at school must present ID at the office. Remember to bring your driver’s license when you come to the building.

OUR BEHAVIORAL EXPECTATIONS
We will be SAFE by following the specific rules of the classroom and other school areas.
We will be RESPECTFUL by respecting the rights and responsibilities of self and others and our property and the property of others.
We will be RESPONSIBLE by being punctual and accountable for our assigned responsibilities and by following the directions as given by the adults in charge of specific areas such as the classroom, hallways, cafeteria, bus, etc.
We will be ZEPHYRTOUGH by making the right decisions, not necessarily the popular decisions. The tough choices lead to success!

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, schools must have written permission from the parent in order to release any information from a student’s education records. FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions:

● school officials with a legitimate educational interest;
● other schools to which a student is transferring;
● appropriate parties in connection with financial aid to a student;
● organizations conducting certain studies for or on behalf of the school;
● accrediting organization;
● to comply with a judicial order or lawfully issued subpoena;
● appropriate officials in cases of health and safety emergencies; and/or
● state and local authorities, within a juvenile justice system, pursuant to specific state law.
TIME SCHEDULE for all Grades

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>7:22</td>
<td>Arrival, Locker and</td>
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<tr>
<td></td>
<td>Report to HR</td>
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<tr>
<td>7:31-7:35</td>
<td>Homeroom</td>
</tr>
<tr>
<td>7:38-8:31</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:34-9:27</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:30-10:23</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:23-12:23</td>
<td>Period 4</td>
</tr>
<tr>
<td>10:23-10:53</td>
<td>Lunch 4A</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>Lunch 4B</td>
</tr>
<tr>
<td>11:53-12:23</td>
<td>Lunch 4C</td>
</tr>
<tr>
<td>12:26-1:19</td>
<td>Period 5</td>
</tr>
<tr>
<td>1:22-2:15</td>
<td>Period 6</td>
</tr>
<tr>
<td>2:15</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Students are expected to complete arrival business and are to report to homeroom by 7:27. The Pledge to the Flag will begin the morning routine at 7:29. Students still completing business in lockers should complete their business quietly and enter homeroom quietly.

ATTENDANCE

All students should be punctual and attend school daily. When a student is absent from school, the parent/guardian must call the school office at (610) 439-1439 ext. 1601 as early as possible to report a child’s absence. With all absences, a legal excuse from home explaining the absence is due within three days. The excuse must be dated and must contain the dates of absence, reason for absence, and parent or guardian signature. The excuse should be submitted to the attendance office. Students are marked unexcused until a note has been received.

An excused absence permits the student to make up missed assignments. It is the student's responsibility to contact the teacher and make up any missed work upon return to school. The time limit for make-up work shall be at the discretion of the teacher, generally allowing for one day to make up work for each day of absence. If a student is to be absent for an extended period of time, special arrangements for school work should be made by contacting the school by 9:00 a.m. in order to facilitate the collection of homework. Such requests should only be made if absence will extend for more than one day. Many teachers have their work posted online; check with their course syllabus for information. Students are strongly encouraged to develop study buddies or friendships with classmates who can help them catch up on work after an absence.

Please visit the Team Announcements page on our school website for homework assignments at https://sites.google.com/a/whitehallcoplay.org/wcms/

NOTE: If a written excuse is not provided in a timely manner, a student may receive after school detention. The absence will become unexcused, which is an illegal absence. If an absence is deemed truant, legal and disciplinary procedures may follow, which may include suspension and/or citation.

ABSENTEEISM

Daily attendance in school is essential for a good education and for successful promotion to the next grade level. Students chronically absent from school cannot maintain the level of learning and achievement necessary for an adequate education. Poor
EXCUSED ABSENCES / UNEXCUSED ABSENCES

The School Code of Pennsylvania provides that everyone between the ages of eight (8) and seventeen (17) must attend school. The only legal excuses for absence are personal illness, quarantine, death in the immediate family, religious holiday, dental or medical appointment, court appearance, or other exceptional reasons as deemed appropriate by school administration. An excused absence is counted as an absence. All absences are unexcused/illegal unless a parent/guardian or doctor note is received in the attendance office.

An absentee excuse must be provided within three (3) school days of the absence. Excuses should include the student’s name and grade, date(s) of the absence, a legal reason for the absence, and a parent/guardian signature. Absences are marked as unexcused until such a time as a legal excuse is presented to the attendance officer. Excuses are to be submitted to our attendance office at the parking lot entrance of the building. You may excuse your child’s absence via email or a phone call to the attendance office.

Unacceptable reasons for absence from school include, but are not limited to, visiting relatives, oversleeping, babysitting, missing the bus, car problems, working, shopping, etc. These are not acceptable reasons and will be treated as unexcused or illegal absences.

As per board policy, a doctor’s note is required for all absences once a student has accumulated 16 absences in the year.

1. All unexcused/illegal absences may result in an inability to make up any missed graded assignments, quizzes, or tests. A grade of zero (0) may be given.
2. The third (3) day of unexcused or illegal absence will result in a first offense truancy letter (warning). The letter will be sent to the parent/guardian of the student with three or more unexcused/illegal absences.
3. Following local and state guidelines, after excessive illegal absences; in accordance with Act 24 of the Pennsylvania Compulsory School Attendance Law; a referral to the magistrate will be made if the student is under the age of 17.
4. All unexcused/illegal absences or truancies are grounds to automatically deny the student to make up work and assignments missed during the period of unexcused absences. Students may also be denied participation in activities.
5. After a 16th absence, students are required to have a medical note. Requests for family and educational trips could be denied if any such days will cause a student to accrue absences beyond the 16th day.

TARDINESS

All students are to report to their lockers and homeroom as soon as possible after entering the building. Any student who arrives to homeroom after 7:31 is considered late.

Students are required to report to school on time. Most tardiness can be avoided. Students arriving late must report to the office with a note indicating the reason for tardiness. After signing in, students will be issued a pass to report to class.

Unexcused tardiness to school does not establish good educational habits, causes a student to miss important instructional time, and disrupts the rest of the class. Repeated unexcused tardiness may result in home contact. Students chronically late to school without just cause - such as illness, medical/dental appointment, or other justifiable reason as per required parent/guardian note - will have school privileges restricted, may be required to make up their accumulated time and school work in after-school detention, and may be referred to Children and Youth Services for determination of adequate parental supervision.

Once a student has accumulated 5 days tardy in a semester, he/she will have after-school detention for that and each subsequent tardy. When a student has accumulated more than 10 days tardy, the student may receive in-school suspension. It should also be noted that minutes tardy accumulate and may be counted toward days of illegal absence and days truant.

Student athletes and performers (i.e., band, chorus, drama) must report to school before 11:00 a.m. on the day of an activity in order to participate in the day’s activity. Similarly, student athletes and performers who are absent on a Friday must be medically cleared to participate in a Saturday event.

EDUCATIONAL TOURS AND TRIPS NOT SPONSORED BY SCHOOL

Any student who intends to go on an educational trip during the school year must get prior approval from the principal by filling out
an educational trip form, which can be obtained in the office. Trip request forms should be completed and submitted to the office at least ten days prior to departure date. All trip requests will be reviewed for true educational merit. Once approved, students will be responsible for contacting his/her teacher(s) to request school work, satisfactorily completing all work missed during his/her absence, and submitting the work within 5 days of his/her return to school. Educational trips are limited to 7 school days per year. If a student has accumulated excessive absences from school, the building principal, by district policy, may decline a request of absence for educational trips. It is strongly requested that requests not be made during standardized testing periods and at the end of either semester. Absence due to a family emergency may be granted. Any absence beyond 16 days requires a doctor’s note. A trip is not a medical excuse and therefore would not be approved if the accumulated time out of school exceeds 16 days. Absence due to a family emergency may be granted. Educational and family emergency trip forms may be obtained in the building’s main office.

RESIDENCY
STUDENTS NEW TO THE MIDDLE SCHOOL
If you are new to our school, welcome! Your guidance counselor will arrange for a peer escort to guide you through the building your first days here. Be sure to visit the office and meet your administrators. We have nice students here. Be patient, keep in touch with old buddies, and know that new best friends take a long time to develop. You have most likely already completed the residency process, but should a question arise, you may be asked to furnish verification of your residency in the WCSD boundaries. Appropriate documentation must be presented to verify residency. The following items may serve as verification:

Rental agreement OR settlement papers from home purchase AND one of the following:

- current pay stub
- moving permit
- current bank statement
- current pay stub

Verification of residency within the school district boundaries is required in order for students to become or remain enrolled in the school district. It is the responsibility of the parent/guardian to notify the school of any change of address.

CHANGE OF RESIDENCE WITHIN THE SCHOOL DISTRICT
Any change of residency within the district during the school year will require proper verification of residency. The following items can serve as verification:

rental agreement OR settlement papers from home purchase AND one of the following:

- current pay stub
- moving permit
- current bank statement
- current pay stub

WITHDRAWAL FROM SCHOOL
Only a custodial parent or legal guardian may withdraw a student from school. The parent or guardian must notify the school and request - either in person or by written request - appropriate documents for withdrawal. Information may be clarified by contacting office personnel or the student’s guidance counselor. Notification of intent to withdraw should be given at least one week prior to the final day of attendance. All fines/debts to the school district must be satisfied in order for withdrawal to be approved. This includes the returning of school textbooks, library books, and other school equipment.

If you are moving on to a new school, we wish you the best of everything. Take your time meeting new friends and be an outstanding student: good kids will gravitate toward you.

An Important Note: A student may not be enrolled in any other school district until withdrawal from the current school has been completed. The PA School Code allows a maximum of ten days for transition between schools. Time out of school exceeding ten days may result in fines placed upon the legal parent/guardian.

REGULAR SCHOOL DAY
The regular school day runs from 7:22 to 2:15. Students who arrive early may enter the building at 7:15 and remain in the auditorium until released. Students who wish to participate in the breakfast program will be released from buses as soon as they arrive. Parents who drive students to school are asked to line up courteously at the circle east of the building. Families who wish to pick up their children each day should send in a note to this effect. We will issue a pass for the year and avoid having to sign out your child each day. As our students are now older, we expect them to move safely to their own family’s car and only ride with people who are authorized to pick them up. A staff member is on duty to help any students who may have an issue.

Keep vehicles out of the bus lanes on either side of the building from 7:00 – 7:40, 1:45 – 2:30, and 3:45 – 4:15. This includes families of students who are participating in after-school activities. We need to keep the bus lane clear for the after-school buses. Please park legally in our parking lot and the student will walk out to you.

PICKING UP STUDENTS EARLY FROM SCHOOL
Students are not permitted to leave the school building from the time of arrival until dismissal at the end of the day without
authorization. Leaving school property without authorization will result in disciplinary action. If it is necessary for a student to leave school during the day, a written request from the parent is required. The written request must be submitted to the office upon arrival for administrative approval. A pass will then be issued to the student with the early dismissal time noted.

The school nurse or principal will excuse students due to illness or injury occurring during the school day. Parents will be notified promptly when student pick-up is necessary.

Students must sign-out in the office before leaving the building. In all instances, students must be signed out in the main office. For security reasons, all adults must present ID when picking up students. Also, unless an alternate person is listed on a student’s emergency form, only a parent/legal guardian may pick up a child. Keep your information updated on-line. If sending in a note with a relative or friend to pick up your child, include a phone number where you can be contacted.

WEATHER CLOSING/DELAY AND EARLY DISMISSAL

Decisions to delay or close schools are made by the Office of the Superintendent. In the event of a closing or delay, announcements are made on local radio stations, television, Channel 69, and by use of the School Messenger system. It is the responsibility of parents and students to be aware of school delays/closings. Parents should not drop students off earlier than the announced time.

Note: In the event of early dismissal due to bad weather, students MAY NOT be able to call parents for pick-up. Parents are asked to be aware of closings via radio, television, district web site announcements, or radio / TV station Internet sites. Snow days, school delays, and early dismissals are announced on the district web site and phone system. Please be sure to update your emergency information as we use these as a part of the school messenger notification system. Our web site is http://www.whitehallcoplay.org.

GRADING/REPORT CARDS

The school year is divided into four marking periods nine weeks in length. Academic progress reports are emailed biweekly. Please keep your contact information up to date to receive our notices. A report card is issued to all students at the end of each marking period. Letter grades are used on report cards. Parents can check grades on-line through our electronic grading program. Access codes will have been sent home in the summer mailing.

The report card grade is a result of various evaluations, assessments like tests or quizzes, class work including class participation, and homework. Students who have not completed their work for the report quarter due to properly excused absences and extenuating circumstances may receive an incomplete as a grade. Their work must be made up by the mid-point of the next quarter, or the grade(s) on missing assignment(s) will automatically be recorded as a 50%. The grade will be computed based on the stored in the gradebook and a grade for the marking period will be recorded.

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
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<tr>
<td>C</td>
<td>73-76</td>
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<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
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<td>D-</td>
<td>60-62</td>
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<tr>
<td>F</td>
<td>0-59</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
</tr>
</tbody>
</table>

HONOR ROLL

WCMS acknowledges Honor Roll and High Honor Roll in all grade levels for each marking period. Achievement of honors is as follows:

1. **High Honor Roll:**
   
   Awarded to students receiving a 4.0 (A = 4.0) and higher GPA with no grade lower than an A-. (Reminder: Major subjects are weighted. It takes A+’s in two minor subjects to overcome the grade of an A- in a major subject.)

2. **Honor Roll:**
   
   Awarded to students receiving a 3.0 (B = 3.0) to 3.99 GPA with no grade lower than a B-

3. **ALL** subjects included in the student’s schedule will be considered in determining recipients of High Honor and Honor Roll recognition. Core subjects are weighted in this system.

4. **On a 4.0 scale,** A+ = 4.33, A = 4.0, and A- = 3.67, B+ = 3.33, etc.

PRINCIPAL’S AWARD

This award is issued at the end of the year to any student who has maintained High Honor Roll status each quarter. This is a high standard indeed. The Principal’s Award certificates are printed based on the results of the first three marking periods.
GRADE RETENTION/SUMMER SCHOOL

Students who earn a failing grade in a core subject are required to attend and pass the summer school program at the family's expense for promotion to the next grade level. The academic records of students in danger of failing will be reviewed by the school's academic review team of counselor, psychologist, and administration. Each case will be assessed individually. Attendance in the summer school program is NOT a guarantee for grade-level promotion. The decision of the team will determine placement for the following school term. Failure to attend a required summer school course will result in grade retention. A grade of D- is assigned as the course grade after the summer program. Students with a significantly poor record of attendance may be retained in the current grade for the coming school year.

Payment for summer school is at the parent’s expense. Payment must be made in cash, in full prior to the starting of the program.

SCHEDULES

Students will receive a schedule via email and may receive an updated schedule on the first day of school. If you experience difficulty with your schedule, that student should see the homeroom teacher and/or the guidance counselor. Check your schedule and begin to commit it to memory.

GETTING TO CLASS

During the changing of classes, students should keep to the right side of the corridor and proceed directly to the next classroom in an orderly manner taking the shortest possible path. There should be no loitering, hugging, or public displays of affection as students are changing classes. Ample time is provided for a student to pass from one classroom to another. We will kindly ask you to proceed directly to class and thank you for doing so. Students are required to report to class on time. Failure to do so will result in disciplinary action.

PASSES

Any student who leaves a classroom or the cafeteria must have a signed agenda or pass and must sign out using full name on the sign out sheet in the classroom. Violation of pass privileges may result in detention or suspension. Passes are located in the student planners. All students are to sign their each hall pass page in their agenda on the first day of school. Students who wish to use the lavatory must have a pass and must sign out of their class or cafeteria. Leave non-essential items in the classroom.

BREAKFAST AND LUNCH

WCSD utilizes a computerized food services payment program. Families are encouraged to use the mySchoolBucks.com website to make payment online. Students may also bring checks or cash for deposit into their personal lunch account. A personal identification number is used to access the account to deduct daily breakfast or lunch costs. Students are reminded to notify parents when account balances become low. If the account becomes depleted, students may not be able to purchase food items. For this reason, parents are asked to keep track of student account balances which may be accessed online. Students can make deposits during morning homeroom time. Students may also pay daily at the register. Students may not bring beverages in glass containers. No food or drink is to be consumed outside the cafeteria unless prior arrangement has been made by a teacher or administrator. Students should leave their areas neat for the next group of students.

Applications for free or reduced lunch payment are available in the office and online if your family has not yet completed the forms for this school year.

Families who pay by check are reminded to put the student’s name and PIN on the memo line of the check. Students may bring checks to the cafeteria before school or leave checks in the drop box located at either entrance of the building.

PHYSICAL EDUCATION

All students are scheduled for physical education. The School Code of the Commonwealth of Pennsylvania requires that all students participate in physical education. A student may be excused from one class period with a parent note. Those students with a long-term exclusion are required to obtain a written excuse from their physician indicating reason and dates of exclusion.

Students in all grades are expected to wear comfortable clothing and sneakers during their scheduled Physical Education Rotation. All jewelry, including facial piercings, must be removed for gym class. PE teachers have means to lock up valuables. It is your responsibility to ensure that the teacher locks them up for you.

Students may only bring roll on deodorant or cologne. Students should not bring glass containers or spray on fragrances. Some students have allergies; let’s respect each other’s needs.

PERSONAL PROPERTY AS PERTAINING TO GYM USE

When engaged in physical education, money, jewelry, and other valuables must be given to the P.E. teacher for safe storage during
DRESS GUIDELINES

Students are required to dress appropriately for school. Student attire should always be neat, clean, and appropriate for a school setting. Student attire should not cause a disruption to the educational setting. Inappropriate clothing includes, but is not limited to the following:

- Please wear clothing without inappropriate language, messages, or graphics.
- Please wear clothing without items that are indecent, offensive, obscene, or contain a reference to gangs, sex, drugs, tobacco, alcohol, and/or weapons.
- Please do not wear hats, gloves, scarves, bandanas, hoods, or other head coverings unless it has religious purpose or is a hair accessory designed to keep your vision clear.
- Please leave all outdoor coats, vests, or jackets in your locker.
- Please be certain to cover your shoulders and core area with your clothing.
- Please be certain to wear skirts and/or shorts that are long enough to reach the fingertips with arms fully extended at sides.
- Please make certain your clothing covers your underwear. Please leave your pajamas at home.
- Please make certain your pants cover your underwear and/or shorts that are underneath the pants.
- Please make sure your footwear has a hard sole and cover your toes and heels for safety.
- Please wear clothing and accessories that do not create a distraction to the educational setting. Jeans with large holes will be at the discretion of administration.

Note: Items that violate school or district policy will be confiscated and returned only to a parent. Violations of these guidelines may result in loss of privileges on the day of infraction to include participation in team activities or special presentations.

Students who come to school wearing clothes that are determined to be offensive and/or in conflict with the guidelines set forth will be given an opportunity to change, call home for replacement clothing, or report to ISS for the remainder of the school day.

LOCKERS

Each student is assigned a locker. Students are required to keep lockers locked at all times. It is the responsibility of students to keep the locker combination confidential. **Students are not to share their lockers or combinations with other students.**

Students may go to their lockers in the morning, before lunch, and at the end of the day. Any other use of the locker requires teacher permission.

Lockers are the property of the Whitehall-Coplay School District and may be searched at any time, provided there is a reasonable suspicion by administration that the contents of the locker may pose a threat to the health, safety, or welfare of a student or students at WCMS.

TEXTBOOKS

Textbooks issued to students are school district property. Students should place their name and section inside the book. Students are responsible for loss or damage to any school books/school property. This includes books issued as a consumable. If a book is lost or damaged, the student will be assessed the prorated cost of the textbook. Books should be covered in order to protect them from damage or wear.

OBLIGATIONS

While attending WCMS, it is the student's responsibility and obligation to maintain and return items lent to him/her, such as textbooks, workbooks, assigned tools, cafeteria fees, calculators, and library/reference books. Should a student lose items lent to him/her, a bill will be sent home notifying the parent/guardian of the outstanding obligation(s). Loss of items may result in loss of privileges, such as borrowing a book from the library, being held back from team or grade level activities, or purchasing tickets to dances or other activities. Report cards will not be emailed home with students who have outstanding bills at the end of the marking period. The Parent Portal will also be turned off until obligations are paid.

LOST AND FOUND

Lost articles should be reported to the teacher and/or office as soon as possible. Found articles should be given to the teacher and/or office so that the owners may claim them. A lost and found display table is located near the office. The lost and found table will be cleaned periodically, at which time unclaimed items will be discarded or donated to charity.

PERSONAL PROPERTY
Students have undertaken to develop a wireless internet access system. Students will be allowed to access the school's network. Repeated use of electronic devices will result in appropriate disciplinary action. The school will not be responsible for lost or stolen electronic devices and may conduct an investigation into lost or stolen items as it suits our availability.

TELEPHONE

Students may use the telephone in the main office with permission of their teacher or office staff. When requesting to use the phone, tell office personnel the reason for the call, sign in the ledger, and please limit your calling time so others may use the phone too.

CELL PHONES

Cell phone use in school is governed under District Policy 815: Acceptable Use of Electronic Communications, available in full text on the district web site. Students may use cell phones only for after school activities when parent contact is necessary for transportation or as described below in the Bring Your Own Device Guidelines. Cell phones must be turned off and contained in lockers or backpacks during the school day. Violation of policy will result in confiscation of cell phone by administration and disciplinary action may follow. Confiscated cell phones may be returned only to a parent or guardian. The grade level administrator will review each case and may assign discipline ranging from detention to suspension depending on the circumstances of the cell phone’s usage. Parents/guardian may be required to pick up a confiscated cell phone.

TECHNOLOGY USE POLICY

GUIDELINE HIGHLIGHTS

The Acceptable Use of the Electronic Communications Systems and Network Policy is available for review on the districts web site at www.whitehallcoplay.org. Click on the “Technology Policy” link. Any/all up-dates to the policy shall be posted at the above mentioned web site. Persons who cannot access the policy on-line can request a paper copy in the school office. It is the responsibility of the student and parent/guardian to read the policy. This policy and any/all up-dates and/or additions shall remain in force through the student's school career with Whitehall-Coplay School District. Students are required to follow the policy and any supplements that may be added hereeto as amendments or additions.

- You may have only one printed copy of any paper that was typed by you.
- You may load information onto a flash drive, but you are responsible for any copyright infringements.
- You may not use your own programs, CDs, earphones, or microphones on school computers.
- You may not touch or change any of the controls, connections, settings, or programs on the computers.
- You may not connect to any non-educational sites, including chat rooms, instant messaging, or e-mail.
- You may not use your own programs, CDs, earphones, or microphones on school computers.
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- You may not touch or change any of the controls, connections, settings, or programs on the computers.
- You may not connect to any non-educational sites, including chat rooms, instant messaging, or e-mail.
- Any violation of these guidelines and all others found in the Whitehall-Coplay School District Technology Use Policy #815 may result in disciplinary actions for the violator. In some cases, legal action may apply.

Student Chromebook and Wireless Access Guidelines

The Whitehall-Coplay School District has undertaken to develop a wireless internet access system. Students will be allowed access to the wireless system in those classes in which teachers have granted access for specific and educational reasons. Students may only access the system in classes where teachers grant permission and only at those times when the teacher says it is alright to use. Students must accept the district’s acceptable use policy and may not use 3G or 4G accounts to get around the district’s network. Attempting to get around the system is a violation of policy.

All students will be issued a school-owned Chromebook for educational purposes. Students are expected to keep these devices safe, clean, and in good working order throughout the school year. Students are not permitted to loan their issued devices to others at any time. Students are expected to report any problems with their devices immediately upon discovery to the Tech Hub or online Tech Support form.

WCSD Board Policy 815 governs this program. To see the full policy, go to the district’s website at www.whitehallcoplay.org and select District, District Overview, WCSD Policy Manual, Policy 800 and 815.

We support the use of technology to promote learning, but we also take the safety of our students very seriously. We will take appropriate steps to include informing police of abuse of technology if necessary.

WHITEHALL-COPLAY MIDDLE SCHOOL BRING YOUR OWN DEVICE PROCEDURES

1. All current rules regarding cell phones and electronic devices remain in effect under most circumstances.
2. Under the following circumstances, students will be permitted to use cell phones and/or smart devices:
   a. With the permission of a teacher or administrator in an instructional setting, permission may be granted for use of smart devices. The teacher may allow the use of the device and the student may only access the internet through agreement with the acceptable use policy and through use of the WCSD internet access. Students...
may not use 3G or 4G services to connect to the internet. Permission to use the internet from one teacher is limited to that teacher and does not extend to all teachers on a team or to general use around the building.

b. Teachers may develop their own classroom procedures to manage the use of technology as best fits their subject and teaching style.

c. During after-school hours with the permission of an administrator or supervising teacher, a teacher or administrator may grant students access to the system.

d. After school hours to contact family (for a ride home, for instance). If an adult is present, the student shall courteously ask for permission to use the phone.

e. The Whitehall-Coplay School District and its employees are not responsible for lost, damaged, or stolen equipment. Taking care of personal device is the responsibility of the student.

3. Students may only use the device in accordance with school district policy. They may not use their device to record or photograph themselves or others without consent.

4. A hierarchy of consequences for violation of these guidelines has been developed which provides for warnings, detentions, and suspensions. We may contact police if we believe the system has been used criminally.

NURSE

A certified school nurse (CSN) is available at the middle school. The role of the school nurse is to conduct state mandate screening, maintain health records for students, and assure immunization compliance. The nurse is available to provide care to students who become ill or injured during the school day. If it is determined that a student must leave the school due to illness or injury, the parent or guardian or designee will be contacted to pick up the student.

The parent or guardian is responsible for providing the school with information regarding immunizations and dental and physical examinations. Notices will be sent during the school year for the information needed to keep the student’s health record current.

Students MAY NOT transport or carry any medications while at school. The parent/guardian must deliver any medications to the school. All medications must be received in the original packaging and must be accompanied by a completed “Medication Dispensing Form” in order to be administered during the school day. Rescue inhalers for asthma and epinephrine pens for allergic reactions are the exception to this policy. Students may carry these items with a properly completed “Medication Dispensing Form”. The student must demonstrate appropriate use of the rescue inhaler and/or the epinephrine pen in order to carry the item during the school day.

The school physician has approved standing orders that the health room staff can administer throughout the school day. The standing orders allow: oral antacids for upset stomach; lozenges/cough drops for cough and sore throat; Orajel/Anbesol for dental pain; Blistex for chapped lips; hydrocortisone cream for itching and triple antibiotic ointment for wound care. In the event that you do not want your child to receive these products, please contact the school nurse so you can complete a “Decline Standing Orders” form.

STUDENT DROP OFF AND PICK UP

To get to the student drop off area, enter from the road by Steckel Elementary. Drop off and exit via the same road.

Please drop off students here between 7:15 and 7:30. Students will only be allowed in the building while we have personnel in place. Pull as far forward as possible to allow space for other parents. All traffic must then turn left and exit toward the Steckel Building. It is unsafe to drop students off in our parking lot. After 7:40 and the buses have cleared, you may drop off students at the office entrance.

Follow the rules of courteous and defensive driving. Watch for children, pedestrians, school buses, and other vehicles. Obey our safety personnel.

If picking up students, please arrive before 2:15.

After 2:25, pick up students at the main office; you must present I.D. in the main office.

Keep bus lane between the school and parking lot clear between 6:50 - 7:40, 1:50 - 2:30, and 3:45 - 4:15.

BUS TRANSPORTATION 610-437-4780

Each student receives a letter at the start of the school year indicating assigned bus number, time, and location of stop. The assigned bus and bus stop must always be used unless a change is granted by the Dept. of Transportation (610-437-4780). When coming to school, students should arrive at the assigned stop 10 minutes before the indicated bus arrival time and should wait at least 10 minutes beyond arrival time in the event that the bus is early or late. Requests to change a bus must be made through the director of transportation. Students should also bring a signed note from the parent to the school’s main office where they will be issued a bus pass. Bus drivers will not allow students to ride a different bus without a pass. Students may not walk to or from school, or to any other location, unless written parental permission has been submitted and approved by the office. Bike riding, skateboarding, rollerblading, etc., to school is not permitted. Students must act in accordance with all transportation rules. A Bus Conduct Referral may be issued for any behavioral offense occurring on the bus, at the bus stop, or enroute to the bus stop. Accumulation of Bus Conduct Referrals may result in suspension of bus riding privileges.

Note: If transportation is to be provided by someone other than a legal parent/guardian, a signed parental note must be provided for student release. Photo ID is required by all adults picking up WCMS students.
ACTIVITY BUS GUIDELINES

Activity buses are provided for students involved in after-school activities under supervision of school personnel only. Students must sign the bus roster at the attendance office by 12:30 p.m. on the day transportation is needed using full name, activity, and destination. All regular school bus rules and guidelines apply to the activity bus.

ACTIVITY BUS STOPS: PARENTS AND STUDENTS, this is really important. Please do this together as a family.

Activity bus stops are not necessarily the same as your child’s regular bus stop; therefore, activity bus stops may not be as close to home as your child’s regular bus stop. Please locate the activity bus stop closest to your home from the list below and circle it. This is where your child will get off the activity bus. Practice the route home from the activity bus stop with your child. The activity bus stops may change slightly year to year. By circling the stop closest to your home now, you will help us locate the most appropriate stop for your child if changes to the routes take place later.
Depending on the number of students who sign up for the activity bus at the middle school and high school, there may be need for only one South Activity Bus. It will follow the full line up of bus stops to the right. If the number of students who sign up for the south activity bus warrants it, the ridership will be divided into two buses, a South A and a South B bus.

Please note that activity bus stops may be different than your regular bus stop. Please locate the stop nearest your regular stop and use that stop when signing up for the activity bus.

Also note that activity buses cover more distance than the regular bus. It could be 40 minutes or more until the bus arrives.
PTO PLUS AND PARENT VOLUNTEERS

The Whitehall-Coplay School District enjoys the great support of a very active parent-teacher organization, the PTO PLUS. Parents are encouraged to join and become active members of the PTO PLUS. This group supports field trips, activities, Accelerated Reader rewards, and School-Wide Positive Behavior Supports in our building. It is a K – 12 organization and is a great way for you to involve yourself with other families who want to make a positive impact on our schools and in the lives of our students and in supporting and honoring our teachers for all they do for other people’s children all year long. PTO PLUS also provides supports to the school and individual teachers in form of parent volunteers. PTO PLUS volunteers who come in on a regular basis are required to have background clearances, this expensed by our district. Those who volunteer for a one-time basis (chaperone a dance, volunteer for field day, for instance) may do so by signing the Short Term Disclosure form available at our main office.

TEAM ACTIVITIES / SPECIAL OCCASIONS / CELEBRATIONS

Team activities and special occasion celebrations are permitted during the school day only when specific permission is granted by the building administration. Most team activities are considered reward periods; team rules and consequences for lack of participation or need to complete work may result in students being removed from team activities.

DANCES

Dances sponsored by WCMS or WCMS organizations are considered school activities, and dance attendees must adhere to all of the rules governing school behavior.

- The advisor of the organization sponsoring the dance is the person in charge. Rules particular to each dance may be established and disseminated by the advisor. Failure to abide by dance guidelines may result in disciplinary action.
- Students must sign in upon arrival at the dance. Students arriving more than 30 minutes after the start of the dance may not be admitted.
- Students may NOT leave a dance early unless a parent/guardian enters the building and signs the child out with the dance chaperones/administration. Parents/guardians picking up students early will be required to present proper identification.
- Anyone who leaves the dance early will not be readmitted.
- Any arguing, fighting, or inappropriate conduct may result in the offending parties being removed from the dance. Disciplinary action and/or referral to the Whitehall Police Department may also follow.
- Searches for drugs, alcohol, or weapons may be authorized by an administrator at any time there is a reasonable suspicion that an individual may have something in his/her possession that is a threat to the health, safety, or welfare of the individual or to others at the dance.
- Students are not permitted to bring outside guests to the dance.
- Dance sponsors are responsible for providing chaperones and decorating/clean-up committees. Please thank them.
- Students who have received an Out of School Suspension or multiple Incidents of In School Suspension may not attend a dance.
- Students must attend school the day of the dance to attend the dance.

The 8th grade farewell dance is a school-sponsored dance, not a prom. We welcome the assistance of parents in organizing and chaperoning the dance. Contact the administration early in the year if you want to be a part of the planning team for the dance.

HAZING

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board of Education. The Board directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone, or tolerate any form of hazing.

STUDENT HARASSMENT

(Bullying, Sexual Harassment, Discrimination)

To maximize learning and to create a safe school, every individual deserves a comfortable environment free from harassment. Harassment is defined as intimidating, hostile, or offensive behavior towards another that is “unwelcome” and intentional words or acts committed by one or more persons against another. Peer pressure may be a form of harassment. Examples of behaviors that are considered harassment and that make an individual feel uncomfortable in their environment include:

- verbal - written or spoken put-down, threats, gossip, comments, or name-calling
- physical - unwanted touching, pushing, shoving, tripping, pinching, tickling, stalking, spitting, shunning, etc.
- sexual - verbal or physical unwelcome and unwanted conduct of a sexual, sexist, or suggestive nature
- sexual propositions or threats - lewd comments or jokes, sexual gestures, obscene noises, leering, inappropriate or unwanted touching, unwanted use or display of pornographic materials
- racial/ethnic/religious - any harassment referring to a person’s race, national origin, or religion
- cyber-bullying - harassment via the computer, cell phone, or other electronic devices

Steps an individual should take if harassed:

- Tell the harasser that his/her behavior (be specific) is bothering you and tell that person to stop.
- Walk away.
- Write down the following:

- Date and time it occurred
- Reasons why it happened
- What was said
- Who was involved
- Any witnesses

Please report it to an administrator.
1. what happened (who said/did what)
2. when and where it occurred
3. who else saw it
4. how it made you feel
5. what you did or said
6. who you told about this
   - Talk to an adult you trust in school.
   - Tell your parent when you get home.

If any attempt during the course of the harassment investigation to resolve or have the conflict cease is unsuccessful, the administration reserves the right at any time to refer the incident to the Whitehall Police Department. It will then be at the discretion of the police department whether harassment charges are filed in reference to Pennsylvania Crimes Code 2709 Harassment.

The school has implemented the Respectfully Zephyrtough Program in the middle school. Working within the definitions of the anti-bullying program, bullying is when someone exerts power over another person; it is behavior that happens more than just once and the victim finds it difficult to defend him- or herself. It is not necessarily bullying if it is teasing done in a friendly or playful way. It is not bullying when two students of equal strength or power argue or fight. Faculty, administration, and staff are ready to help you eliminate bullying here.

**OUR SCHOOL’S ANTI-BULLYING RULES**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

**SCHOOL BOARD POLICY 249 ON BULLYING/CYBER BULLYING**

1. **Purpose** The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

2. **Definitions**
   Bullying means an 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. Substantial interference with a student’s education.
   2. Creation of a threatening environment.
   3. Substantial disruption of the orderly operation of the school.

   Bullying, as defined in this policy, includes cyberbullying.

A School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. SC 1303.1

3. **Authority**
   The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. SC 1303.1-A

**RESPECTFULLY ZEPHYRTOUGH (RZT) AND SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORTS**

Generally, our students are focused on succeeding in school and getting along well with each other. Our bullying prevention program (RZT) strives to encourage students who see bullying or are victims of bullying to report this to an adult. Through class meetings and practice we hope that students develop strategies to tell a bully that we do not bully here and that we do not want it in our school or community. We also hope that the bullying will stop and that students who have bullied will be integrated in a positive way back into school and community. Students are encouraged to ask a counselor or teacher for a REBEL form to Report Every Bullying Event Loudly. Our RZT meetings are held biweekly and encourage student involvement to learn the value of making the tough social decisions.

Working alongside the bullying prevention program, our positive reward system will focus on rewarding students for their positive behaviors and contributions to our school environment. Clearly, we remain strong in our resolve regarding consequences for inappropriate behaviors, but expect that we will focus our attention on students who act appropriately in our school and school community. We strive for four positive interactions rewarding or praising students for each corrective interaction.
SCHOOL WIDE POSITIVE BEHAVIOR SUPPORTS

The SWPBS program seeks to support students and their appropriate behavior. We seek to pay attention to appropriate behavior and avoid focusing our time and attention correcting inappropriate behaviors. Our SWPBS program rewards students who are Respectful, Responsible, Safe and Zephyrtough. Corrections to behaviors should similarly remind students of these three important aspects of adolescent behavior and provide alternate replacement behaviors in these terms. SWPBS reward coupons can be redeemed at the SWPBS center in the cafeteria or in periodic special offerings made during lunches by an administrator or by classroom teachers. Principal reward coupons are placed on the Principal 300 board. When a row across or up and down clears, all coupons in that row receive special prizes and one name is drawn from the 15 or 20 names and that individual receives special prizes.

We have also have many programs to support students who are struggling to be successful in school. If your child is not earning passing grades or is receiving discipline often, ask about our supports available through our Prevention Intervention Programs like Choices, Peer-Mentoring, Tier 3 Supports, Student Assistance Program, and the After-school Program.

SAFE2SAY Anonymous Reporting

Students may call 1-844-SAF2SAY or visit safe2saypa.org

DISCIPLINE CODE

Students will adhere to the discipline code as published and explained in the WCSD Activities Calendar and Guide issued yearly to all WCSD families. All disciplinary measures are subject to approval by administration.

STUDENT CODE OF CONDUCT

DEVELOPING RESPONSIBLE BEHAVIOR

A positive and safe atmosphere is an important part of the learning experience. Responsibility for our actions and respect for self and others form the foundation of the learning experience. Administration, faculty, students, and parents all have a stake in the success of our school community.

PENNSYLVANIA CODE
12.2 STUDENT RESPONSIBILITIES

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

(b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for the students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.

VIOLATION OF RULES, SCHOOL, OR DISTRICT POLICY MAY RESULT IN THE FOLLOWING:

1. Student conference
2. Restriction from school activities
3. Parent conference by phone or in school
4. Referral to guidance counselor
5. Detention during or after school hours
6. Assignment to the school planning room
7. In-school suspension (1-10 days)
8. Out-of-school suspension (1-10 days)
9. Referral to social or legal agency
10. Expulsion from WCSD (requires School Board hearing)

Consequences for disciplinary referrals are considered on an individual basis and at the discretion of administration in compliance with the school district disciplinary code. An informal hearing with families will be held if a suspension extends beyond 3 days.

Note: When a student is assigned after-school detention, parent pick-up is required at the time specified by the attending administrator. A parent conference will take place in order to establish clarity and support toward resolution of the existing problem.

POLICY #233 SUSPENSION AND EXPULSION

The principal and/or his/her designee have the authority to suspend a student (in-school or out-of-school suspension). The following examples include, but are not limited to, the offenses that warrant suspension or expulsion. The suspension may take place during school hours or after the school day.

1. Fighting
2. Use of tobacco products/vaping devices
3. Use or possession of controlled substances
4. Truancy
5. Destruction of school property
6. Stealing
7. Use of profanity (oral or written)
8. Cutting classes
9. Disruption of the educational process after a request or command to cease all actions (verbal or physical) which distracts other students’ attention, concentration, or performance
10. Activating false fire alarms, issuing a bomb threat, or any action threatening the safety of the student body and/or staff
11. Disregard for safety procedures while on school property
12. Student drivers who do not register for a parking permit
13. Extortion of money or services
14. Chronic lateness to class
15. Leaving the school building without permission
16. Reckless driving or speeding on campus
17. Behavior leading to ejection from school functions
18. Chronic discipline infractions
19. Bus misconduct
20. Terroristic threats
21. Harassment/Bullying
22. Other acts or misconduct considered serious in nature by the principal or his/her designee may result in similar disciplinary action

PROGRESSIVE DISCIPLINARY PROCEDURES

Probation
Probation is a school discipline method that is used to restrict a student's privileges at school by not allowing attendance or participation in regularly scheduled activities for a set period of days/weeks as designated by administration.

**Lunch Detention**
As a result of inappropriate behavior, especially when pertaining to cafeteria lunch time, a student may be assigned to lunch detention. The student is assigned to an isolated lunch area for the entire period. Lunch detention is assigned on a daily basis as deemed by the offense.

**Detention**
Detention is a school discipline method that may be used due to a problem regarding behavior and/or neglect of schoolwork/homework. This may entail keeping a student after school for a specified period of time. Teachers may hold academic detention in their rooms after school upon notification of student, parents, and administration. The administration may also hold detention in the office area after regular school hours. Administrative detention will be held from 2:15—3:30 p.m. Students assigned administrative detention must report to the office with academic work (i.e., homework, appropriate reading material). Students remaining after school for detention will require transportation by a parent. Students may use the activity bus that departs at 4:00 p.m. by signing the sheet in the office by 12:30 p.m.

**Planning Time**
Planning time may be used for a limited period of time as a “cool down” when deemed necessary by counseling or administration. The time period away from the regular classroom may be for the duration of a class period. Planning time may also be used by students who have missed an extended number of days from school for the purpose of completing past due school work.

**Loss of Privileges**
On the first incident of Out of School Suspension, the student is removed from all school dances. On the third incident of Out of School Suspension, the student is removed from all extracurricular activities for the remainder of the school year. This includes, but is not limited to, athletics, music groups, theater, field trips, team activities, dances, student council, and clubs. Teacher teams may exclude students from team activities for poor academic performance or failure to complete assignments, provided adequate and early notification of families has taken place. The team activity time will be used as time to catch up on missed work.

**Suspension**
Suspension is a school discipline method used for chronic misbehavior or more serious infractions of the discipline code. Suspension prohibits a student from attending regularly scheduled classes. In-school suspension (ISS) restricts a student to the school planning room where all work, including homework, is to be completed. Out-of-school suspension (OSS) requires a parent conference and prohibits a student from access to school district property. Students on OSS may not attend school functions, including athletic practice, for the period of the suspension. Students are required to complete all school work during an absence due to suspension. All suspensions are limited to a designated number of days (1-10 days). Suspension beyond ten days is at the discretion of the Superintendent of Schools and may require a board hearing.

**Expulsion**
Expulsion is a school district disciplinary act implemented by the school board and Superintendent of Schools that excludes a student from school for a period exceeding ten (10) school days, or requires permanent removal from the school rolls due to chronic or serious offense(s) as defined in the School District Disciplinary Code.

**Earning Back Privileges**
We want to see our students successful and we want their time with us to be characterized by positive and healthy relationship with school, community, and peers. Teacher teams working together with administration may develop plans to allow students to earn back privileges that were lost for disciplinary reasons. Such plans or agreements will not be entered into lightly.

**ACADEMIC INTEGRITY**

**Plagiarism or Cheating**
Any student identified as having plagiarized or cheated on a school test/assignment/project will receive a failing grade (50%) for the specific class requirement. This may also apply to a student who allows another to copy or cheat from him or her. This policy action is administered by the classroom teacher. Parent notification is required. Suspension may also result if theft of or damage to materials is involved in the offense.

**Cheating—Accelerated Reading Program**
All students are expected to abide by the following rules for the AR program:
1. Students may only take quizzes on books that they have read or that have been read to them in the current school year.
2. Students must read the entire book before they take a quiz.
3. Students must take AR quizzes throughout the quarter. Do not wait until the last minute!
4. Students may only take 3 quizzes in a given day.

AR Cheating/ Abuse Policy
Any student(s) caught cheating (Taking a test for another student, giving a student answers, getting answers from another student, talking during quizzing to get answers, using the book to get answers, or any other way of obtaining or giving answers during an AR test) will:
   a. Receive a Zero for all quizzes taken in that portion of the Quarter
   b. Students will lose their password for the remainder of the Semester or the following Semester if the cheating occurred at the end of the 1st Semester.
   c. Students will lose AR Reward for the Quarter.
   d. Parents will be contacted.
   This applies to both the person giving the answers and receiving the answers

HOMEWORK
The school staff believes that purposeful homework is an integral part of our students’ education. It provides extra opportunities for practice on a subject and reminds students of what they did in class. Students should be able to complete homework without further instruction by a teacher. Middle level students can be expected to complete about 60 to 90 minutes of homework nightly.

Homework is important because:
   • It provides extra practice on learned skills.
   • It provides further learning in areas covered in the classroom.
   • It promotes good study habits- self-discipline, responsibility, and independence.
   • It promotes home-school communication and increased parent/guardian understanding of the Whitehall-Coplay School District curriculum.

Student responsibilities are to complete all work assigned and to come to school prepared to participate actively in the next day’s classes. Failure to complete homework negatively impacts on a student’s ability to participate in class activities. Let’s work as partners to support the regular completion of homework.

EXTRACURRICULAR ACTIVITIES
Student extra-curricular activities and athletic programs are governed by school Rules of Responsible Behavior and the Student Code of Conduct. Copies of the Code of Conduct can be obtained from the athletic office, 610-437-5081.

Extracurricular activities offer many opportunities for a student to develop character and self-expression. A student must arrive before 10:30 a.m. and must be an excused tardy on the day of the activity in order to be eligible to participate in that activity.

EQUAL ACCESS
The school district shall provide the opportunity for non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of speech at such meetings. Such meetings must be voluntary, student-initiated, not sponsored in any way by the school, its agents or employees.

The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

ATHLETICS 610-437-5081, ext. 1816
Intramural and interscholastic athletic activities are available to all students. Additional information, including the Code of Conduct, is available in the Athletic Office. All students must meet the schools athletic eligibility guidelines to be permitted to participate.

BEHAVIOR AT ATHLETIC EVENTS
School rules and good sportsmanship apply.

Poor sportsmanship may cause the event to be forfeited and the citation of our school by the league and/or the Pennsylvania Interscholastic Athletic Association. Fans exhibiting unsportsmanlike behavior may be ejected from the venue.

Policy on Sportsmanship:
The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual’s influence on the behavior of others. Good sportsmanship is viewed by the LVIAC as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity. The LVIAC and its member schools reserve the right to eject any spectators whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school disciplinary actions.

Student Participants:
♦ Treat opponents with respect; shake hands prior to and after contests as indicated by the sport’s protocol.
♦ Respect the judgment of contest officials, abide by the rules of the contest, and display no behavior that could incite the fans.
♦ Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
♦ Accept seriously the responsibility and privilege of representing school and community.

Parents/Students and Other Fans:
♦ Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others.
♦ Respect decisions made by the officials.
♦ Be a role model by supporting teams in a positive manner, including the content of cheers.
♦ Respect other fans, coaches, and participants.
♦ Be a fan, not fanatic.

CLUBS
The middle school has a voluntary club program. Clubs meet before and after regular school hours. Each year the number and type of clubs vary depending on the requests of the students and previous year’s participation. Groups wishing to form a club should go to the main office to request a form to initiate the process.

BULLETIN BOARDS AND POSTERS
Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district’s educational program. Students who wish to distribute or post non-school materials on school property shall submit them one (1) day in advance of planned distribution or posting to the building principal or designee. Such materials shall be officially dated, and the school may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.

CONTROLLED SUBSTANCES/PARAPHERNALIA
The school district prohibits students from using, possessing, distributing, and being under the influence of any controlled substance during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. For the purposes of this policy, controlled substances shall include all:
1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause physiological effect that is similar to the effect of a controlled substance as defined by federal or state law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.
8. Prescription or patent drugs, except those for which permission for use in school had been granted pursuant to Board policy.

Any student who possesses or uses a small amount of controlled substances, over the counter or prescription medication, or possesses paraphernalia associated with controlled substances shall be suspended or considered for expulsion in accordance with Board policy. When possession or use is in violation of legal status, the case will be referred to local law enforcement.

If a student should be involved a second time in possessing or using controlled substances or possessing paraphernalia associated with controlled substances, the student’s behavior will be grounds for expulsion of the student from the district. The case will be referred to local law enforcement and to drug counseling services available in the community.

If a student should be involved in possessing a large amount of controlled substances, over the counter or prescription medication, or if a student dispenses or sells controlled substances, over the counter or prescription medication, the student’s behavior will be grounds for expulsion of that student from the district. The expulsion and referral will be treated in accordance with a second offense utilizing law enforcement and drug counseling.

TOBACCO POLICY
The campus of Whitehall-Coplay School District has been declared tobacco free. No cigarettes, tobacco products, or vaping devices are allowed anywhere on campus. A student in possession of tobacco, tobacco products, paraphernalia, vaping devices or look-alikes will receive a minimum 2-day in-school suspension. A student using any tobacco products/vaping products will receive a minimum 2-day out-of-school suspension. Citations will be issued for students caught smoking or in possession of tobacco products.

SCHOOL SECURITY
All doors to the building of WCMS are locked at all times and select hallways are monitored by cameras as available. Visitors are required to report to the monitored entrance on the parking lot side of the building to be buzzed in by the receptionist. Visitors must present ID and sign in with the school receptionist and state the purpose of visit before being directed to any other building area. When picking up students, adults may need to present photo ID.

FIRE DRILLS / SAFETY DRILLS

Drill and practice are necessary to promote school safety. The object of our drills is to train to evacuate the building as quickly as possible in the event of an actual emergency and to provide practice for the adults in leading students to safety. Follow the lead of the adults in charge and be a support to them. Move quietly and be flexible as adults may need to make adjustments to safety plans depending on the situations presented.

When the alarm is sounded, silence needs to be your first reaction. All windows and doors are to be closed. All building personnel must go swiftly and quietly to the exit designated for each area. Once outside, students are to move 100 feet from the nearest exterior wall. Students are line up in rows of two under the supervision of the attending teacher. Attending teachers will take roll to check for presence of all students.

It is important that students remain quiet during drills so that announcements can be heard. Remember, we want to practice well so that we will perform well in the event of an actual emergency.

EMERGENCY EVACUATION FROM LARGE GROUP AREAS

The following evacuation procedure will be utilized in the event a large group of students is present in the cafeteria, auditorium, or gymnasium during an emergency. Evacuation from these areas will follow activation of the fire alarm.

- **Cafeteria**—Students will be directed from the cafeteria to exit through the emergency doors leading to the student pick-up area. Students should proceed to the grassy area to the right (follow the sidewalk to the bridge to the field and homes) just by the parking lot. All teachers in the cafeteria, faculty rooms, or assigned to a lunch period at that time should accompany students to a secured area, assemble students according to class sections in rows of two, and check for the presence of all students. If practical the exit in the center of the seventh grade hallway may also be used. It is important for the first students to move quickly to set a pace that allows room for others to follow. Be careful and don’t bunch up at doorways.

- **Auditorium**—Students will be excused from the auditorium according to the following procedure:
  - Students seated in the lower three sections of the auditorium should exit through the stage door adjacent to the Consumer Science area. The students should then follow the corridor to their right and leave the building utilizing the emergency exit adjacent to the maintenance room.
  - Students seated in the upper two sections of the auditorium should exit through the door on the middle landing leading to the office area. Students should leave the building utilizing the center doors adjacent to the office (back entrance, parking lot side of the building). All students being evacuated from the auditorium should proceed immediately across the middle school parking lot and assemble on the grassy area. All teachers normally assigned to the students during that class period in the auditorium should accompany students, assemble students by section, and take attendance.

- **Gymnasium**—Students should be excused from the gymnasium by utilizing the emergency exits at either end of the gym. Students should proceed to the grassy area adjacent to these exits. All teachers normally assigned to the students in the gym during that class period should accompany students, assemble the students according to class sections, and take attendance.

- In all such drills or activities, listen for announcements and follow directives of adults. It may be necessary to return to homerooms or a specific class for attendance and accountability purposes after a drill.

LOCK DOWN PROCEDURES

If a lock down is called over the public address system, students are to remain quiet and move away from windows and doors. Lights are to be turned off and teachers will take the lead to follow specific lockdown procedures. No one is to leave the room during a lock down. Announcements may be made to adjust the level of security or to share appropriate information. An all-clear announcement will be made to end the lock down. Specific protocols are subject to change depending on the situation and current recommended practices. All are to remain silent until the facility is deemed safe.

MIDDLE SCHOOL SUPPORT SERVICES

**Child Study Team**

Our child study team is in place to help students in regular classrooms who are unable to make sufficient educational progress and continue to experience poor grades. The program centers around the student's team of teachers working in conjunction with the guidance counselors, psychologist, and administrators to assess and design strategies and provide remediation to ensure that the student is receiving the appropriate instructional program. This process and other school services are used prior to referral for any special education assistance. A parent or staff member may receive more information about this program by contacting the student's guidance counselor.
Student Assistance Program (SAP)
The Student Assistance Program (SAP) is in place within our middle school in order to help students who are experiencing school-related problems (academic, behavioral, social, emotional) due to alcohol or drug use/abuse, apparent depression, or other serious concerns that may present impediments to the learning process. A student, parent, or staff member can obtain information confidentially on this program by contacting an administrator, counselor, or SAP team member in the middle school. The objective of a SAP assessment is to consider referral of a student to an agency that can best address student needs.

OFFICE OF CHILDREN AND YOUTH
The Whitehall-Coplay School District works closely with other agencies in support of our children. Board Policy 806 spells out our responsibilities to our students more fully. The Lehigh County Office of Children and Youth has been given space in our middle school to maintain a presence among the student population.

CHILD/STUDENT ABUSE: POLICY 806.

1. Authority The Board adopts this policy to affirm district employees' obligation to assist in identifying possible child abuse as well as victimization of students by other school employees, and to establish procedures for reporting such in compliance with law.

2. Definitions The following definitions are for purposes of this policy.

Administrator - the person responsible for the administration of a public or private school, intermediate unit, or area vocational technical school. The term includes a person responsible for employment decisions in a school and an independent contractor.

Applicant - an individual who applies for a position as a school employee. The term includes an individual who transfers from one classification of employment to another classification of employment within the school district.

Child Abuse - means any of the following:
1. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen (18) years of age.
2. Any act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.
3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.
4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

County Agency - the county children and youth social service agency supervised by the Department of Public Welfare under the Public Welfare Code.

Founded Report for School Employee - a report made by the county agency regarding a school employee’s conduct related to a student if there has been any judicial adjudication based on a finding that the victim has suffered serious bodily injury or sexual abuse or exploitation, including the entry of a plea of guilty or nolo contendere or a finding of guilt to a criminal charge involving the same factual circumstances involved in the allegations of the report.

Indicated Report for School Employee - a report made by the county agency regarding a school employee’s conduct related to a student if an investigation by the county agency determines that substantial evidence of serious bodily injury or sexual abuse or exploitation exists based on any of the following:
1. Available medical evidence.
2. The county agency's investigation.
3. An admission of the acts of abuse by the school employee.

Perpetrator - a person who has committed child abuse and is a parent/guardian of a child, a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent/guardian. The term does not include a person who is employed by or provides services or programs in district schools.

School Employee - an individual employed in a public or private school, intermediate unit, or area vocational technical school. The term includes an independent contractor and employees. The term excludes an individual who has no direct contact with students.

Serious Bodily Injury - bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.

Serious Mental Injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:
1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious Physical Injury - an injury that causes a child severe pain, or significantly impairs a child's physical functioning, either temporarily or permanently.

Sexual Abuse or Exploitation - includes any of the following: the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in any sexually explicit conduct or simulation of sexually explicit conduct for the purpose of producing visual depiction, including photographing, videotaping, computer depicting and filming of any sexually explicit conduct; or any of the following offenses committed against a child: rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, sexual abuse or sexual exploitation.

Student - an individual enrolled in a public or private school, intermediate unit, or area vocational technical school who is under eighteen (18) years of age.

3. Delegation of Responsibility
In accordance with Board policy, the Superintendent shall require each applicant for employment, including each covered employee being transferred, to submit an official child abuse clearance statement issued within the preceding year, except for those exempted by law.

4. Guidelines
Duty To Report CHILD ABUSE BY PERPETRATOR
School employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of district employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.

Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report.

School employees required to report suspected child abuse shall include but are not limited to a school administrator, school teacher, and/or school nurse. (School counselors are included in this definition.)

Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.

A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree.

A school employee or official required to report suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.

Reporting Procedures
School employees who suspect child abuse shall immediately notify the administrator. Upon notification, the administrator shall report the suspected child abuse.

Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty-eight (48) hours after the oral report.

Investigation
School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

The school official required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child.

If, upon investigation, the county agency determines that a child has not been provided needed medical or surgical care because of seriously held religious beliefs of the child's parents/guardians or person responsible for the child's welfare, which beliefs are consistent with those of a bona fide religion, the child shall not be deemed to be physically or mentally abused. The county agency shall closely monitor the child and shall seek court-ordered medical intervention when the lack of medical or surgical care threatens the child's life or long-term health. In cases involving religious circumstances, all correspondence with a subject of the report and the records of the Department of Public Welfare and the county agency shall not reference child abuse and shall acknowledge the religious basis for the child's condition, and the family shall be referred for general protective services, if appropriate.

Duty to Report STUDENT ABUSE BY SCHOOL EMPLOYEE
A school employee shall immediately contact the administrator when the school employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.

If the accused school employee is the administrator, the school employee shall immediately report to law enforcement officials and the district attorney.

The administrator who receives a report from a school employee or who has independent cause to suspect injury or abuse shall immediately report to law enforcement officials and the appropriate district attorney. The administrator shall exercise no discretion
but has an absolute duty to report when receiving notice from a school employee. A school employee or administrator who refers a student abuse report shall be immune from civil and criminal liability arising out of the report. A school employee who willfully fails to report suspected student abuse or who willfully violates the confidentiality of such a report commits a summary offense.

An administrator who willfully fails to report immediately to law enforcement officials and the appropriate district attorney any report of serious bodily injury or sexual abuse or sexual exploitation alleged to have been committed by a school employee against a student commits a misdemeanor of the third degree.

Reporting Procedures

The administrator’s report to law enforcement officials and the district attorney shall include: name, age, address, and school of the student; name and address of the student's parent/guardian; name and address of the administrator; name, work, and home address of the school employee; nature of the alleged offense; and any specific comments or observations directly related to the alleged incident and the individuals involved.

The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.

Investigation.

Upon receipt of a report of suspected student abuse, an investigation shall be conducted by law enforcement officials, in cooperation with the district attorney.

If law enforcement officials have reasonable cause to suspect, on the basis of initial review, that there is evidence of serious bodily injury, sexual abuse or sexual exploitation committed by a school employee against a student, the officials shall notify the county agency in the county where the alleged abuse or injury occurred for the purpose of the agency conducting an investigation.

School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected student abuse, including permitting authorized personnel to interview a student while in attendance at school.

Law enforcement officials and the county agency shall coordinate their respective investigations. They shall conduct joint interviews with students, but law enforcement officials shall interview school employees prior to the county agency. The administrator has an independent duty to report to the Superintendent or designee that an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of the report or its content shall not limit the administrator’s responsibility to use the information received to initiate and conduct an independent school investigation into the allegations. The administrator shall develop procedures for investigating allegations of a school employee abusing or otherwise victimizing a student which shall include the following:

1. Written notice of this policy and of district procedures for reporting and investigating such allegations against a school employee to parents/guardians and district staff. A copy of this policy shall be provided to each employee required to report.
2. A system of communication with local law enforcement to coordinate, among other things, the interviews of the victimized student and accused school employee.
3. A process to coordinate the collection of evidence with the county agency and law enforcement so that necessary physical evidence, photographs and medical records are identified and shared, if legally permissible.
4. Procedures for suspending, with or without pay, any school employee identified under this policy after an informal hearing, when necessary to protect the health and safety of other students.
5. A requirement to request from the county agency the disposition of their investigation with an indication of whether the report was unfounded, indicated or founded.
6. A final written report which is a summary of the independent investigation, including a brief summary of the number of persons questioned, their statements, and a conclusion regarding whether substantial evidence exists to discipline or exonerate the employee. The final report should also include the disposition received from the county agency. A copy of this report shall be provided to the employee with notice of its retention in a central file.
7. Where permissible under law, a provision for the taking of photographs of the child who is subject to a report.
8. If a certified employee is dismissed for cause for facts underlying the report or law enforcement charges or the court convicts for a crime of moral turpitude, the administrator shall submit the report to the Department of Education.
## PROGRAM OF STUDIES

**GRADE 6**

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<th>SUBJECT</th>
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EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

The Whitehall-Coplay School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities because of race, sex, or handicap. The Whitehall-Coplay School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities because of race, sex, or handicap. This policy of non-discrimination extends to all legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws. Inquiries should be directed to:

Affirmative Action Officer
Whitehall-Coplay School District,
2940 MacArthur Road
Whitehall, PA 18052
Phone District Office at 610-439-1431