

# COLONIAL

# Middle School

Colonial School District



**STUDENT/PARENT HANDBOOK  
2010-2011**

## Principal's Message

Welcome to the 2010-2011 school year. This handbook has been prepared to provide you with important information regarding procedures, programs, and regulations. Please take time at the beginning of the school year to review the contents with your son or daughter.

The intent of the rules and regulations is to ensure the safety of all and to provide a positive school climate where every student can reach his/her fullest academic potential without interference from others.

CMS has a wonderful staff, eager to help students in every way. Students are encouraged to seek assistance from their teachers, guidance counselors, or administrators when a need arises. Your child is important to us and we will make every effort to meet his/her academic and emotional needs. If you have a question or concern I encourage you to communicate with us.

The faculty and staff look forward to working with you and your children this year. We thank all of you in advance for your ongoing cooperation, involvement, and focus on learning.

Sincerely,



Robert J. Fahler, Jr.  
Principal

## MIDDLE SCHOOL PHILOSOPHY

The Colonial School District Middle School program is founded upon the fusion of the "whole child" concept of the elementary schools with emphasis on achievement in subject matter areas inherent in the secondary schools. Operationally, this fusion is best expressed through the teaming of teachers and students, an interdisciplinary curriculum, and appropriate support systems for teaching and learning.

The basic function of the middle school is to provide a smooth transition from elementary to high school in an educational setting in which students may discover their potential for academic and vocational pursuits. The middle school program provides the opportunity to meet the challenge of educating all children in an instructional program which enables each boy or girl to learn at his or her own rate, taking into account the individual student's interests and abilities.

## TABLE OF CONTENTS

Welcome/Principal's message	
Colonial Middle School Administration .....	ii
Middle School Philosophy.....	iii
Middle School Objectives.....	iv
Table of Contents.....	
<b>PART I: Instructional Program</b>	<b>1</b>
Grade 6-7-8 Course of Studies.....	2-3
<b>PART II: General Policies and Information</b>	
Activity Period.....	4
After School Activities.....	4
*Extra Curricular clubs .....	5-10
Arrival at School.....	11
Asbestos Management Plan.....	11
Assemblies.....	11
Athletic Program.....	12
Athletic / Extracurricular Eligibility.....	12
Attendance Policy (blank absence notes).....	12-18
Awards.....	19
Bell Schedule (daily schedule).....	19
Bicycles.....	20
Book / Gym Bags.....	20
Bus Transportation Policy.....	20-26
Bus Transportation Request (blank form).....	27
Cafeteria Regulations.....	28
Change of Address or Employment.....	29
Chewing Gum and Candy.....	29
Cigarette Possession.....	29
Class Attendance.....	29
Complaint Resolution .....	29-30
Computers .....	30-31
Corporal Punishment & Physical Force.....	31
Conduct.....	31
Dances.....	32
Delayed Opening.....	33
Professional Learning Time/Early Dismissal Schedule...	34
Detention.....	34
Discipline.....	34
Dress and Grooming.....	34-35
Drug Paraphernalia.....	35-37
Educational Trip (blank form).....	39
Electronic Devices.....	40-41

Emergency School Closing.....	41
Field Trips.....	41
Fighting.....	42
Final Exams.....	42
Fire Drills.....	42
Fund Raising.....	42
Gambling.....	42
Grading Procedures.....	42-43
Guidance.....	43
Hall Passes.....	43
Health Services.....	43-45
Homework Book .....	45
Homework Responsibility.....	45-46
Homebound Instruction.....	46
Honor Roll.....	46
Identification Cards.....	47
Insurance.....	47
Junior Honor Society.....	47
Library.....	47
Lockers.....	47-48
Lost and Found.....	48
Parent-Teacher Organization.....	48
Physical Education.....	49
Progress Reports.....	49
Publications.....	49
Receipt of Handbook .....	80
Report Card Schedule.....	49
Requirements for Promotion.....	50-51
Residency/Guardianship.....	51-52
Student Assistance Program CARE.....	52
School Office Hours.....	52
School Pictures.....	52
Skateboards / Rollerblades.....	52
Smoking.....	52-53
Special Education.....	53
Sports Pass .....	53
Sports Pass Application.....	54
Student Council.....	55
Student Obligations.....	55
Student / School Publicity .....	55
Tardiness.....	55
Teaching Staff.....	56-57
Technology .....	58
Telephone.....	58
Textbooks, School Equipment and Obligations.....	58

## **COURSE OF STUDIES OUTLINE**

### **GRADE 6**

Major Courses - meet daily all year

- English
- Reading
- Math 6 - Math 6 Advanced
- General Science
- Early American Studies

\*\*Unified Arts and Special Area Courses meet for one marking period:

- Art
- Computer Literacy
- General Music
- Family & Consumer Science
- Math Extensions
- \*\*Physical Education/Health
- Technology Education
- Instrumental Music Lessons (optional)

### **GRADE 7**

Major Courses - meet daily all year

- World History
- English
- Life Science
- Math 7 – Math 7 Advanced
- Foreign Language Elective (French, Spanish, or Latin) OR
- Corrective/Remedial Reading

\*\*Unified Arts and Special Area Courses meet every day for one marking period:

- Art
- Computer Literacy
- General Music
- Family & Consumer Science
- Math Extensions
- \*\*Physical Education/Health
- Technology Education
- Instrumental Music Lessons (optional)

## **PART II: GENERAL POLICIES AND INFORMATION**

### **ACTIVITY PERIOD**

Activity Period enriches the curriculum of the school. Teachers offer a wide range of choices and incorporate both an academic and recreational emphasis into the activity program.

Activities (3-days) M, W, F

Team Learning Time (2-days) Tuesdays and Thursdays

Sustained Silent Reading will occur each day for 15 minutes prior to each grade-level lunch. During this time, every student is required to read.

### **AFTER SCHOOL ACTIVITIES**

Students may remain after regular school hours only when they are in a supervised activity. Academic enrichment and remedial programs, after school assistance, athletics, music and drama programs are part of the diverse and richly rewarding offerings provided to students. Supervision is critical, however, and all students in these programs must remain with their supervising teachers while in school. Early dismissal from such a program requires that transportation be arranged for that dismissal time.

Students may remain after school to cheer at athletic and similar events but must remain with that event at all times. Sports passes are required for any student remaining after school to watch a sporting event. Violation of any part of the discipline code or a lack of cooperation with staff members will result in the revoking of this pass and the privilege it provides.

Students who leave school property after school may not return to school that day unless arrangements have been made with the Main Office in advance.

Athletes and spectators are not permitted in the main building at any time after school. Students in other programs are to remain only in those areas designated for each individual program.

*See "Sports Pass"*

Sign-up: will be announced in school  
Requirements: genuine interest

**The Creative Forum:** The Creative Forum is the literary magazine at CMS. Students who write stories or poetry, draw original art or create their own comic strips are encouraged to submit work throughout the year. All submissions should be given to Mrs. Feiler in room 101.

Meeting time: none  
Sponsor: Mrs. Feiler  
Requirements: items to be published will be chosen by the sponsor from the submitted work

**Mathcounts:** Mathcounts is a national math enrichment and competition program that promotes middle school mathematics achievement. Interested students will be a member of the Mathcounts team that will compete in a regional competition in the spring. Winning teams can compete at higher levels. For more information visit [www.mathcounts.org](http://www.mathcounts.org).

Meeting time: one activity period, session 1 & 2  
Sponsor: Mrs. Fava  
Sign-up: Session 1 sign up sheet or see the sponsor  
Requirements: interest in math

**Math Olympiad:** Students compete in an international mathematics competition. Students complete math problems in each monthly (November-March) competition. This is held at CMS. Visit [www.moems.org](http://www.moems.org) for more information.

Meeting time: one activity period per week, session 1. Students do not need to attend the activity to compete.  
Sponsor: Mrs. Hurlburt  
Sign-up: Activity session 1 sign up sheet or see sponsor  
Requirements: 6<sup>th</sup> grade competes at the elementary level, 7<sup>th</sup> & 8<sup>th</sup> at a higher level

## MUSIC

There are 5 music groups which are open to all interested students: **6<sup>th</sup> Grade Chorus, 7<sup>th</sup>/8<sup>th</sup> Grade Chorus, Orchestra, 6<sup>th</sup> Grade Concert Band and 7<sup>th</sup>/8<sup>th</sup> Grade Concert Band.** Orchestra is open to students in grades 6-8. These groups meet twice a week-once with the entire group and once in a small group called a sectional-during activity period and/or learning time for the full year. In addition, instrumental music students take instrument lessons weekly on a rotating schedule. These groups perform at the Winter and Spring Concerts.

Meeting time: Activity period, session 1, 2 & 3.  
Sponsor: 6<sup>th</sup> Grade Chorus-Mrs. Oh, 7<sup>th</sup>/8<sup>th</sup> Grade Chorus-Mr. Cooper, Orchestra-Mrs. Derewitz, 6<sup>th</sup> Concert Band and 7<sup>th</sup>/8<sup>th</sup> Concert Band- Mr. O'Neill  
Sign-Up: beginning the school year. Students who wish to join to join during the

Meeting time: activity period and after school rehearsals one day a week beginning in the Fall.

Sponsor: Mr. Cooper

Sign-up: auditions are open to all 7<sup>th</sup>/8<sup>th</sup> Grade Chorus members.

**Newspaper:** The "CMS Scoop" is the school newspaper. Students create and publish the newspaper for distribution to students and staff several times throughout the school year

Meeting time: one or two activity periods per week, session 1, 2 & 3.

Sponsor: Mrs. Blannett

Sign-up: each activity session sign up sheet

Requirements: approval of the sponsor

**Reading Olympics:** open to any student, grade 6-8 who likes to read. Students are required to read books from the 2008 Middle School Reading Olympics list which is available on the Colonial School District website, [www.colonialsd.org](http://www.colonialsd.org), 2007 Summer Reading Lists. Students compete as a team in the middle school Reading Olympics competition held in April.

Meeting time: optional activity period during Session 1 & 2. There may be meetings in the weeks before the competition.

Sponsor: Mrs. McGuire and Mrs. Marr

Sign-up: beginning of school year. Students may join later-see sponsor.

Requirements: students must read the minimum number of books from the list and attend the mandatory meeting in the spring.

**Oceanography:** 8<sup>th</sup> grade students interested in science will study oceanography and then have the opportunity to study at the Wallops Island Marine Science Center. Students will have required work to be eligible to go to Wallops Island. Space is limited.

Meeting time: one activity period per week, session 2 & 3

Sponsor: Mr. Trigone

Sign-up: information handed out in science class

Requirements: 8<sup>th</sup> grade only, satisfactory completion of Oceanography work, grade of C or better in all classes.

**Science Olympiad:** A team of 15 students competes in the regional Science Olympiad Competition against approximately 40 other teams. Top schools compete at the state competition. Each team member competes in 3-4 events such as Bottle Rocket Building, Bridge Building, Mystery Architecture, Can't Judge a Power-and many more. Visit [www.soinc.org](http://www.soinc.org) for more information.

Meeting time: one activity period, Session 1 & 2.

Sponsor: Mrs. DiFabio

Sponsor: Mr. Rickert

Sign-up: end of previous school year (required for officers) & beginning of current year

Requirements: GPA 2.0, to compete GPA 2.5, officers 3.0

**Yearbook:** Open to students who are sincerely interested in creating the CMS Yearbook.

Meeting time: one or two activity periods, sessions 1 & 2

Sponsor: Miss Horwitz

Sign-up: see sponsor

Requirements: members are chosen by the sponsor

**4 on 4 for a Cure Basketball Tournament:** a charity basketball tournament. Students form teams of 2 girls and 2 boys and play teams in a grade level tournament. The final day is the Elite 8/Final 4 Championship for each grade. Proceeds benefit Coaches vs. Cancer and Greater Philadelphia ALS.

Meeting time: Last week of February & First week of March-see school calendar

Sponsor: Student Council/Mr. Doroshow

Sign-up: Students pre-register to play in December and begin to form their own teams in January. The cost is \$15 per person (\$60) per team.

Requirements: 4 on 4 is open to all students

## ATHLETIC PROGRAM

Seventh and eighth grade students will have the opportunity to compete in an interscholastic sports program with other Middle Schools. The Colonial Middle School is a member of PIAA Montgomery County Independent Scheduling Group.

Girls Sports: 7th grade teams and 8th grade teams are Field Hockey, Volleyball, Soccer, Basketball, Lacrosse, Softball. Combined 7th/8th: Track & Field and Tennis.

Boys Sports: 7th grade teams and 8th grade teams in Soccer, Basketball and Baseball. Combined 7th/8th: 120 Football, Open weight Football, Wrestling, Lacrosse, Track & Field and Tennis.

## ATHLETIC / EXTRACURRICULAR ELIGIBILITY

Students are eligible to participate in sports and music programs or other extra curricular activities provided they are not failing any subjects, and maintain acceptable conduct according to the CSD discipline code and Code of Ethics.

Student athletes may continue to practice with teams during a period of ineligibility, but cannot dress for, travel to, or participate in interscholastic athletic events or public presentations. INELIGIBLE STUDENTS will not be permitted to participate in any type of extra curricular activity sponsored by the Colonial School District.

Academic eligibility lists are compiled weekly. Students who are failing (below 59.5%) one subject are in warning. Students who are failing two subjects, or failing the same subject for two consecutive weeks, are ineligible. Students who become ineligible repeatedly may be removed from that team or activity, and may be placed into a remedial program to improve their school performance.

Students with more than two (2) weeks of consecutive or three (3) weeks of total ineligibility may be considered for removal from a team following consultation with the activities director.

Students on athletic teams must practice with the team a minimum of ten (10) school days prior to participating in any athletic activity.

## ATTENDANCE POLICY

*\*Also please see "Tardiness"*

It shall be the responsibility of the building principal to adhere to the attendance regulations as set forth in this regulation, the School code, and the District Child accounting office.

It shall be the responsibility of the Home and School Visitor to investigate all cases of habitual absence and legal residence. Additional school staff may be

5. Tutorial work. Such instruction must be in a field not offered by the school.
6. Other urgent reasons:
  - a. Court appearance
  - b. Death in family
  - c. Quarantine
  - d. Unavoidable family emergency
  - e. School district transportation. Students transported by district operated or contracted vehicles are expected to wait at least forty-five (45) minutes past the usual pick-up time. It is expected that the parent will make every effort to transport the child under such circumstances.

**Educational Trips (not school sponsored):**

Educational trip forms can be found on page 38.

Upon receipt of a written request from the parents of a pupil involved in an educational trip, the pupil may be excused from school attendance when such trip is evaluated by the principal as educational and that the pupil will be under the direction and supervision of an adult acceptable to both the principal and the pupil's parents. To meet approval standards emphasis will be upon the pupil's opportunity to learn from the new experience. The principal shall have the right to require that an educational plan be submitted at the conclusion of the trip.

The Board of School Directors recognizes that occasionally students may have an opportunity to participate in a family educational trip during the regular school term. The Pennsylvania Plan for No Child Left Behind requires schools to maintain student attendance rate as an additional academic indicator for the Adequate Yearly Progress (AYP) report.

This regulation establishes procedures to be followed by parents when requesting approval for an educational trip and criteria to be used by the administration in acting on these requests. No more than five (5) school days per student will be approved for a trip request in any school year. Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the building principal well in advance of the requested dates for absence.

The Superintendent delegates the approval of an educational trip to the building principal(s).

**Guidelines for Educational trips**

Parents/guardians who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for their student(s). Consideration of such a request is dependent on these conditions:

**Truancy**

Student being absent from school without parental knowledge or permission.

**Illegal Employment**

Student employed during school hours.

**Excessive or Habitual Absence:**

A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days should require an excuse from a physician.

**Early Dismissals:**

Parents are encouraged to schedule medical and other appointments at a time other than school hours. Requests for an early dismissal should be made to the Attendance Office in writing prior to homeroom. Emergency requests may be made by telephone or in person. Students are to be picked up in the Main Office at the time of the dismissal. Only parents or guardians may pick up a student unless prior arrangements are made and approved by the Administration. Early dismissals prior to 11:45 a.m. or late arrivals after 11:45 a.m. will be considered a one-half day of absence.

COLONIAL MIDDLE SCHOOL  
ABSENCE NOTE

Please Print:

Student Name \_\_\_\_\_ circle: \_\_\_\_\_  
ID # \_\_\_\_\_ Grade 6 7 8

Date(s) of Absence \_\_\_\_\_ HR Teacher \_\_\_\_\_  
HR # \_\_\_\_\_

The Commonwealth of Pennsylvania identifies the following reasons as excused: (PLEASE CIRCLE ONE) Illness, Death in Family, Quarantine, Religious Holiday, Recovery of Accident, Court Attendance, Family Educational Trip (prior approval is required, please see additional form).

Comments:

Doctor Contacted: Yes No

Parent/Guardian Signature: \_\_\_\_\_  
Phone # \_\_\_\_\_

*This form is to be filled in by the parent/guardian and returned to school the day after any absence. After three (3) days following an absence, if a note has not been received, the absence will be coded as illegal or unexcused. A note from a medical doctor is required for 3 or more days of absence due to illness and for every day beyond 10 absences during the school year.*

COLONIAL MIDDLE SCHOOL  
ABSENCE NOTE

Please Print:

Student Name \_\_\_\_\_ circle: \_\_\_\_\_  
ID # \_\_\_\_\_ Grade 6 7 8

Date(s) of Absence \_\_\_\_\_ HR Teacher \_\_\_\_\_  
HR # \_\_\_\_\_

The Commonwealth of Pennsylvania identifies the following reasons as excused: (PLEASE CIRCLE ONE) Illness, Death in Family, Quarantine, Religious Holiday, Recovery of Accident, Court Attendance, Family Educational Trip (prior approval is required, please see additional form).

Comments:

Doctor Contacted: Yes No

Parent/Guardian Signature: \_\_\_\_\_  
Phone# \_\_\_\_\_

*This form is to be filled in by the parent/guardian and returned to school the day after any absence. After three (3) days following an absence, if a note has not been received, the absence will be coded as illegal or unexcused. A note from a medical doctor is required for 3 or more days of absence due to illness and for every day beyond 10 absences during the school year.*

COLONIAL MIDDLE SCHOOL  
ABSENCE NOTE

Please Print:

Student Name \_\_\_\_\_  
ID # \_\_\_\_\_

circle:  
Grade 6 7 8

Date(s) of Absence \_\_\_\_\_ HR Teacher \_\_\_\_\_  
HR # \_\_\_\_\_

The Commonwealth of Pennsylvania identifies the following reasons as excused: (PLEASE CIRCLE ONE) Illness, Death in Family, Quarantine, Religious Holiday, Recovery of Accident, Court Attendance, Family Educational Trip (prior approval is required, please see additional form).

Comments:

Doctor Contacted: Yes No

Parent/Guardian Signature: \_\_\_\_\_  
Phone # \_\_\_\_\_

*This form is to be filled in by the parent/guardian and returned to school the day after any absence. After three (3) days following an absence, if a note has not been received, the absence will be coded as illegal or unexcused. A note from a medical doctor is required for 3 or more days of absence due to illness and for every day beyond 10 absences during the school year.*

COLONIAL MIDDLE SCHOOL  
ABSENCE NOTE

Please Print:

Student Name \_\_\_\_\_  
ID # \_\_\_\_\_

circle:  
Grade 6 7 8

Date(s) of Absence \_\_\_\_\_ HR Teacher \_\_\_\_\_  
HR # \_\_\_\_\_

The Commonwealth of Pennsylvania identifies the following reasons as excused: (PLEASE CIRCLE ONE) Illness, Death in Family, Quarantine, Religious Holiday, Recovery of Accident, Court Attendance, Family Educational Trip (prior approval is required, please see additional form).

Comments:

Doctor Contacted: Yes No

Parent/Guardian Signature: \_\_\_\_\_  
Phone# \_\_\_\_\_

*This form is to be filled in by the parent/guardian and returned to school the day after any absence. After three (3) days following an absence, if a note has not been received, the absence will be coded as illegal or unexcused. A note from a medical doctor is required for 3 or more days of absence due to illness and for every day beyond 10 absences during the school year.*

## AWARDS

Throughout the school year provision is made through grade level guidance counselors, administrators, academic teams, and the interscholastic athletic program to recognize students for achievement in the areas of academics, athletics, and citizenship. Students are recognized with athletic letters and pins, honor roll status, random acts of kindness, and behavior reward programs. End of the year assemblies at each grade level recognize exemplary status in a variety of academic and extra-curricula areas with certificates, plaques and trophies. Parents are welcome to attend all awards recognition programs.

## BELL SCHEDULE

The regular bell schedule provides for eight 45 minute periods and a 30 minute lunch, and an activity period of 35 minutes each day. Students begin their day by reporting to homeroom by 8:03 a.m. each day, and dismissal is at 2:55 p.m. Assembly programs, late starts or early dismissals due to inclement weather, parent conferences and other special circumstances require adaptations to the regular schedule. The regular schedule is indicated below.

The regular schedule and several special circumstance schedules are posted in each classroom.

### 09-10 CMS DAILY SCHEDULE

8:00 – 8:03	Warning Bell
8:03– 8:15	Homeroom
8:15 – 9:00	Period 1
9:00 – 9:45	Period 2
9:45 - 10:30	Period 3

<b>N</b>		
<b>O</b>	10:30 - 10:45	Period 4 (SSR 7 <sup>th</sup> grade)
	10:45 - 11:15	Period 5 (Lunch 7 <sup>th</sup> grade)
<b>B</b>	11:15 - 11:30	Period 6 (SSR 6 <sup>th</sup> grade)
<b>E</b>	11:30 - 12:00	Period 7 (Lunch 6 <sup>th</sup> grade)
<b>L</b>	12:00 - 12:15	Period 8 (SSR 8 <sup>th</sup> grade)
<b>L</b>	12:15 - 12:45	Period 9 (Lunch 8 <sup>th</sup> grade)
<b>S</b>		

12:45 - 1:30	Period 10
1:30 - 2:15	Period 11
2:15 - 2:20	Announcements
2:20 – 2:55	Activity/Learning Time

children until the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

## **Guidelines for Providing Transportation Service**

### **1. Stop Locations**

- a) Stops will generally be located no closer than 1,500 feet from each other. However, on hazardous roads, stops may be scheduled as close as, but no closer than, 500 feet of each other.
- b) Stops will generally be located at intersections and not at a student's home. Exceptions may be made for students with approved IEP's requiring special transportation accommodations or for students living on roads which are certified hazardous by the Pennsylvania Department of Transportation.

### **2. Walking Distances to Approved Bus Stops**

- a) Resident students, public and non-public, at all grade levels, may be required to walk up to (1) one mile to the location of their school bus stop.

### **3. Transportation Assignment of Students**

- a) The district will assign each student eligible for transportation to a route and a bus stop based upon the location of their home address. Students will not be permitted to transfer to another bus stop or route without prior approval of the district's Transportation Office. The district will consider special transportation requests within the home school attendance area only if parents/guardians complete, sign, and submit a "Transportation Request Form". These forms are available at all district schools. The district will not provide transportation outside the student's home school attendance area. An exception to the home school attendance area rule may be made for district municipalities that are offering community programs for district students. Requests for more than one pick up and drop off location will not be granted. Approved requests will be effective only for the school year for which they are submitted. Parents/guardians should submit special transportation requests for each school year to the District's Transportation Office on or before August 1st of that year. Students

passengers. Students and parents will be held responsible for knowing and abiding by the following provisions. Students must:

- a) Be on time at the designated bus stop. Arrive five (5) minutes before the bus is due.
- b) Wait for the bus at a safe place that is well off the road on the side of the street on which the bus stop is located.
- c) Respect the property rights of people who reside at or near the bus stop.
- d) Respect the school bus "danger zone", a 10 foot wide area surrounding the bus on all sides. When waiting to board, they must remain far enough away from the bus so that they can clearly see the driver's face. When they are sure that the driver has seen them, and the bus has come to a complete stop, they should approach the bus in a single line without running or pushing.
- e) When it is necessary to cross the street to board the bus, wait for the driver to signal that it is safe to cross and walk far enough away from the bus so that they can see the driver's face (a minimum of 10 feet).
- f) Enter the bus in an orderly manner and take their seats.
- g) If the bus driver has assigned seats, sit where they are assigned.

## 2. Waiting

- a) Students must be at the bus stop *no less than (5) minutes before the scheduled bus arrival time.*
- b) If the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, students are expected to wait a reasonable length of time (at least ½ hour) before returning to their homes.
- c) Waiting students are to be visible to the driver and prepared to board the bus when it arrives.

## 3. School Bus Discipline Rules

- a) The school bus is an extension of the school classroom. The district expects appropriate behavior on the part of all students riding the school bus. Although the prime responsibility for a student's behavior

7. Students must always keep the aisle clear.
8. Students must never throw anything inside the bus or out of the bus window.
9. Scuffling, fighting, eating, drinking, the use of tobacco, and the use of profane language are strictly forbidden.
10. Live animals, water guns, fireworks, and similar items that may distract the driver's attention are not permitted on the bus.
11. Students are expected to be courteous to fellow students and the bus driver. When the bus driver gives them directions, they are to follow them.

c) Please be advised that students may be video-taped while receiving school provided transportation. This practice is implemented to promote a safe environment for all of our students.

Late buses are provided for students involved in interscholastic sports and after school activities. Late buses generally leave at 4:30 and 5:15 p.m. (This schedule is subject to change.) Buses are also provided for students assigned to after school detention according to the schedule established for that detention period.

Students may be asked to provide identification when boarding buses. Students remaining after school as spectators at approved events must possess their own current ID card and valid Privilege Card or Sports Pass.

### **TRANSPORTATION REQUEST FORM**

If your child is to be transported to and/or from school to a location other than your designated home area bus stop, please complete the Transportation Request Form on page 27 and return it to the Transportation Office located in the Colonial Elementary School or mail to: 230 Flourtown Road Plymouth Mtg., PA. 19462. Forms may also be picked up at each school.

Requests for Colonial School District bus transportation from locations other than the student's home will be considered only if the student is eligible for transportation and the stop is on an existing bus run located in the school attendance area to which the student is assigned.

Students will be assigned to bus stops based on the consistent application of a process that involves no more than one accommodation or transition per student. We cannot honor requests for transportation that will vary day to day or week to week.

**TRANSPORTATION REQUEST FORM  
COLONIAL SCHOOL DISTRICT**

SCHOOL YEAR \_\_\_\_\_ Requests must be submitted each school year. Transportation will revert back to student's home address at the end of the School year.

Student(s) Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

School Attending: \_\_\_\_\_ Grade: \_\_\_\_\_

Please fill in the blanks where indicated and provide us with accurate information and the required signatures. Please return this form to the Colonial School District Transportation Office, 230 Flourtown Rd., Plymouth Meeting, PA 19462. This form may also be faxed to 610-834-1809.

Daycare Provider Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Bus Stop Location (From Child Care Provider Location If Known) \_\_\_\_\_  
(Must be an existing bus stop.)

**Student Transported TO SCHOOL FROM :**  
Home \_\_\_\_\_ Child Care Provider \_\_\_\_\_

**Student Transported FROM SCHOOL TO:**  
Home \_\_\_\_\_ Child Care Provider \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

---

**TRANSPORTATION DEPARTMENT USE ONLY**

Effective Date: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
Transportation Office

**PLEASE NOTE:** This request can only be approved by the Transportation Office. Building principals can approve temporary changes in transportation for emergency reasons.

Copies: School \_\_\_\_\_ Transportation Office \_\_\_\_\_ Parent \_\_\_\_\_

## CAFETERIA REGULATIONS

All students will use the cafeteria for lunch unless otherwise assigned. Students may bring their lunch or purchase all or part of it as they desire.

Students are expected to conduct themselves as ladies and gentlemen as they would in any other public eating establishment. The following procedures are to be followed:

1. All eating is confined to the cafeteria. Students are not permitted to eat lunch anywhere except in the dining room unless granted permission by a CMS staff member. Picnicking on school grounds is prohibited. Food, snacks, or beverages are not permitted to be taken out of the dining room without authorization. Glass containers of any kind are prohibited for safety reasons.
2. Upon completion of eating, students must remain in the cafeteria until the end of the lunch period or dismissal by the cafeteria supervisor.
3. Students are not to leave the cafeteria to loiter in the lobby or halls adjacent to the instructional areas of the building. Students in violation of this regulation are subject to disciplinary action.
4. Students must remain in school during lunch.
5. Students are responsible for disposing of trash in the trash containers.
6. At times, students forget their lunch money and may continue to charge their account resulting in insufficient funds. There will be a \$5.00 cap on breakfast and lunch account charges. Once a student reaches \$5.00, no lunch can be charged until the outstanding balance is paid. If a student attempts to charge with an overdrawn balance, the charge will be denied and a **limited lunch** will be supplied. The student will be expected to clear the obligation the next school day. The account will remain frozen until sufficient funds are deposited into the account. Checks should be made payable to CMS Cafeteria.
7. Breakfast and lunch charges will not be accepted one week before the last day of school. Cash only purchases may be made during the last week of school.
8. It is the student's responsibility to check on their individual account for any outstanding obligation.

All inappropriate conduct in the cafeteria will be dealt with according to provision in the Discipline Code.

Education Association and Administration, a Complaint Resolution Brochure was developed and effectively provides a guide for parents to use in addressing concerns. The brochure entitled: **Complaint Resolution: A Guide for Parents** can be obtained from your principal. Our goal is to mitigate against the unpleasantness of adversarial interaction which, on occasion, serve only to derail teachers and administrators from the desired partnership we want to have with parents. With this in mind, please feel free to avail yourself of our brochure and together we will serve the best interest of our school and community.

## COMPUTERS

The development and use of computer skills are an integral part of your child's education in the Colonial School District. The Middle School possesses six complete computer labs and at least one computer is installed in every classroom. All computers are linked by network and possess Internet capabilities.

The appropriate and ethical use of these devices is taught and expected. The Discipline Code addresses potential violations of proper use.

Student use of their own or other accounts from other information services is forbidden on the Colonial system. Access to specific locations may be granted with specific permission, but all such access must clearly be for educational purposes in line with course objectives. Violations of this restriction may be penalized under the Discipline Code.

The Colonial School District provides access to computers and to the internet through district data networks in order to support curriculum and instruction, independent study, research and communications. Downloaded or saved files on the computers or networks should not include unnecessary or inappropriate files or programs, such as, but not limited to games, music, zip files, etc., unless used in a school-related project.

Steps have been taken to ensure student safety; all access to the internet is through an internet filter that screens out inappropriate web sites, chat rooms

and games. This filtering meets the requirements of federal regulations.

Parents and guardians have the right to deny individual internet access for their children. This can be done by indicating in writing that you do not want your child to have individual internet access. The form mailed by the district at the beginning of the year to each family must be signed and returned to the district community relations office, Attention: Mr. David Sherman.

## HOME USE OF TECHNOLOGY

We recognize that we have no power to regulate home computer use by students, however, we recommend that parents closely monitor their child's use of the internet and specifically social networking sites. These sites include:

## **DANCES**

Periodically throughout the year, school dances are held in the gymnasium or cafeteria. The dates are noted on the district activities calendar, but may have to be postponed or canceled due to inclement weather or lack of interest. Permission slips to buy tickets can be obtained in school, or on the CMS website.

Normally tickets are sold in advance during lunch periods to cover costs. Dances are open to sixth, seventh, and eighth grade students as indicated on the district and CMS calendars. School dances are normally held on Friday evenings and begin at **7:00** p.m. and end promptly at **9:00** p.m.

Parents are required to arrange transportation to and from school dances for their children.

**PROFESSIONAL LEARNING TIME*****Early Dismissal Bell Schedule***

Homeroom	8:03 - 8:13
Period 1	8:13 - 8:55
Period 2	8:55- 9:37
Period 3	9:37 - 10:19
Period 4	10:19 - 10:31
Period 5	10:31 – 11:01
Period 6	11:01 - 11:13
Period 7	11:13 - 11:43
Period 8	11:43 - 11:55
Period 9	11:55 - 12:25
Period 10	12:25 - 1:07
Period 11	1:07 - 1:50

**EARLY DISMISSAL SCHEDULE*****2010-2011***

TIME	6 <sup>TH</sup>	7 <sup>TH</sup>	8 <sup>TH</sup>
8:03-8:15	HR	HR	HR
8:15-8:45	1	1	1
8:45-9:15	2	2	2
9:15-9:45	3	3	3
9:45-10:15	4-5	6-7	4-5
10:15-10:45	8-9	8-9	6-7
10:45-11:15	10	10	10
11:15-11:45	11	11	11
11:45	DISMISSAL		

In the case of a one or two hour delay due to weather, there will be no early dismissals for Professional Learning Time. PLT will be utilized to provide professional development and collaboration time for CMS staff; students will be dismissed early. These dates can be found on the District Calendar and on our website calendar.

PSSA EARLY DISMISSAL DAYS  
Dismissal at 12:45 on 3/14, 3/15, 3/16

Good habits of body hygiene and grooming are essential. Any mode of dress which distracts or disrupts the teaching-learning process or endangers the health or safety of students is unacceptable. Health and safety used in the context of the dress code policy is defined as any clothing style in the judgment of the administration in accordance with state and local laws that would be dangerous to any student carrying out an educational task. Shoes or other appropriate footwear must be worn at all times. In any activity where hair might be unsafe or unsanitary hair shall be controlled by hair nets or adequately tied back. **If, in the opinion of the administration and faculty, a student's dress is distracting, the student will be dismissed from the remainder of his/her schedule for that day until the clothing in question has been changed.** The student will be expected to cooperate in securing appropriate clothing. Parents will be notified if a student is uncooperative.

1. Hats, bandannas, and full head coverings are not permitted to be worn in the building during school hours. Head coverings can only be worn for health or religious reasons. If such reasons exist, the student must meet with the appropriate assistant principal to explain the need. All outer garments, such as coats and jackets, must be placed in student lockers upon arrival and retrieved from lockers at departure. They may not be worn or carried in the school building at any other time. This policy is a requirement of our safe school initiative.

2. For reasons of safety and health, special dress and grooming regulations may be required for special areas like laboratories, shop, gymnasiums, etc.

### 3. **Standards of Dress for Special Events**

Examples of events: sports, music and other awards programs, promotion programs (Additional 8<sup>th</sup> grade dance expectations are noted.)

Girls: Ideal: blouse and skirt

Acceptable: skirt, dress, pants suit, slacks and blouse, no short skirts

8<sup>th</sup> Grade Dance: Semi-formal wear, dress

Boys: Ideal: jacket and tie

Acceptable: slacks, khakis, collared shirt (unless dress shirt)

8<sup>th</sup> Grade Dance: Semi-formal wear, jacket, slacks

No: Shorts, collar-less shirts (unless dress shirt), or writing on clothing Yes:

Laces tied, small logo on clothing, appropriate footwear

Other events and expectations for appropriate attire may be announced at any time. Field trips may require specific clothing and footwear for comfort and safety.

## **DRUG PARAPHERNALIA**

The possession of drug paraphernalia is often symptomatic of a larger, more serious concern such as drug usage. The possession of drug paraphernalia is therefore considered a serious disciplinary infraction. This infraction will result in an Out-of-School Suspension and immediate referral to the Student Assistance Program (CARE)

## PENALTIES

### First Offense – Use or Possession

For a first violation of the prohibition against use or possession of drugs, the student will be (1) suspended from school and all school activities for a minimum of ten school (10) days; (2) required to cooperate in an alcohol/other drug assessment and comply with any recommendations that derive from that assessment; and (3) agree to participate in follow-up activities of the CARE Team.

### Repeated Offenses

For repeated violations of the prohibition against use or possession of drugs, the student will be (1) suspended from school and all school activities for a period of time ranging from 45 school days to permanent expulsion as determined through a hearing by the Board of School Directors. If the student has not been permanently expelled, he or she will be required to meet specific stipulations before he or she is eligible to apply for readmission. The stipulations include but are not limited to the following:

1. Successful completion of the alternate educational program determined by the high school principal;
2. Cooperation in an alcohol/other drug assessment and compliance with any recommendations that derive from that assessment;
3. Attendance and written report on appropriate twelve step sessions;
4. Agreement to provide evidence of a clean drug screening prior to readmission; and
5. Agreement to participate in follow-up activities of the CARE Team.

## TRANSFER, DELIVERY OR SALE

The Colonial School District prohibits students from transferring, delivering or selling alcohol or other drugs or drug paraphernalia on school grounds, at school sponsored activities or traveling to or from school or school sponsored activities.

## PENALITIES

For a violation of the prohibition against transfer, delivery or sale of drugs, the student will be (1) excluded from school for a period of time ranging from 90 school days to permanent expulsion as determined through a hearing by the Board of School Directors. If the student has not been permanently expelled, he or she will be required to meet specific stipulations before he or she is eligible to apply for readmission. The stipulations include but are not limited to the following:

1. Successful completion of the alternate educational program as determined by the high school principal;
2. Cooperation in an alcohol/other drug assessment and compliance with any recommendations that derive from that assessment;
3. Attendance and written report on appropriate twelve step sessions;
4. Agreement to provide evidence of a clean drug screening prior to readmission; and
5. Agreement to participate in follow-up activities of the SAP Team.

School administrators will refer all credible reports of violations of these policies to the appropriate law enforcement agency. School discipline is enforced independent of any charges which may be filed with the police.

**COLONIAL MIDDLE SCHOOL**

**REQUEST FOR EDUCATIONAL TRIP**

***This request must be submitted to the Principal no fewer than five (5) days prior to the proposed trip.***

Date of Request: \_\_\_\_\_ Grade: 6    7    8                  Student ID # \_\_\_\_\_  
Homeroom # \_\_\_\_\_ Team: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

I / We hereby request to take (student name) \_\_\_\_\_, on a trip that we consider to have educational value during regularly scheduled school time.

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

My / Our child will be accompanied and supervised by \_\_\_\_\_ while on the trip.

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

The reason(s) why I / we believe this trip is of educational value and the days missed from school should be considered as *excused* are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***No more than five (5) school days per student will be approved for a trip request in any school year.***

I / we also understand that my/our child's team will be advised of the absence and that my/our child should check with each teacher prior to the trip to determine homework and other assignments that may be due or expected while we are away.

**Please list your child's Guidance Counselor & Teachers below:**

Social Studies: _____	Reading / Language: _____
Science _____	Specialist #1: _____
English: _____	Specialist #2: _____
Math: _____	Guidance Counselor: _____

\_\_\_\_\_  
Parent / Guardian (Print)

\_\_\_\_\_  
Parent / Guardian (Signature)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Office use only**-----

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_

Reason: \_\_\_\_\_

## ELECTRONIC DEVICES

Electronic devices that could interrupt the educational process **ARE NOT PERMITTED IN SCHOOL**. These devices will be confiscated and returned only to a parent. Electronic games and personal music players with head sets are permitted on the bus, before and after school. During instructional time electronic games and personal music players must be kept in the student's locker. Calculators capable of playing games may not be used for such during the school day. **THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR LOST, STOLEN, OR DAMAGED EQUIPMENT.**

LASER POINTERS are potentially dangerous devices and are not permitted in school. Such devices will be confiscated and returned only to a parent. Other disciplinary measures may be taken under the Discipline Code.

CELL PHONES -Students are permitted to bring cell phones to school under the following condition: they must be turned off and stored out of sight during the regular school day, 8:03 a.m. – 2:55 p.m. A violation of this policy will result in the confiscation of these items until the end of the school day. Repeat violations will receive penalties as outlined in the Student Code of Conduct. A mandatory parent meeting will be held.

**THE SCHOOL WILL ASSUME NO RESPONSIBILITY FOR LOST, STOLEN OR DAMAGED CELL PHONES OR OTHER DEVICES.**

## EMERGENCY AND SCHOOL-PARENT COMMUNICATION

Colonial Middle School uses the **Connect-ED**<sup>®</sup> service, our school-to-parent communications service. With the **Connect-ED** service, our schools can send periodic and personalized voice messages to parents within minutes. The **Connect-ED** service will also be used for our emergency preparedness procedures and early dismissal notification due to inclement weather. The system will also be used to contact parents if a call has not been made to the school attendance line and to notify parents of upcoming school events.

The **Student's Emergency Contact Form** should be returned with your student the first day of school. It is important for you to review all the information printed on the form, correct any errors, and provide updated information. Please label the phone numbers with a # 1, 2, and 3 indicating your preference in the order that calls are made. An extension cannot be dialed through **Connect-ED** so please include only direct lines. It is suggested that if you have a mobile phone, you list that as #1. This will help us update our new **Connect-ED** service to make sure we are calling the correct phone number. Additionally, we will have the ability to send an email of the message. If you would like an email of the message being sent, write your email address at the bottom of the form.

Some important delivery notes: Background noise may cause the system to stop and start as it is calibrated very delicately to determine whether a person on answering machine has picked up the phone. You may use the mute button on your phone to

## **FIGHTING**

The school has a compelling interest in maintaining a safe, orderly environment which is supportive of its educational program. As a result, students who engage in fighting are subject to an immediate and firm disciplinary response. In general, such students will be suspended from school for a minimum of three days. In addition, students may be cited by local police authorities for disorderly conduct and possibly fined. The student's parents will be notified to remove the student from school immediately or he or she will be assigned to I.S.S. for the remainder of the day. (See also Student Rights, Responsibilities and Discipline Code.)

## **FINAL EXAMS**

During the last week of school, students will be given a final exam in each major subject area. An exam schedule will be communicated to students and parents.

## **FIRE AND EMERGENCY DRILLS**

Fire drills will be conducted monthly. Other emergency drills will be held periodically. Students are to follow directions posted in classrooms and to be silent for the duration of the drill.

## **FUND RAISING**

All fund raising activities done in school must be under the sponsorship of recognized school organizations and with the permission of the school administration. Such activities are to be conducted in such a manner as to not interfere with or disrupt the instructional program. Items for sale may not be sold within the confines of individual classrooms. Individuals and outside organizations will not be permitted to raise or solicit funds in school.

## **GAMBLING**

Gambling is strictly prohibited under the disciplinary code as a Level Four Infraction. Other Offenses Violating Pennsylvania Crimes Code. Types of gambling covered but not necessarily limited to include card playing, dice rolling, sports pools and coin tossing.

## **GRADING PROCEDURES**

The school year is divided into four report periods with grades issued on report cards approximately every 45 school days. Teachers use a variety of techniques to assess student achievement including tests and quizzes, projects, laboratory and other hands-on experiences, performance observations, homework assignments, discussion participation, group work, etc.

### **Marking Period Grades**

School work relative to incomplete grades must be made up within four weeks of issuance of report cards or by teacher/counselor arrangement.

At the end of each report period points awarded during assessments activities are converted into letter grades to evaluate student performance according to the following scale.

Students requesting to see the nurse from class and between classes must use a medical pass which can be obtained from the classroom teacher. Hall passes are not acceptable. Students who are ill are not to report to any other place in the school and are not to call home on a public phone requesting a parent to pick them up. If necessary, the school nurse will notify parents who must arrange for transportation to the home. If a student leaves school without following this procedure, he or she will be subject to the penalty for unauthorized class absence.

2. If someone is seriously injured during the school day, notify the nurse's office at once. If a serious injury occurs after school, immediately contact the school office.

### **Physical Examinations**

1. It is a state mandate that all 6th grade students have a physical examination including hearing and vision tests and 7th grade students have dental check ups. Hepatitis B vaccinations will be provided for 7<sup>th</sup> grade students. We encourage all students to have their physicals and dental exams performed by their family physician or dentist. Private Report of Physical Examination and Dental forms were given to students in the spring of previous school year. Completed forms are due in the nurse's office by October 15. Any student who has not returned the form will be scheduled for a physical in school with the school physician or dental exam by school Dentist. Students are obligated to report for their physicals or dental exams as scheduled since the school physician and dentist is available on a limited basis. Any student who fails to report will be subject to disciplinary action.
2. If a physical defect is detected in an examination, notification will be sent home through the nurse's office.
3. A student may be excused from regular or special examinations on presentation of written evidence to the school administration that such examinations are contrary to religious beliefs of the parents or guardian of the student.

### **Audiometer Testing**

Audiometer testing is administered to students in Grade 7 and in every grade where a student is known to have a hearing loss.

### **Sports**

1. If a student desires to sign up for any of the teams, he or she is given a student health history update/sports physical card to be signed by the parent.
2. A physical examination is required by the family doctor or school doctor before a student is permitted to practice or participate each season.
3. Students must pre-register in the nurse's office for sports examinations given by the school doctor.
4. Students who have had their physical examination administered by their family doctor must provide proof. The private Physician's Report Form will be kept in their health records in the nurse's office. Forms are available in the nurse's office.

### **Gym Excuses**

1. A written note from parents or family doctor must be brought to the nurse to excuse one or more gym periods because of acute illness of a student.
2. The nurse **will not write** excuses for not taking physical education.

6. On long term assignments, organize early enough so that you can have a conference with the teacher before the project is due.
7. Have an assignment notebook and write down each assignment accurately as given.
8. Use a definite method in studying. Survey the lesson as a whole and review it by parts and learn the main points. Finally review the whole lesson rapidly. Make written outline for difficult and lengthy lessons.

When a student is absent from school one or more days due to illness, it is the student's responsibility to secure homework assignments from another student or see the teacher for make-up work upon returning to school. All assignments missed must be made up.

### **Homework Make Up:**

Students are encouraged to identify "Homework Buddies" and record their names and phone numbers in the front of their Agenda books. These should be the first source of homework information when you are absent.

Students are also encouraged to access their teacher's hubsite to view daily assignments and other pertinent information. This can be achieved via our district website at [www.colonialsd.org](http://www.colonialsd.org) and by following the procedure below:

1. Click on "Our Schools" link
2. Click on "Colonial Middle School
3. Click on "sign in" link on upper right hand corner of page
4. Click on "colonial Middle School Online Courses" link under CMS photo.
5. Choose the desired course.

### **HOMEBOUND INSTRUCTION**

Pupils unable to attend school, and who anticipate confinement to their homes because of illness or injury for a period of ten school days or more may apply for homebound instruction through the Guidance office. In order to initiate this procedure parents must submit a letter from a medical doctor stating the need for homebound instruction.

### **HONOR ROLL**

- a. The honor roll is computed after each marking period.
- b. Criteria for the Honor Roll
  1. Distinguished Honor Roll  
All A's; One B
  2. Meritorious Honor Roll  
All A's and B's (need at least one A)

homeroom teacher from the office of the assistant principal. All students will be assigned a combination locker. No other locks will be permitted on hall lockers.

Students shall be assigned another locker in the locker room for gym and athletic equipment. Locks will be issued by Physical Education teachers. It is the responsibility of students to keep lockers locked. **DO NOT SHARE LOCKERS.**

The administration and teachers are not responsible for the loss of money or property. Large sums of money and other valuables should never be brought to school. Students are required to keep lockers clean and neat at all times. Decals, stickers or other markings on the locker are prohibited. All lockers made available for student use on school premises are the property of the Colonial School District. Lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school functioning or which are forbidden by state law or school rules.

The student's use of the locker does not lessen the School District's ownership or control of the locker. The School District retains the right to periodically inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate flammables or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, contraband or any other material not specifically related to school purposes or an educational function of the School District.

In the event that any weapons, illegal drugs, alcohol, contraband or other material not specifically related to school purposes are uncovered during an inspection of the locker being used by a student, the student shall be deemed to have consented to the removal of any such item(s) for the locker.

### **LOST AND FOUND**

Students seeking lost articles should check for these items in the Guidance Office, and the "Lost and Found" Office located in the Nurse's Suite. Found textbooks will be returned to the student by the classroom teacher. Students are responsible to list their name on the inside cover. Lost items not claimed at the end of each marking period will be donated to a worthy cause.

### **PARENT – TEACHER ORGANIZATION**

Colonial Middle School has a very active Parent Teacher Organization whose major focus is to provide activities and materials to extend the educational thrust of the curriculum. Parents and students are encouraged to participate in all PTO activities.

#### **Officers of the PTO for 2010-2011:**

President – Lauren Taverna  
Vice President – Michele Conner  
Treasurer – Jim Flemming  
Co-Treasurer – Elaine Eplett  
Secretary – Joanne Copestick

## REQUIREMENTS FOR PROMOTION

All students must pass all of their subjects with an average grade of sixty percent or better in each course, in order to be promoted to the next grade. Summer school will be made available based upon the needs of the district each summer.

In order for students to participate in promotion, all outstanding obligations must be cleared. This includes, but is not limited to, classroom books or learning tools, library books and fines, unpaid cafeteria balances, gym locks, and sports equipment.

Students should be dressed appropriately; no shorts, tank tops, very short skirts, flip-flops or sneakers. Boys should wear slacks (no jeans) and a nice shirt; girls should wear a dress, skirt or slacks that are appropriate for a morning event.

### Support

Numerous *Strategies for Success* exist at the Colonial Middle School to assist students in danger of failing a course. These programs are initiated through many avenues including teacher and guidance counselor recommendation, individual and parent requests and evaluation by the Child Study Team. These programs are in place now and it is likely that other possibilities will evolve as necessary.

Specific support programs include:

1. **Assignment Book** - An Agenda Assignment Book will be given to each student. He or she will be required to keep all assignments in this book. Parents may review the book on a daily basis to determine their child's progress. Messages to each teacher may be written in the book by the parent to maintain a line of communication between home and the school. Teachers will respond to such messages.
2. **Child Study Team** - This Team meets weekly to discuss the needs of our students. Referrals and support emanate from the Teams review.
3. **Team Meetings** - Academic teams meet with students and parents to review needs and to recommend action and support.
4. **C.A.R.E. Mentor Program**- Students are matched with compatible adult staff members who volunteer to work with the individual student.
5. **C.A.R.E. After School Homework Program** This program meets every Wednesday until 4:15 p. m. Students work on assignment with the assistance of teachers and volunteers. Students may ride the activity bus home at the end of the session.
6. **Mandatory Activity Program (MAP)** - Meeting during the activity period, students work with teachers in subjects in which the students are having difficulty. This is a non-voluntary program, replacing another activity with one intended to meet the defined academic needs of the child.
7. **Pupil Enrichment Program (PEP)** Meeting in close to a 1:1 ratio, teachers work with students to enhance their study skills in specific courses.

If you should have any question concerning Colonial School District residency requirements, you can contact the building principal, Karen Berk – Director of Pupil Services at 610-834-1670 Ext. 2111 or Tom Traister – Residency Investigator at 610-834-1670 Ext. 2177

### **CARE**

The **Student Assistance Program (CARE)** is an intervention and referral team comprised of administrative, counseling, teaching and support personnel that has been instituted in order to provide students and families with assistance in dealing with issues related to the use and abuse of alcohol and other drugs and issues related to mental health. The SAP team will provide out-reach, support and aftercare services within the school setting and will serve as the liaison to treatment providers within the community. Students may refer themselves to the SAP team through their guidance counselor. Teachers, parents and students may also make referrals to the SAP team at any time.

When appropriate, a member of the CARE team or another member of the professional staff will be assigned to monitor a student's progress.

### **SCHOOL OFFICE HOURS**

Main Office	7:30 am to 3:30 pm (school year)
Attendance Office	7:30 am to 3:30 pm
Guidance Office	8:00 am to 3:00 pm

### **SCHOOL PICTURES**

Each fall pictures of individual students are taken by a professional photographer. At minimal cost, several different packets of pictures are available to each student and his or her family. A retake session is scheduled for those students who are absent on the scheduled day.

In the spring, a group class picture will be taken and offered to all 8th grade students. Additional photo opportunities may be scheduled.

### **SKATEBOARDS/ROLLERBLADES**

The use of skateboards and rollerblades is prohibited on school property. Students are prohibited from bringing skateboards and rollerblades to school for safety reasons and limited storage facilities.

### **SMOKING**

The Colonial School District has adopted policies prohibiting the smoking or carrying of lighted tobacco (in any form) or a lighted pipe or cigarette on school property and on school buses. Whitmarsh and Plymouth Townships adopted ordinances

**COLONIAL MIDDLE SCHOOL**

**SPORTS PASS APPLICATION  
2010-2011**

Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

We understand that a student who wishes to attend an after-school sporting event without a parent escort must have a sports pass. To get a sports pass sticker, students must bring this completed form to the athletic director's office.

While attending an after-school sporting event, students must remain in the area of the event. The student must have their ID card with them and show it to any school personnel who ask to see it. Students may not stay after school to attend practices. Students attending an after-school sporting event can take the activity bus home. Attending sporting events is a privilege which can be revoked. All school rules, expectations and consequences remain in effect at sporting events.

Student's signature \_\_\_\_\_

Parent/Guardian's signature \_\_\_\_\_

## STUDENT COUNCIL

The Student Council is an organization of students, elected by students to serve as their official representatives in all matters of concern to the entire school.

Each spring officers are elected to carry on the work for the following year. In the fall, two representatives are elected in each homeroom. It is the duty of the representatives to bring to the Council's attention complaints and suggestions from their classmates and to report to their homeroom the actions of the Council.

In addition, any student maintaining a "C" average or better, and who has not received and suspensions may also join Student Council as a committee member.

Student Council representatives serve as role models for other students. Suspensions or poor conduct will result in removal from the position.

## STUDENT OBLIGATIONS

Students are responsible for all school district property placed in their care. They will be assessed for obligations which include money owed for damaged or lost books, for equipment and materials that have not been returned, for the willful destruction of school property and for other obligations incurred by the student. If the material(s) can not be found, the assessed replacement cost of the material(s) must be paid. **Failure to do so may result in disciplinary action, including the withholding of report card and/or exclusion from activities. Any unsatisfied obligations will remain with each student while at Colonial Middle School and may prevent participation in school activities including the graduation/promotion ceremony.**

## STUDENT / SCHOOL PUBLICITY

Photos, videotape footage and personal interviews with Colonial students who are involved in various school-related activities are often used as part of the district's community relations efforts (e.g., district publications, CITV programs and on the district's Website). If you do not want photos, videotape footage or interviews featuring your child used in district publications, CITV programming or on the Website, please contact the district office

(David Sherman, 610/ 834-1670, x-2115) or complete the form forwarded to you during the district mailing at the opening of the school year.

Be advised that signing this form prevents intentional use of your child's photo or videotape footage. In situations in which large groups of people are participating, it may be impossible not to photograph or videotape certain students and therefore we cannot prevent the use of photos or videotape footage that unintentionally includes your child.

## TARDINESS

Students late to school are to report to the entrance lobby for a late slip. Unexcused lateness is subject to after-school detention. Tardiness will be recorded on student attendance records.

Between classes students are allotted three minutes passing time. 3 lates = 1 pink slip. Any additional lates will result in another pink slip.

withdraw from the Colonial Middle School to afford the smooth transition of official records. The procedure is as follows:

1. Parents/Guardian must contact the Guidance office to inform school of transfer and give date of the student's final day at CMS.
2. **Students transferring during the school year** will obtain a deletion form from the Guidance office to be signed by each teacher and the guidance counselor on the student's last day at CMS. This form is signed by the student's teachers as all school books, materials, equipment and library books have been returned and any money owed to the cafeteria or any other obligation is paid. A current grade as of the student's last day at CMS will also be recorded on this form by his/her teachers.
3. This form must be returned to the Guidance office for their counselor's signature and will then be sent home with the student to be taken to the student's new school.
4. The student's Parent/Guardian must sign a **Release of Records Form** when registering at the new school. All academic and health records will be transferred directly to the student's new school when this form is received by the Guidance office at CMS.
5. **NO RECORDS WILL BE TRANSFERRED UNTIL ALL OBLIGATIONS ARE PAID OR MATERIALS ARE RETURNED TO CMS.**

### THREATS

Threats made by students toward staff, other students or against property will be taken seriously and are considered the same as if they actually carried out the threatened act. Threats will not be tolerated.

### TRUANCY

If a student is absent from school without parental permission, the absence shall be considered a truancy. Truant students have forfeited their right to make up work missed during the period of absence. In the case of any student who has not yet reached his or her seventeenth birthday, the absence is also illegal. The school's disciplinary response will generally be two days of In School Suspension for each day of truancy.

Repeated truancy for students will result in local proceedings at the District Justice's Office and may result in ISS or OSS.

### VISITORS

**Visitors MUST sign in** at the desk in the lobby when entering the building in order to provide for the security and welfare of students. Individuals with legitimate business will be given visitation privileges and a **VISITOR'S PASS** which must be worn in plain sight. Student visitors from other schools will not be permitted unless circumstances are extenuating and advance administrative approval has been given.

## **PART III: STUDENT RIGHTS, RESPONSIBILITIES AND DISCIPLINE CODE**

### **Philosophy of the Disciplinary Code**

The philosophy of the Colonial School District is based on the fundamental belief that as educators we are responsible for providing each individual with opportunities to mature intellectually, creatively, emotionally, socially, ethically and physically, and that each individual can grow within his/her spectrum only if he or she is encouraged to identify and develop his or her unique attitudes, abilities and interests. Such opportunities for growth are best provided in a positive learning environment characterized by an atmosphere of openness and mutual respect for the personal worth and dignity of each person.

In a democratic society, each individual must learn to work with others and share with them the privileges and responsibilities of good citizenship. The development of self-discipline and acceptance of individual responsibility is one of the important goals of education.

An effective discipline code in a school is directly related to the excellence of the total educational program. Individuals who are motivated and who possess a sense of responsibility are an inspiration to others. It is the responsibility of the school and the community to provide an atmosphere of purpose and concern for education and for well being of every person in the school environment. Such an atmosphere ensures a free and unhampered opportunity for teachers and students to grow and achieve their mutual goals.

### **Goals of the Disciplinary Code**

To guarantee the rights of all students and staff by providing a discipline code that establishes rules and regulations prohibiting speech or action that is disruptive to the work of the school.

To guarantee the rights of each individual through fair and reasonable treatment of violators of the discipline code.

To teach self-discipline by clearly communicating to students their rights and responsibilities as outlined in the discipline code.

To respect the rights and personal dignity of all students and staff by providing a discipline code that will ensure a safe school environment.

To work collaboratively with parents to help students behave appropriately.

When a student believes that a school policy or classroom procedure violates a student's rights, then that student may take the following steps:

- a. Speak to a teacher (or the teacher concerned).
- b. Speak to a guidance counselor.
- c. Speak to an administrator.
- d. Speak to the school principal.
- e. Student council is an appropriate forum for discussing issues regarding school policy.

### **Student Responsibilities**

Minors are compelled by law to attend school until they are 17 years of age. STUDENT RESPONSIBILITIES INCLUDE REGULAR SCHOOL ATTENDANCE, CONSCIENTIOUS EFFORTS IN CLASSROOM WORK, AND CONFORMANCE TO SCHOOL RULES AND REGULATIONS. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning and living.

NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE EDUCATIONAL PROCESS. It is the responsibility of each student to respect the rights, as well as the cultural differences, of all who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner intended not to offend but encourage discussion. Differing opinions should also be received in a respectful manner.

While in school, as well as during any school sponsored activities, students must recognize that the administrators and teachers assume a parental role in matters of behavior and discipline.

Among the students' responsibilities are:

- Obeying school regulations and rules that are made by the school authorities and by the student governing body.
- Assisting the school staff in running a safe school for all students enrolled therein.
- Assuming that until a rule is waived, altered or repealed, it is in full effect.
- Being aware of and complying with state and local laws.
- Protecting and taking care of school's property.
- Attending school daily, except when excused, and being on time at all classes and other school functions.
- Making all necessary arrangements for making up work when absent from school according to handbook guidelines.
- Pursuing and attempting to complete the course of study prescribed by state and local school authorities.
- Avoiding inaccuracies and the use of indecent or obscene language in student publications.
- Refraining from using disrespectful, indecent or obscene gestures or language in direct contact with other persons.
- Dressing and grooming themselves so as to meet standards of safety, health and

## **Teacher Responsibilities**

- Promote a climate of mutual respect and dignity in relationships with students, parents, staff and administrators.
- Seek to develop a cooperative relationship with parents for the educational benefit of the student.
- Teach common courtesies by example. Teachers' attitudes and opinions should set a good example for their students.
- Help students cope with negative peer pressures.
- Be sensitive to changing behavior patterns. Talk to students about their problems or make an appropriate referral when necessary.
- Be willing to discuss students' own problems with them.
- Communicate frequently with parents and keep them informed.
- Be conscious of professional ethics in relationship with students, parents, teachers, and administrators.
- Plan and conduct a program of instruction that will make learning interesting. Utilize classroom routines which contribute to the total instructional program and to the students' development of civic responsibility.
- Recognize that disciplinary problems may be caused by a variety of personal, as well as school-related, factors.
- Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administration.
- Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two.
- Report to the administration any student who jeopardizes his/her own safety, the safety of other students or of the teacher, or who seriously interferes with the instructional program of the classroom.
- Exhibit professionalism when interacting with the school community.
- Maintain an updated gradebook for eligibility purposes.

## **Administrator Responsibilities**

Principal - The principal, as the educational leader of the school will:

- Participate in developing a sound and healthful atmosphere of mutual respect within the school.
- Assure the continuing evaluation of the program of instruction in the school to achieve a meaningful educational program.
- Work with students and staff to formulate school regulations.
- Assist in the orientation of new teachers and work with all staff members to resolve problems which may arise.
- Work closely with parents in establishing a cooperative relationship between home and school.
- Use all district resources and community agencies where appropriate to help parents and students identify problems and seek solutions.
- Provide for the health and safety of all by establishing the necessary building security.
- Provide the opportunity for student, parents, and staff to approach the

detention cannot be held without one day's prior notice to the student unless parent contact is made and the detention agreed to by the parent for that same day.

3. **Lunch Detention**  
Students are excluded from eating lunch in the cafeteria with their peers for reasons such as misbehavior in the cafeteria or pink slip accumulation. When students are issued a lunch detention, they report directly to a classroom where their lunch is delivered. During the detention, students are expected to remain quiet under the supervision of a CMS staff member.
4. **Disciplinary Measures for Vandalism**  
When an offense involves vandalism, a student may be asked to rectify the problem by related service to the school. The student will also be required to make restitution.
5. **Removal of Privileges/Disciplinary Probation**  
School privileges may be withdrawn for a designated period of time. These may involve removal from extra-curricula activities (both athletic and non-athletic) and school social events as well as restriction applied to other school privileges.
6. **In-School Suspension**  
A student may be removed from the normal classroom situation and assigned to a special area under the direct supervision of a staff member. A student is not permitted to participate in any school related activity on the day of an In-School Suspension.
7. **Out-of-School Suspension**  
The school principal or assistant principal may temporarily suspend any student for disobedience, misconduct or infraction of school rules upon informing the student of the reasons. Students involved in disciplinary action which warrants out-of-school suspension, will be suspended in conformance with the procedures outlined in the student handbook.
8. **Referral to Police or District Justice**  
If an offense is of a serious nature, the school has the authority to refer the matter to the police in addition to the normal school penalties. Referral to the police for legal charges will generally occur for possession of narcotics or alcohol, underage drinking, disorderly conduct, theft, assault and other serious offenses. Additionally, students may be referred directly to the District Justice for smoking or illegal absences.
9. **Exclusion**
  - a.** No student may receive a temporary suspension unless the student has been informed of the reasons for suspension, and has been given an opportunity to respond before the suspension becomes effective. All full suspensions require a prior informal hearing and all expulsions require a prior formal hearing.
  - b.** The maximum period a student may be suspended for an offense shall not exceed ten school days. A temporary suspension may be followed by a full

Homebound Instruction - Homebound instruction is individual instruction to students excluded from school.

Informal Hearing - An informal hearing is a hearing held either pursuant to 22 Pa. Code, Section 12.6 for students excluded from school for more than three (3) days but less than ten (10) days, or for students subject to in-school suspension for a period of time in excess of ten (10) consecutive days. Informal hearings for students excluded from class for a period of time in excess of ten (10) consecutive school days must be offered to the student and the student's parent or guardian prior to the eleventh (11th) school day of exclusion. Informal hearings for students excluded from school for more than three (3) days and no more than ten (10) days must be offered to the student and the student's parent or guardian prior to the fifth (5th) school day of exclusion. If an informal hearing is requested, it must conform to the procedures outlined in 22 Pa. Code, Section 12.8 for formal hearings.

Principal - The term principal as used in this Code, refers to the chief administrator in any of the schools in the School District, or an individual appointed to act in such capacity under this Code, by either the Superintendent or a principal.

Removal of Privileges - Removal of privileges is a disciplinary action which, if invoked, prevents the student from participating in those activities which are privileged, such as extra-curricular activities, attendance at social school events and other functions.

Special Education - Designed instruction to meet the needs of an exceptional student who is not gifted.

Unauthorized Substance - Any substance included in the definition of the word "drugs" as defined in the Controlled Substance Device and Cosmetic Act of the Commonwealth of Pennsylvania, or represented to be such a substance.

Weapon - For the purposes of this Code, weapon includes, but is not limited to, firearms or replicas of firearms, knives or replicas of knives, metal knuckles or replicas of metal knuckles, straight razors or razors of any type, razor blades, cutting instruments of any nature, including those individually fabricated, explosives, mace, noxious and/or irritating or poisonous gasses, poisons or drugs. Also considered to be weapons are other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents or guardians or others legally upon School District premises.

## **CODE OF STUDENT CONDUCT AND DISCIPLINE**

Students, parents, teachers, and the School Board share the responsibility to develop a climate within the school that is conducive to wholesome learning and teaching. Every student has the right to learn while every teacher has the right to teach. Appropriate conduct encourages interaction with others, which is beneficial to the learning and teaching process. Inappropriate conduct is detrimental to the individual involved and others.

Important to any effective discipline system is having students and staff aware that certain student conduct has been determined to be misconduct, and the prescribed

