

WILLIAMSPORT AREA SCHOOL DISTRICT

Williamsport Area Middle School

“WAMS”

2800 West Fourth Street, Williamsport, PA 17701
Ph. 570-323-6177 Fax. 570-326-6851

STUDENT-PARENT HANDBOOK WAMS

2026-2027



The Millionaires

Developing Responsible Citizens Through Excellence in Education.

Williamsport Area School District
Williamsport Area Middle School Student Handbook

WELCOME

The pages of this handbook explain what you will need to know to make this year a success. Parents and students should review this together. Feel free to ask your teacher(s), school counselor or principal(s) for additional information or clarification(s). The goal here is to create an educational environment in which our children will strive for excellence, realize their individual potential and make healthy lifestyle choices. Williamsport Area School District is a community committed to ALL children!

HANDBOOK PURPOSE

The purpose of this Parent- Student Handbook is to provide students and their parents/guardians with information about the general rules and guidelines regarding attending and receiving an education in the Williamsport Area School District.

Parents/guardians and students should be aware that this document is reviewed annually because policy adoptions and revision is an ongoing process. Changes to board policy will supersede the provisions found in this handbook. This handbook is not a contract between the school and parents/guardians and/or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.



Visitors During the School Day

All building visitors **must** report to the main office upon arrival to register and pick up a visitor's pass. Visits by parents / guardians are encouraged. Please plan with your child's teacher in advance. We will not allow students from other schools to visit without an appointment.

Parent Visitation Requests

The district respects the rights of parents and the privacy expectations of all children. To balance the needs of both, districtwide visitation procedures are in-place at all school buildings, K-12.

A parent or guardian who requests to visit one or more classes must contact the building principal at least 24 hours in advance to determine a mutually agreeable time and condition for visiting. Visitations will be limited to one (1) classroom period per course/subject once each academic year. The request will be made in writing and must specify the purpose of the visit. Building principals will share with parents the district's administrative procedure on classroom visitations and request a signature of receipt. A district employee may accompany the parent during the visit and parents will be asked to maintain confidentiality of students, other than their own children.

1. Parent/guardian visits will be scheduled at the district's convenience and be on a typical school day (i.e., no field trips, assemblies, two-hour delays, or classrooms where substitute teacher is covering the class). Observations will not be scheduled during student testing, the day immediately preceding or following a vacation or holiday or during the opening two weeks of the school term.
2. The principal reserves the right to cancel or reschedule a classroom visitation in the event of unforeseen circumstances or emergencies.

Discrimination Concerns WAMS

The Williamsport Area School District prohibits all forms of discrimination and harassment based on disability. Any student who believes he or she has been subjected to discrimination or harassment based on disability is encouraged to report the incident to **Kirk C. Felix and Kevin Mumbauer, building principals at 570-323-6177**. The district is committed to promptly investigating any alleged acts of discrimination or harassment based on disability. Students or staff found to have engaged in acts of discrimination or harassment based on disability will be promptly disciplined, which may include suspension or expulsion for students and suspension or termination for employees.

Discrimination Concerns WASD

The Williamsport Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX Education Amendment of 2020, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. For information regarding civil rights (www2.ed.gov) or grievance procedures, services, training materials, activities, and facilities that are accessible to and usable by handicapped individuals, contact the Title IX coordinator, Mrs. Anne Logue (alogue@wasd.org), Director of Human Resources for issues related to staff, or Dr. Brandon Pardoe (bpardoe@wasd.org), Director of Student Services, for issues related to students. Both are located at the Williamsport Area School District, **2780 West Fourth Street, Williamsport, PA 17701**. Telephone number 570-327-5500, ext. 40210 for Mrs. Logue and ext. 40310 for Dr. Pardoe.

Food Service

WASD contracts with a food service company. Students may bring their lunch to school or purchase a school lunch from our cafeteria. WASD does offer a free and reduced lunch program for qualifying students. You may request an application for the free and reduced lunch program from the school or cafeteria office. A student carrying a negative balance will not be permitted to charge any a la carte items until their existing balance is paid in full.

Electronic Devices / Cell Phones- Personal

Electronic devices and/or cell phones may not be used in school unless they are directed to do so by a teacher. Headphones are not permitted to be covering ears in hallways or in the cafeteria (safety issue). Use of electronic devices without teacher permission may result in confiscation. School personnel will not be responsible for any lost or stolen electronic devices.

Cell phones must be out of view and off when entering home room at 7:50 AM. Students should secure their cell phone in their locker with the device turned off for the entirety of the school day. Cell phone use without teacher permission will result in confiscation. The first offense will result in a teacher confiscating and returning the cell phone to the student at the end of the day. The second offense will result in a teacher confiscating and submitting the cell phone to the main office. The student will be able to pick up the phone at the end of the day. The third offense may result in a parent needing to come into the main office to pick up the phone for the student. Students must inform parents of the confiscation for them to pick up their electronic device. The staff person confiscating is responsible for completing an office discipline referral and contacting a guardian. School personnel will not be responsible for any lost or stolen devices.

Cell phones and other communication devices may not be used by a student to contact home about a sickness. Students must follow the school policy by visiting the nurse to be excused from school for a sickness. Any student that contacts home and is picked up by a parent without an excuse from the nurse will be marked unexcused for time missed.

Lockers

Students are assigned individual lockers. Student visitations to lockers may only occur at designated times or with a pass from a teacher. Cell phones, electronic devices, coats, jackets, and backpacks **must** be left in the lockers during the school day. Students and parents should be aware that the lockers are the property of the Williamsport Area School District and that school personnel do have access to all student lockers.

Report to Homeroom

Students should enter the building using their designated entrance at 7:40 A.M. At this time, students will report to their assigned locker to get books and materials for their morning classes. Students must be in homeroom no later than 7:50 A.M. or will be marked tardy.

Tardiness

Students arriving after the homeroom bell (7:50 AM) are tardy and **must** report to the office. Tardy students need a note from a parent/guardian at the time of arrival at school. A tardy is unexcused after three days without an excuse. Excessive tardy arrival may accumulate and become unexcused days of absence. In addition, after 10 unexcused tardies each day will count as 1 demerit and may result in negative consequences. Parents will be informed of excessive tardiness.

Williamsport Area School District Attendance Policy

1. Upon the return to school following an absence, the student shall bring a **written** excuse signed by the parent or guardian stating the reason for the absence.
2. If a **written** excuse is not received by the third day following the return to school, the absence may be considered illegal.
3. Excused absences may include: illness, funeral, medical or dental appointments, court appearances, and unavoidable family emergencies.
4. Funeral absences: local funeral = 1 day excused; out of town funeral = up to 3 days excused; exception includes immediate family member = 5 days excused absence
5. Unexcused absences may include: oversleeping, car issues, missing bus, hunting, shopping.
6. Tardy time can accrue and may become an illegal absence.
7. If a student is absent more than 10% of the school year (i.e. – If your child has missed 5 out of 50 days), parents or guardians will be notified by a letter of concern from the principal.
8. If your child is absent 10 or more total days (excused and/or unexcused) and has missed more than 10% of the year, a letter requiring doctor's notes for all future absences may be sent home.
9. Planned absences may be excused by completing the educational trip form **one week PRIOR** to the trip. All educational trips **must** be approved in advance by the school's principal. Approval will be at the discretion of the principal based on attendance and grades.
10. Students with three or more unexcused absences will be referred to the school social worker to develop a School Attendance Improvement plan.

Excuse for Absence

A written excuse, signed by the parent or guardian, is required for all absences. The written excuse must be presented to a school secretary immediately upon the student's return to school. A doctor's excuse may be required for extended absences or after a student has missed an excessive number of days. Excuses may be submitted electronically at WAMSATTEND@WASD.ORG. An absence is considered to be illegal after three days without an excuse.

Dismissal

At the end of the last class period announcements will be made. All students will be dismissed from classes at the conclusion of announcements and should go directly to their lockers and then exit the building using the designated route to the designated exit. All walking students will use 4th Street to walk from WAMS. No students are permitted in the DSC parking lot during dismissal as this is an active traffic area.

Early Dismissal Requested

If it is necessary for a student to leave school for any appointment, an excuse written by the parent / guardian must be presented to a school secretary in the office upon the student's arrival at in the morning.

Homelessness Policy and Procedures

Some of the objectives of the Williamsport Area School District are to increase awareness about the needs of homeless children, reveal and overcome possible educational barriers, explain current legislation and policies, and help and support to families.

Under the McKinney-Vento Act homeless students have certain rights including the following:

- Attend their school of origin or school of current residence
- Remain in their chosen school for the duration of homelessness or the remainder of the academic year if they become permanently housed during an academic year
- Immediate enrollment
- Transportation to the school of choice
- Immediate access to educational services for which the student is eligible (e.g. Title I, special education, before and after-school programs, vocational and technical education or gifted and talented programs).
- Free meals provided by the district through federal, state or local food programs.
- Appeal educational placement decisions made by the district and remain the school of choice pending resolution.

The Districts school social workers can support and help students in homeless situations in many ways. Please see their contact information below.

School Social Worker (Grades 9-12)

[570-323-8411](tel:570-323-8411) x66105

School Social Worker (Grades 5-8)

[570-327-5500](tel:570-327-5500) x50524

School Social Worker (Grades K-4)

[570-327-5500](tel:570-327-5500) x40331

Our social workers may assist families with the following:

- Make sure students are enrolled in school immediately, even if they do not have the papers they would normally need.
- Help families and youth get immunizations, immunization records or other medical records, if a student needs them.
- Tell parents and youth about all transportation services and help set up transportation.
- Make sure students get all the school services they need.
- Tell parents and guardians about all the programs and services the school has for their children.

The homeless liaison for the Williamsport Area School District is the WASD Director of Student Services, 570-327-5500 x40310.

Regional Coordinator for Education of Children and Youth Experiencing Homelessness: Mr. Jeff Zimmerman, 570-718-4613, jzimmerman@liu18.org

Educational Field Trip (Planned Family Vacations)

Forms for excused absences for educational field trips (commonly known as planned family vacations) are available in the office. These forms need to be submitted **at least one week prior** to the start of the trip and approved by the building principal in order for the trip to be considered an excused absence.

Busing

Bus transportation is provided by the Williamsport Area School District for qualifying students. Bus riding is a privilege which may be revoked for inappropriate conduct. If it is necessary for a student to ride a bus other than the one assigned, a signed note from the guardian must be approved by a principal. A note is also needed to get on/off at a bus stop other than a student's assigned bus stop.

Homework When Absent

Parent/guardians may contact the teacher or school to obtain assignments on the second full day of absence. Homework may be picked up by parents/guardians after 2:30 PM in the office or sent home with a friend or sibling.

Grading

Each teacher will explain to students his/her system of grading.

The Williamsport Area School District grading scale is as follows:

A	90-100	Superior	Indicates outstanding performance and achievement.
B	80-89	Commendable	Indicates performance of quality above that is normally expected of students at this level.
C	70-79	Average	Indicates satisfactory performance of a quality which might reasonably be expected of students at this grade level.
D	65-69	Passing	Indicates less than satisfactory performance of a quality which is below average for this grade level, resulting in minimum achievement.
E	Below 65	Not passing	Indicates little or no effort, resulting in performance which is unacceptable and not sufficient to justify promotion.
Effort and conduct: (1) Outstanding (2) Satisfactory (3) Needs Improvement (4) Unsatisfactory			

Honor Roll

Students achieving grades of all A's and B's and having effort and conduct above the needs improvement level will be acknowledged at the Williamsport Area Middle School at the end of each marking period.

HONOR ROLL LEVELS	
Honor Roll > 85%	Will be awarded to those students achieving a grade of 85% or higher in all subjects and having effort and conduct above the needs improvement level.
High > 90%	Will be awarded to those students achieving a grade of 90% or higher in all subjects and having effort and conduct above the needs improvement level.
Distinguished > 95%	Will be awarded to those students achieving a grade of 95% or higher in all subjects and having effort and conduct above the needs improvement level.

Interim Progress Reports

Interim progress reports are delivered near the mid-point of each nine-week grading period to the email address provided on the Parent/Guardian Contact card filled out at the beginning of each school year. If that email address changes, it is the Parent/Guardian's responsibility to inform the school.

Report Cards

Report cards are delivered at the end of each nine-week grading period to the email address provided on the Parent/Guardian Contact card filled out at the beginning of each school year. If that email address changes, it is the Parent/Guardian's responsibility to inform the school.

Parent Portal & Schoology

Parents and guardians can check on the classroom progress of students accessing the Student/Parent Portal or Schoology platform. Information on academic scores, effort, and class attendance is available to parents and guardians from records maintained by teachers. Please contact your child's school counselor or visit www.wasd.org for more information.

Retention in Grade

Any student failing more than two courses taken in the following areas – language arts, mathematics, social studies, science – or any student failing more than half of all courses taken during a given school year – or any student failing either language arts or mathematics in consecutive years, may be considered for retention. A student may be retained no more than one time at any grade level during the middle school years.

Academic Integrity

Academic Dishonesty

Academic dishonesty affects the integrity of the work completed by everyone at WAMS. Students are encouraged to report instances of academic dishonesty when they see it. Students may approach faculty or administration when they observe or witness others not acting with integrity by cheating. The lack of integrity by a few should not affect the work of the majority of the student body.

The intention of this protocol is to promote individual responsibility and integrity in academic affairs and to develop a school climate conducive to serious independent scholarship in our school.

The following list of actions will be considered a violation of the Academic Integrity:

- **Cheating**
 - Giving, using or attempting to use unauthorized materials, including AI, information, notes, study aids, electronic devices or any other devices in any academic exercise is considered cheating. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items. Additionally, any unauthorized communication or sharing of information, electronic or otherwise, is considered a violation. Collaboration is unacceptable, unless specified by the teacher.
- **Fabrication/Falsification/Tampering**
 - The unauthorized alteration or invention of any information or citation in any academic work is unacceptable. Altering or attempting to alter school records, grades, assignments,

data, or other documents without authorization is considered a type of fabrication/ falsification/ or tampering.

- **Plagiarism**

- Students have access to digital and print information when writing research papers. It is imperative that students understand how to find credible information and cite the information correctly according to the source. Students must document all borrowed information including direct quotations and paraphrases, as well as information and ideas. It is incumbent upon the faculty to adequately address students how to use sources of information properly so as not to plagiarize another author's work prior to assigning research projects.

- **Aid of Academic Dishonesty**

- Intentionally facilitating cheating fabrication/falsification/tampering or plagiarism by or for others.

- **Lying**

- Deliberately intending to deceive in written or verbal form with regards to academic dishonesty.

- **Bribery or Threats**

- Providing, offering or taking rewards in exchange for work, an assignment, or a grade is unacceptable. Additionally, any attempt to intimidate a student, staff or faculty member for the purpose of receiving an unearned grade or credit is considered a violation. Any threat used as an effort to prevent the reporting of an honor code violation will not be tolerated.

Athletics

Intramurals:

Boys and girls intramural activities are held in the morning before the start of regular school time. Involvement is voluntary. Students must adhere to expectations to participate.

Eligibility

- All student athletes are required to pay a participation fee.
- When season is in session including a practice day or game day, student athletes must be in attendance by period 4 to participate in practice or a game. Unusual circumstances will be reviewed by the Principal and Athletic Director (Example: Appointment with proof of a doctor's note).
- The expectation is for student athletes to have passing grades in all classes. The administration will generate a report from the PowerSchool system for all in-season athletes, detailing those students who are failing classes on a weekly basis.
- A failing grade in more than one class at the time of the weekly grade check will make a student academically ineligible.
 - The ineligibility period will last until the next weekly grade report that shows the student has passing grades in all but one class. Students will be given a form to be completed by the teacher of the failing class to verify a passing grade.
- A failing grade in more than one class at the end of a marking period will make a student academically ineligible for 15 school days in accordance with PIAA policy.
- A system of support for student athletes will be discussed and put into place to offer assistance and tutoring for the students.

Dress Code

The dress code exists to facilitate learning. Student dress should not interfere with the health or safety of students or contribute to a hostile atmosphere for anyone. All students are expected to dress and groom themselves neatly in clothes that are suitable for the season and activity. The dress code exists to maintain a professional and safe learning environment and ensure that everyone is treated equitably.

Students may be required to wear certain types of clothing while participating in physical education classes, labs, extracurricular activities, or other situations where special attire may be required to insure the health or safety.

The following clothing is **not permitted**:

- Clothing that exposes the midriff, cleavage, or buttocks
- Tank tops, spaghetti strap tops
- Pants and shorts worn below the waist
- Clothing that does not cover undergarments
- Open toed footwear which could be considered a safety concern may be reviewed individually
 - Crocs, slides and footwear which does not pose a safety concern is acceptable
- Pants, shorts, or skirts where the length that expose undergarments, pockets or body parts
- Pants with holes that expose undergarments, pockets, or body parts
- Gloves, hats, and scarves
- Pajama pants which are not appropriately covering or too tight (if like baggy sweats ok)
- Clothing/jewelry that exhibits references to drugs, alcohol, tobacco products, violence, sex, profanity, or gang-related activities is not permitted.
- Clothing with slogans or statements that could be considered offensive including comments that are racist, vulgar, or obscene, defamatory speech, or threats to others

Dress Code enforcement:

- The dress code will be enforced consistently in an equitable manner respecting dignity and privacy.
- To the fullest extent possible, students should be spoken to about dress code violations in private respecting dignity and privacy.
- Students should not be withheld from class for violating the dress code whenever possible.
- Students who regularly violate aspects of the dress code may have some dress code privileges revoked.
 - For example, students may lose the right to wear hoodies if they need to be repeatedly asked to remove their hood.

School Extracurricular Dress Code

If a student is representing their school in any type of school related activity (sports, concerts, etc) they must be dressed in attire that is requested by the coach, director, or advisor.

Gym Clothes

Students need a change of clothes for gym class: Warm-ups, T-shirts, shorts, socks, and sneakers All jewelry must be removed from all body parts before participation. Student lockers are assigned for their physical education rotation. Students must provide their own locks for their P.E. locker.

Food and Drinks (Water Bottles)

Students are permitted to carry water bottles with them throughout the school day. The water bottle must contain appropriate liquids. Glass water bottles are not permitted. All other outside food and drink must be disposed of upon entering the building or secured and placed inside the student's locker.

Backpacks

Backpacks are permitted to and from school. Backpacks are not permitted to be carried during the school day and must be stored in lockers. Females may carry small purses for hygiene products, no larger than a piece of 8 ½" x 11" paper folded in half twice, or 5 ½" x 4 ¼".

Bicycles

Bicycles are to be secured with a lock on the designated bicycle rack. WAMS or WASD is not responsible for stolen bicycles. Bicycles are to be dismounted and walked while on WAMS campus. By-law students are required to wear helmets. **ELECTRIC BIKES ARE NOT PERMITTED!**

Medication

All prescription and non-prescription medications require a physician's order and parent's permission. An adult must bring all medications to the office in the original, pharmaceutically dispensed container. Students are not permitted to possess any medication, including inhalers, while in school unless a family physician gives written a written directive.

Technology

Williamsport Area School District retains sole right of possession of all technological equipment including, but not limited to, computers, iPads, and iPods. Equipment will be issued to students according to guidelines established by the WASD Technology Department. Each student must sign WASD's Acceptable Use Policy to have access to District technology. Any misuse or tampering with District hardware or software is susceptible to school consequences. **Recording violations, with or without permission, can result in consequences.**

Artificial Intelligence, Recording, and Image Use Policy

To protect the privacy, safety, and professional integrity of school employees, students are prohibited from the unauthorized recording, creation, alteration, or distribution of images, audio, or video involving staff members.

Prohibited Conduct

Students shall not:

1. Create audio or video recordings of any staff member without the staff member's prior knowledge and explicit consent.
2. Capture or distribute photographs of staff members without authorization.
3. Use artificial intelligence (AI) tools, applications, or software to generate, manipulate, alter, or fabricate images, video, or audio representations of staff members.
4. Post, share, transmit, or otherwise distribute recordings or AI-generated content depicting staff members without permission.

This prohibition applies to conduct occurring on school property, at school-sponsored events, on school-issued devices, or off campus when such conduct materially disrupts the educational environment or infringes upon the rights of staff members.

Violations

Violation of this policy may result in disciplinary action consistent with the Student Code of Conduct, including but not limited to:

- Revocation of technology privileges
- Parent/guardian notification
- Detention, suspension, or other disciplinary measures
- Referral to law enforcement when applicable

The District reserves the right to take appropriate action to address conduct that compromises staff privacy, constitutes harassment, or disrupts the orderly operation of the school.

Remote Learning

Throughout the school year there may come a day when schools will be closed due to inclemency or an emergency. Through our Williamsport Area School District Continuity of Education Plan, we will use remote learning to stay connected to our students. Please note that students will be assigned a device to use at home and will be responsible for its safety. Students will be expected to check in and participate in the day's activities in order for them to be marked "Present" for the day.

Right to Records

The student's parents or guardians, or their legal representatives, shall have access to student records. Prior notice must be given to obtain access to certain types of student information.

S.A.P

A team of faculty known as S.A.P. identifies at-risk students having school-related problems because of alcohol or drug use or who are at risk of suicide or other mental health problems. The members of the S.A.P. team work closely with agencies that can provide resources to help students and families in need of service. Parents may make referrals to the S.A.P. team by contacting the school at 570-323-6177 and ask to speak to a S.A.P. team member or school counselor.

Harassment / Bullying

The Williamsport Area School district strictly prohibits both verbal and physical harassment of students, including bullying and sexual harassment. Any student who feels that he/she had been subjected to harassment or bullying should report the incident to the guidance counselor, teacher, or building principal. Each situation will be dealt with confidentially and on an individual basis.

Smoking / Tobacco

Act 145 of the PA Crimes Code prohibits the use or possession of any tobacco product on school property or at any school-related function. Tobacco products will be confiscated and discarded. Parents will be notified of all tobacco use violations. Violations may be subject to a \$100 fine. There will be consequences for possession or use of tobacco products, including vapes, at school or school-sponsored activities.

Vandalism

Vandalism is the willful or malicious defacement or destruction of public or private property. Students and parents need to know that the legal definition also includes carrying indelible markers or aerosol spray paint cans with the intent to vandalize.

Weapons

Any student involved in the transportation, possession, use, or concealment of any weapon, including but not limited to, any knife, mace, cutting instrument, tool, lighter, firearm, or instrument that could be deemed a weapon by administration or law enforcement on school property or on school district transportation, will be prosecuted to the fullest extent of the law, and may face expulsion. Appropriate authorities will be notified as needed.

Address and Emergency Contacts

It is very important that parents/guardians inform the school immediately of any change to a telephone number, work number, cell phone number, address, email address, or emergency contact information for your child. Please be aware that emergency contacts are ONLY used when you cannot be reached.

Parent Teacher Conferences

The conference is a vital way for parents and teachers to share information about each child's academic and social progress. Formal conferences are scheduled twice each school year, in the fall and spring, in accordance with the school district calendar. Formal conferences are scheduled via a link Parents/guardians are encouraged to contact their child's teacher directly throughout the school year to arrange additional conferences as needed.

Emergency Evacuation Drills

Fire drills are held monthly as required by the PA School Code. Directions for exiting the school building are posted in each room. Students are expected to exit the building in a safe and orderly manner during all drills. The school will conduct an Emergency Evacuation Drill on at least an annual basis so that students and staff are prepared to evacuate the school building in event of a natural or man-made disaster. Students will also participate in Lockdown and Building Evacuation drills. These drills are necessary to familiarize students with procedures, so they are prepared in case of an emergency.

Postivie Behavior Intervention and Supports

The Williamsport Area School District has adopted the School-Wide Positive Behavior Intervention and Supports (SWPBIS) approach in all its schools K-12. This model is supported by the Pennsylvania Department of Education (PDE) and is a nationally recognized model. School Wide Positive Behavior (SWPB) is a multi-tiered model of support that encourages, teaches, and reinforces the behavior expectations for all students in our schools. Using a multi-tiered model, interventions can be implemented at the building, grade and individual level, depending on the needs of the students. The district has been recognized by PDE for implementation of SWPB in its schools. Using K-12 consistent expectations students are taught the 4 B's:

BE PRESENT - BE RESPECTFUL- BE RESPONSIBLE - BE SAFE

As part of our school wide positive behavior program, students who demonstrate outstanding behavior and citizenship will be given a Be Card (Be Present, Be Safe, Be Respectful, and Be Responsible). These students can turn their Be Card in every day during their lunch period for an instant prize and will then have a chance to win one of many incentives set up on a monthly basis throughout the school year.

Behavioral Expectations Taught

The Williamsport Area Middle School spends time each year teaching the expectations on the first day of school and then reteaching the expectations at the end of each marking period. Students that are in need of reteaching due to problems in the school setting will have reteaching sessions when needed.

Some of the rewards for appropriate behavior:

- Be Cards (Turn in at lunch)
- Instant vacations
- Weekly Gift Cards
- Cherry and White Award (Monthly)
 - May leave class in the afternoon when announcements start
 - First dismissed to get lunch
 - Cherry and white ice cream social
 - Cherry & White Pins
- Special Friday Lunch Activities
- Magic Event Assemblies
- PSSA Pep Rally
- PSSA Attendance Rewards
- Perfect Attendance Breakfasts & Lunch
- Attendance incentive weeks

Positive Behavior System (PBS) Schoolwide Matrix

	Classroom	Hallway	Cafeteria	Bathroom	Playground	Bus	Assemblies/ Auditorium	School Related Activities	Library & Labs
Be Present	Come to school everyday Be on time Be attentive Be on task Actively participate	Move quickly/quietly to your destination	Be on time Remain in designated area	Use only when necessary Use closest facility Return to class promptly	Remain within the designated areas Line up quickly	Be on time Be on assigned bus Be at designated area on time	Be ready to participate Be at designated area on time	Be on time Show school pride Participate Join clubs, teams, and other activities	Use time wisely
Be Respectful	Follow the directions of all staff Listen while others are speaking Respect others property and personal space Be tolerant Use appropriate language, tone and volume Wait to be recognized before speaking	Keep hands, feet and objects to self Respect school property Use appropriate language, tone and volume Dispose of trash properly Follow directions of all staff	Keep hands, feet and objects to self Use manners Use appropriate language, tone and volume	Respect yours and others privacy Use equipment and supplies as intended Wait your turn Use appropriate language, tone and volume	Take turns Share equipment Include everyone Use appropriate language, tone and volume Use good sportsmanship	Follow the directions of all staff Use appropriate language, tone and volume Share space and seats appropriately	Follow the directions of all staff Show appreciation through applause only when appropriate Sit quietly	Follow the directions of all staff Display good Sportsmanship Use appropriate audience procedures	Use appropriate language, tone and volume Take turns and share
Be Responsible	Follow directions Be prepared and organized Accept responsibility for your actions Complete and turn in all assignments on time Use classroom materials properly	Travel only to designated areas	Clean your area Have "café" card ready Follow the directions of all staff Inform staff of problems	Flush toilet Wash hands Keep bathroom clean Inform staff of problems	Follow all of the rules of the games Use equipment appropriately Put equipment away quickly	Take care of belongings Keep your bus clean Enter and exit appropriately	Eyes forward Keep area clean	Clean up your area Use appropriate language, tone and volume Focus on event	Keep area clean Inform staff of problems Use classroom materials properly
Be Safe	Keep hands, feet and objects to yourself Sit properly Use classroom materials and equipment appropriately Follow drug free & school safety policies Follow emergency procedures	Face forward Stay to the right One step at a time on stairs Walk Keep hands, feet and objects to self	Sit correctly Keep hands feet and objects to yourself. Wash or sanitize hands	Keep hands, feet and objects to self Follow drug free & school safety policies	Keep hands, feet and other objects to self. No excessive rough play Inform staff of problems	Stay seated Face forward Keep hands, feet and objects to yourself Keep all body parts inside the bus Keep food and drinks in backpack Keep aisle clear	Keep hands, feet and objects to yourself Sit appropriately	Enter/exit in orderly fashion Remain in designated areas Keep hands, feet and objects to self. Follow drug free & school safety policies	Keep hands, feet and objects to yourself Be aware of your environment

EXPECTATIONS PLEDGE

1. BE PRESENT

- a. I will come to school every day
- b. I will be on time, on task and participate



2. BE RESPECTFUL

- a. I will follow the directions of all staff and be kind
- b. I will follow the school dress code
- c. I will respect all property and personal space
- d. I will communicate using appropriate tone, volume, and body language- Both in person and digitally (texting/social media)
- e. I will recognize a rumor and not spread it- **Hear with my ear?**

3. BE RESPONSIBLE

- a. I will be prepared and organized
- b. I will accept responsibility for my actions
- c. I will give effort, complete and turn in all assignments on time
- d. I will inform an adult at school and at home when someone is not being **RESPONSIBLE, RESPECTFUL or SAFE**

4. BE SAFE

- a. I will keep hands, feet and objects to myself
- b. I will walk quickly, quietly and stay in designated areas
- c. I will understand what “wrong kind of play” means
- d. I will follow all drug free and school safety policies.
- e. I will use stop, walk, and talk

BE KIND

Student Behavior

When a student fails to reach established behavioral expectations, one of two courses of action will result: the teacher will handle inappropriate behavior, or, the teacher will refer the student to the office.

Examples of consequences which may be imposed for failure to meet expectations include, but are not limited to the following:

- discussion
- verbal reprimand
- reflection session
- parental contact
- time out
- making up off task time
- detention (24 hours notice is required)
- loss of privileges (extra-curricular, co-curricular, school-sponsored, school-related events)
- in-school suspension
- out-of-school suspension.

Serious repeated acts of student misbehavior may result in the student being:

- sent to office
- required to pay replacement cost of lost or damaged property
- placed on in-school or out-of school suspension
- assigned after school detention

Police involvement is an option:

- serious acts of aggression
- violence or endangerment
- possession/use of a controlled or illegal substance
- weapon

Corporal Punishment / Safety Care / Reasonable Force

Corporal punishment:

Namely physically punishing a student for an offense, may not be administered by any school district employee.

Reasonable Force and/or Safety Care

This may include supportive guides and physical safety management by teachers and school authorities when required to maintain order or to enforce compliance with needed directions including but not limited to:

- to quell a disturbance
- to obtain possession of weapons or other dangerous objects
- self-defense
- protection of persons or property

WASD Middle School Behavior Consequences Plan

When students fail to meet expected behaviors, consequences will occur. The following behaviors are considered to be unacceptable and either detention, In-School Suspension, Out-of School Suspension, or other consequences will be administered accordingly. *It is the discretion of the building administration to assign consequences appropriately dependent upon frequency or severity.*

CLICK ON THIS LINK FOR REFERRAL DEFINITIONS

[SWIS OFFICE DISCIPLINE REFERRALS DEFINITIONS](#)

Please review the behavior consequences plan below thoroughly with your child.

Detention (2:45 -3:15 PM) (Parents are responsible for transportation)

<u>Offense or Behavior</u>	<u>Detentions</u>	<u>Offense or Behavior</u>	<u>Detentions</u>
Tardy unexcused beyond 10	1 Demerit	Skipping or Leaving Class	1 – 5
Use of profanity	1 – 5	Lying	1 – 3
Disrespect to staff	1 – 5	Cheating	3
Unacceptable Cafeteria Behavior	1 – 3	Rude/Discourteous Behavior	1 – 5
Harassment / Bullying	1 – 3	Skipping Detention	1 (added)
Technology Violation	1 – 3	Bus Misconduct	1 – 5

In – School Suspension

<u>Offense or Behavior</u>	<u>Suspensions</u>	<u>Offense or Behavior</u>	<u>Suspensions</u>
Malicious pushing or shoving	1 – 3	Skipping school	1 – 3
Insubordination	1 – 3	Lying	1 – 3
Forgery	1 – 3	Disrespect to staff	1 – 3
Harassment / Bullying	1 – 3	Leaving school w/out permission	1 – 3
Play Fighting	1 – 3	Disruptive in Class	1 – 3
Theft	1 – 5	Profanity	1 – 3
Technology Violation	1 – 3	Disorderly Conduct	1 – 3
Vape possession	1 – 3 (Fine)	Any repeated violation above	1 – 3

Out-of-School Suspension (Police intervention and/or expulsion possible)

<u>Offense or Behavior</u>	<u>Suspensions</u>	<u>Offense or Behavior</u>	<u>Suspensions</u>
Weapons possession	1 – 10	Possession of tobacco	1 – 3
Arson	1 – 10	Vandalism	1 – 10
Assault	1 – 10	Theft	1 – 10
Extortion	1 – 10	Threatening staff	1 – 10
Drug possession	1 – 10	Bomb threat	1 – 10
Disorderly conduct	1 – 10	Fighting	1 – 10
Technology Violation	1 – 10	Any repeated violation above	1 – 10
Recording inappropriately	1 – 10		
Vape (THC)	1 – 10 (Report to Police Fine)		

Suspension of Bus Privileges

<u>Offense or Behavior</u>	<u>Suspensions</u>	<u>Offense or Behavior</u>	<u>Suspensions</u>
Profanity	1 – 5	Endangerment/Disruption	1 – 10
Fighting	1 – 10	Disrespect	1 – 5
Misbehavior at bus stop	1 – 5	Harassment/Bullying	1 – 10

SNAPSHOTS FROM PRINCIPALS' BOOSTER POWER POINT

BUSSING AND TECHNOLOGY

Technology Violations (Go Guardian)



- Go Guardian is a system used to monitor ALL of your computer activity, 24 hours a day, 7 days a week, 365 days a year
- Both principals receive a notification immediately
- We will print the notification and meet with you right away
- 1st Offense: Warning (unless it is a major violation)
- 2nd Offense: 1 week loss of computer
- 3rd Offense: 1 month loss of computer
- Any other offenses will result in permanent loss of your computer for the school year
- DO NOT SHARE YOUR PASSWORD WITH ANYONE FOR ANY REASON

Bus Expectations



- Standing, throwing objects, and putting your hands on a peer can result in loss of privilege riding WASD Transportation.
- We have video (4 camera angles & audio) on the bus
- A bus referral will result in:
 - 1st referral = Detention
 - 2nd referral = 1 week bus suspension
 - 3rd referral = 1 month bus suspension
 - 4th referral = 1 year suspension

Major incidents will result in longer suspensions immediately.

WASD Middle School Behavior Demerit System

Williamsport Area Middle School Demerit Policies and Procedures

Student Consequence	Number of Demerits
Any Discipline Referral (Automatic Detention)	1
Any unexcused tardy beyond 10	1
1 Lunch Detention	1
1 Day of In-School Suspension	2
1 Day of Behavior Modification	2
1 Day of Out of School Suspension	3

Timeframe	# of Demerits Accumulated	Consequence
1 st Semester	10 or more	May not attend ANY extra-curricular activity for the <i>remainder of that semester</i>
2 nd Semester	20 or more	May not attend ANY extra-curricular activity for the <i>remainder of that semester</i>
Any Time	20 or more	May not attend ANY extra-curricular activity for the <i>remainder of the school year</i>

Extra-Curricular Events include but are not limited to:

- All sporting events (WASD)
- School Dances or Activity Nights
- Class Trips or Field Trips outside of the normal school day
- Any other special event outside of the normal school day

Digital Student Identification Cards (Grades 7-12)

Requirement

All students in grades 7–12 enrolled in the Williamsport Area School District are required to maintain a current district-issued Digital Student Identification (ID) Card. The Digital Student ID serves as the official form of student identification while on school property and at school-sponsored events. Students may be required to present their Digital Student ID upon request by school personnel or when attending school functions and activities.

Accessing the Digital Student ID

Students may access their Digital Student ID through a district-issued device, such as a Chromebook, or through another approved web-enabled device. A mobile application may also be available for optional use. Students are not required to own or use a personal cell phone to access their Digital Student ID. Students are responsible for ensuring that they can access their Digital Student ID during the school day and whenever it is required for school-related purposes.

Security and Protection

The Digital Student ID system is designed to be secure and protected from unauthorized access or alteration. Student identification information is maintained through secure district systems and may only be accessed or modified by authorized personnel.

Students may not alter, duplicate, falsify, share, or otherwise misuse their Digital Student ID. Students are also responsible for safeguarding their login credentials and preventing unauthorized access to their account. Any attempt to misuse a Digital Student ID or provide access to another individual may result in disciplinary action in accordance with the Student Code of Conduct.

Purpose of Digital Student IDs

The Digital Student ID system supports the District's commitment to maintaining a safe, secure, and efficient learning environment. Digital Student IDs help school personnel quickly verify student identity, improve student accountability throughout the school day, and enhance supervision at school events and activities. The system also strengthens overall campus safety procedures and assists with attendance monitoring and event management.

In addition, Digital Student IDs provide a modern and secure alternative to traditional physical identification cards, reducing the likelihood of lost or damaged IDs while supporting efficient day-to-day school operations.

Student Responsibilities

Students are expected to maintain access to their current Digital Student ID and present it when requested by school personnel. The Digital Student ID must be used only for its intended educational and identification purposes. Students are responsible for protecting their account information and ensuring that their Digital Student ID is not shared or used by another person.

Failure to comply with Digital Student ID expectations, including the misuse or unauthorized sharing of Digital Student IDs or login credentials, may result in disciplinary consequences.

The Williamsport Area School District is committed to maintaining a safe, secure, and efficient learning environment. The Digital Student ID system is an important component of that commitment for all students in grades 7–12.

Defining Personal Electronic Devices

Electronic devices shall include all devices that can take photographs, record audio or video data, store, transmit or receive messages, data, or images; provide a wireless, unfiltered connection to the internet. Examples of these devices include, but shall not be limited to, smart glasses, smart phones, smart watches, headphones (wired or wireless), smart tablets, handheld game consoles, laptops, laser pointers, and universal remote devices.

SEARCHES

School authorities reserve the right to make periodic inspections and/or random searches of the following:

- A. Student lockers.
- B. All backpacks, book-bags, handbags, or similar things carried by students in school.
- C. Automobiles driven by students to school. The periodic inspections or random searches may be done without prior notice to students, and/or to the maximum extent permitted under Pennsylvania law at any given time. School authorities may confiscate illegal materials or contraband found during any search. Any such materials may be used against the student in disciplinary proceedings and/or disposed of in any way the school authorities determine, including being given to law enforcement.

School authorities will make reasonable attempts to notify any student whose locker, backpack or automobile is to be searched to give him/her an opportunity to be present. However, the giving of such notice is not required before the search may take place.

A student's refusal to comply with a lawful search conducted by school authorities will result in disciplinary action. For purposes of school discipline, refusal to submit to a search will be treated as possession of the suspected prohibited item and will result in the same consequences that would apply if the item were found in the student's possession.

Any illegal substances, prohibited items, stolen property, or other contraband discovered during a search will be confiscated and will be used as evidence in school disciplinary proceedings. Such items will also be turned over to law enforcement authorities as required or permitted by law.

VIDEO/AUDIO SURVEILLANCE NOTICE



The Williamsport Area School District utilizes video surveillance, recordings, and weapons detection systems in its effort to keep students, staff, and property safe.

All District facilities and property have video recorders in use and all buses used by the district utilize both video and audio recordings. All those entering district buildings and property should be aware that there are weapons detection systems, and their activities may be video recorded and those using buses may have their activities recorded, by both video and audio at any time.

Advanced Supports for Students

To access our advanced tier options please contact a school counselor or social worker.

