

Delahunty Middle School  
Student Handbook  
2017-2018

DELAHUNTY MIDDLE SCHOOL  
419 North Hermitage Road  
Hermitage, PA 16148  
[www.hermitage.k12.pa.us](http://www.hermitage.k12.pa.us)

**FRONT OFFICE**

(724-981-8750 ext. 3002)  
Mr. Eric W. Trosch, Principal  
Mrs. Linda Koerth, Administrative Assistant, ext. 3002  
Mrs. Mary Jo Erceg, Office Secretary, ext. 3000

**GUIDANCE OFFICE**

(724-981-8750 ext. 3041)  
Guidance Counselor  
Mrs. Shelly Kekich, Guidance Secretary

**NURSE'S OFFICE**

(724-981-8750 ext. 3050)  
Mrs. Angel Campman

Dear Parent(s)/Guardian(s),

I would like to welcome you to Delahunty Middle School. The next years will fly by and you will be amazed at the growth and development of your child(ren) from sixth through seventh grades. The handbook contains policies, information, suggestions, and procedures that we hope will be of some help becoming a parent/guardian of a middle school student.

These are truly exciting times in the lives of your children! We look forward to getting to know you and working with you at Delahunty Middle School.

Sincerely,

*Mr. Eric W. Trosch*

Principal

**HERMITAGE SCHOOL DISTRICT  
SPECIAL SUPPORT SERVICES**

**FOR INFORMATION ONLY**

**Annual Public Notice of Special Education & Early Intervention  
Services and Programs**

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA).

The IDEA requires each state educational agency to publish a notice to parents in newspapers or other media before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice.

The school district is required by the IDEA to provide a free appropriate public education to children with disabilities who need special education and related services. Pennsylvania has adopted state laws which conform with the IDEA and which school districts must follow. In Pennsylvania a school age child with disabilities who needs special education and related services is identified as a child with a disability. Students are exceptional if they need specially designed instruction and have one or more of the following physical or mental disabilities:

- |  |                                       |
|--|---------------------------------------|
| Autism/Pervasive Development Disorder        | Orthopedic Impairment                 |
| Deaf-Blindness                               | Other Health Impairment               |
| Deafness                                     | Specific Learning Disability          |
| Emotional Disturbance                        | Speech or Language Impairment         |
| Hearing Impairment                           | Traumatic Brain Injury                |
| Intellectual Disability (Mental Retardation) | Visual Impairment Including Blindness |
| Multiple Disabilities                        |                                       |

In Pennsylvania, students also qualify as exceptional if they require specially designed instruction and are determined to be mentally gifted. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

**Early Intervention**

IDEA requires the provisions of a free appropriate public education (FAPE) to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above is identified as a child with a disability. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) the child's score, on a developmental assessment device, an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) the child is delayed in one or more of the developmental area, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or (724) 458-6700.

These children are afforded the rights of school age exceptional children, including screening, evaluation, individualized education program planning, and provisions of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to these children under Act 212 of 1990, the Early Intervention Services System Act.

**Screening**

Each school district must establish and implement procedures to locate, identify, and evaluate students suspected of being exceptional. These procedures include screening activities, which include but are not limited to: review of group-based data (cumulative record, enrollment records, health records, and report cards); hearing screening

(at a minimum of kindergarten, special ungraded class, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening.

In schools which have an Instructional Support Team (IST) or child study team or Response to Instruction and Intervention (RtII), the above screening activities may be a consideration used by these teams as another level of screening. Parents and members of the professional staff of the student's school have the right to request screening by the IST or child study team.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary. Telephone numbers and addresses can be found at the end of this notice for more information.

### **Evaluation**

When screening indicates that a student may be exceptional, the school district will seek parental consent to conduct an evaluation. "Evaluation" means procedures used to determine whether a child has a disability and the nature and extent of the special education and related services that meet the child's needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is called a multidisciplinary evaluation (MDE). It is conducted by a multidisciplinary team (MDT), which must include a school psychologist, a teacher and the parents. The MDE process must be conducted in accordance with specific timelines and use procedural safeguard procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially and culturally biased.

The MDE process results in a written evaluation report called an (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming regardless of whether or not the team recommends that the student is exceptional. Once parental consent for an evaluation is obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents who think their child is a child with a disability may request, at any time that the school district conduct a multidisciplinary evaluation. This request should be made in writing to the Coordinator of Special Education Office. If a parent makes an oral request for a multidisciplinary evaluation the school district shall provide the parent with a form for written permission. Instructional Support (IS) activities or RtII do not serve as a bar to the right of a parent to request, at any time, including prior to or during the provision of instructional support activities, a multidisciplinary evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children three through five may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or by contacting the Preschool Connection at 1-800-345-0033.

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained.

### **Consent**

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the school district, intermediate unit or charter school will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program, and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

### **Educational Placement**

A single test or procedure may not be the sole factor in determining that a child is exceptional. The IEP team must include a district representative, the student's teacher, special education teacher and the parents. If the student is determined to be exceptional an IEP will be developed.

An IEP describes a student's current educational levels, goals, and objectives, and the individual programs and services, which the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention and the location of intervention.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

### **Services for Protected Handicapped Students**

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aides, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for protected handicapped students are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

The school district or parent may initiate an evaluation of a student under the laws, which protect handicapped students. Parents who wish to have a child evaluated should contact the building principal or the Office of Special Education.

### **Confidentiality**

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The age of majority in Pennsylvania is 21. These rights are:

- 1.) The right to inspect and review the student's education records within 45 days of the day the school receives request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2.) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official) and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3.) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

- 4.) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

The school district maintains its education records in compliance with the guidelines for the collection, maintenance and dissemination of pupil records. Category "A" data which includes the minimal personal data necessary for operation of the school district will be maintained for a minimum time period of 100 years. Category "B" data which includes verified information of clear importance, but not absolutely necessary to the school, over time, in helping the child or in protecting others will be maintained until the child leaves school. Category "C" data which includes potentially useful information, but not yet verified or clearly needed beyond the immediate present, will be reviewed at least once a year and destroyed as soon as its usefulness has ended.

In addition, the school district may release "directory information" without parental consent unless a prior written objection to the release of such information is provided to the school district by the parent(s). "Directory information" includes the following: student's name, address, telephone listing, date and place of birth, photographs, videotapes, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, duties of attendance, honors and awards received. If you object to the disclosure of this information, you must submit a written letter of objection to the school district. Written objections for students 3-5 years old should be mailed to Midwestern Intermediate Unit IV at 453 Maple Street, Grove City, PA 16127.

For additional information related to student records, the parent can refer to the FERPA at the following url: <http://www.ed.gov/policy/gen/quid/fpco/ferpa/index.html>

### **Procedural Safeguards**

Procedural safeguards protect the rights of parents and students. These safeguards include the following:

- Parent's consent is always required prior to:
  - A. Conducting an initial (for the first time) evaluation or a reevaluation,
  - B. Initially placing a child with a disability in a special education program,
  - C. Disclosing to unauthorized persons personally identifiable information.
- The school district must notify parents in writing whenever it wants to begin, change, or discontinue special education and related services. Along with this notification, the school district will provide the parents with a comprehensive, written description of their rights.
- Parents who disagree with such actions proposed or refused by the school district have the right to request a hearing by an impartial third party using a procedure called due process.
- Before a due process hearing will take place, the district must convene a preliminary meeting with the parent and the relevant member(s) of the IEP team in an attempt to resolve issues without the need for a due process hearing.
- Pennsylvania has also made mediation services available throughout the Commonwealth at Commonwealth expense. Mediation services help parents and agencies involved in a dispute over special education to attempt to reach a mutually agreeable settlement with the assistance of an impartial mediator. Mediation is completely voluntary. Mediation does not deny or delay a party's right to a due process hearing.

- School districts also have the right to initiate due process in certain situations. During a due process procedure, a student must remain in the last agreed upon educational placement (a status called pendency). Due process procedures are governed by timelines and procedures in Pennsylvania law. Throughout due process, an attorney may represent parents.
- Due process hearings are oral personal hearings and are open to the public, unless the parents request a closed hearing. The decision of the hearing officer shall include finding of fact, a discussion, and conclusions of law. The decision of the hearing officer may be appealed to the appropriate court.
- Each school district must make available, upon request, printed information regarding special education programs and services and parent due process rights. This printed information is available from each building principal and/or the Office of Special Education.

**Mode of Communication**

The content of this notice has been written in straight forward, simple language. If a person does not understand any of this notice, he or she should contact the school district or IU and request an explanation.

The school district or IU will arrange for an interpreter for a parent with limited English proficiency. If a parent is deaf or blind or has no written language, the school district or IU will arrange for communication of this notice in the mode normally used by the parent (e.g. sign language, Braille, or oral communication).

**For further information contact:**  
 Hermitage School District  
 Director of Special Services, LEA  
 411 North Hermitage Road  
 Hermitage, PA 16148  
 724-981-8750 ext. 6015

The school district, intermediate unit or charter school will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcements of this policy are in accordance with the state and federal laws, including Title VI of the Civil Rights Act of 1966. Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. For information regarding grievance procedures, services, activities, programs and facilities that are accessible to and usable by handicapped persons or, for inquires regarding compliance with the above nondiscriminatory policies, please contact the Superintendent of Schools at your local school district, or Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 (724-458-6700).

The school district will make reasonable accommodations to its programs and services to assure access to all persons. If, because of a disability, you require an accommodation please contact the Superintendent of Schools, Americans with Disabilities Act Coordinator at the school district in which you reside listed above or the Director of Special Education at Midwestern Intermediate Unit IV at (724) 458-6700.

August 2017

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**DELAHUNTY MIDDLE SCHOOL BELL SCHEDULE  
2017 - 2018**

**STUDENT TARDY BELL - 7:50 A.M.  
ANNOUNCEMENTS - 7:54 A.M.**

<p><b>7:30 - 7:45</b> Student Arrival</p> <p><b>7:30</b> Students may report to their Homerooms</p> <p><b>2:53</b> Student Dismissal</p>	<b>6<sup>TH</sup> GRADE SCHEDULE</b>		<b>7<sup>TH</sup> GRADE SCHEDULE</b>
	7:50 - 7:57	<b>HR</b>	7:50 - 7:57
	7:59 - 8:45	<b>1</b>	7:59 - 8:45
	8:47 - 9:33	<b>2</b>	8:47 - 9:33
	9:35 - 10:21	<b>3</b>	9:35 - 10:21
	10:23 - 11:03 <b>Intervention</b>	<b>4</b>	10:23 - 11:09
	11:05 - 11:35 <b>LUNCH</b>	<b>5</b>	11:11 - 11:51 <b>Intervention</b>
	11:40 - 12:26	<b>6</b>	11:53 - 12:23 <b>LUNCH</b>
	12:28 - 1:14	<b>7</b>	12:28 - 1:14
	1:16 - 2:02	<b>8</b>	1:16 - 2:02
	2:05 - 2:53	<b>9</b>	2:05 - 2:53
	2:53	<b>DISMISSAL</b>	2:53

**SCHOOL DELAY SCHEDULE**

**TWO HOUR DELAY – Grade 6**

HOMEROOM	9:50 – 9:57
PERIOD 1	9:59 – 10:18
PERIOD 2	10:20 – 10:40
PERIOD 3	10:42 – 11:02
PERIOD 5	11:05 – 11:35 – Gr. 6 Lunch
PERIOD 6	11:40 – 12:26
PERIOD 7	12:28 – 1:14
PERIOD 8	1:16 – 2:02
PERIOD 9	2:05 – 2:53
DISMISSAL	2:53

**TWO HOUR DELAY – Grade 7**

HOMEROOM	9:50 – 9:57
PERIOD 1	9:59 – 10:18
PERIOD 2	10:20 – 10:40
PERIOD 3	10:42 – 11:02
PERIOD 4	11:04 – 11:50
PERIOD 6	11:53 – 12:23 – Gr. 7 Lunch
PERIOD 7	12:28 – 1:14
PERIOD 8	1:16 – 2:02
PERIOD 9	2:05 – 2:53
DISMISSAL	2:53



**2017-2018  
DELAHUNTY MIDDLE SCHOOL FACULTY LIST**

Aretz, Patrick .....	Psychologist .....	Guidance Suite
Allaman, MaryKay .....	Language Arts 7 .....	207
Antush, Craig .....	Computer Science 6/7 .....	209
Bender, Joe.....	Literacy/Math Coach 6/7 .....	211
Boyd, Jim .....	Wellness.....	223/Gym
Eakman, Reneda .....	Learning Support 7 .....	217
Fike, Vicki .....	Technology Administrative Assistant .....	Tech Suite
Garay, Steve .....	Band 6/7.....	Band
Garrett, Carla.....	Earth Science 7 .....	231
Gilfoyle, Christine.....	Math 6 & 7 .....	215
Harris, Amber .....	Math 7 .....	227
Jones, Mike.....	Learning Support 6.....	217
Kekich, Shelly.....	Guidance Secretary.....	Guidance Suite
Knauff, Beth .....	Art 4-7.....	225
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Matchak, Molly.....	Librarian .....	Library
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Stephens, Rick .....	Science 6 .....	130
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.....	Guidance Counselor 4-7.....	Guidance Suite

Brown, Allie .....	Special Ed. Aide	Mattern, Cyndy .....	Inst. Aide
Bucciarelli, Taylor .....	Special Ed. Aide	May, Debbie .....	Inst. Aide
Davis, Natalie .....	Teacher Asst.	Miely, Cindy .....	Special Ed. Aide
Gaines, Sandy .....	Special Ed. Aide	Murtha, Reggie .....	Teacher Asst.
Gargano, Shannon .....	Teacher Asst.	Parquette, Linda .....	Special Ed. Aide
Gulla, June .....	Teacher Asst.	Reynolds, Cindy .....	Inst. Aide
Hart, Suzanne .....	Inst. Aide	Scheuermann, Tammie .....	Special Ed. Aide

Mr. Eric W. Trosch .....	Principal .....	Office
Mrs. Linda Koerth .....	Administrative Assistant .....	Office
Mrs. Mary Jo Erceg .....	Office Secretary .....	Office

## GENERAL INFORMATION

This handbook is an introduction of the Delahunty Middle School policies, procedures, and guidelines designed to promote a healthy, safe and positive learning environment.

It is also a reference of our academic, athletic, and social opportunities available for all students.

## POLICY REFERENCE

### **Custodial and Non-Custodial Relationships**

In order to maintain the well being of its students, the Hermitage School Board of Directors has adopted a policy stating the rights and responsibilities of custodial and non-custodial parents when no legal determination of custody exists.

A non-legal custodial parent would be identified as having physical possession of the student during the school term and is the one who exercises control over the student on a day to day basis. Students must reside with a parent in Hermitage at least 50% of the time in order to be enrolled or to continue to attend classes within the school district.

The rights of both custodial and non-custodial parents will be respected equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school with a copy of the court order. Students will not be released to the non-custodial parent unless a WRITTEN consent from the custodial parent exists.

For a copy of the policy detailing parental rights and responsibilities, please contact your building principal.

All questions regarding this policy can be directed to Administrative Services.

### **Drug and Alcohol Policy**

The School Board takes a *no tolerance attitude* toward the use or abuse of drugs and alcohol. District policy prohibits the possession and/or use, mimic of use, sale, and/or mimic of sale, distribution and/or intent of distribution of any illegal or controlled mood altering chemical medication, or abused chemical not approved by the health office on school property, at school sponsored, curricular and extra-curricular activities or field trips, on school buses, and in route to and from school by any mode of travel. Violation of this policy includes the possession, use, sale, distribution, or mimicking the possession, use, sale or distribution of chemicals or paraphernalia.

**Violation of any part of the drug and alcohol policy is considered a major disciplinary infraction. (Refer to the Disciplinary Code starting on page 26.)**

### **Fire and Smoking Policy**



It is a violation of the fire code to have a lighted object (lighter, match, etc.) in the school. Interfering with fire protection equipment, systems, or procedures is prohibited. A student who is found with a lighted object or who otherwise violates the fire code will be referred to the proper authorities, which could result in a fine.

## **Weapons Policy**

Any student who carries a weapon/look-a-like weapon on school property, a school vehicle, or at any school event without proper authorization will be in violation of school policy. Act 26 of 1995 states a weapon includes, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, rifle, and other tool, instrument, or item capable of inflicting serious injury. Act 30 of 1997 requires expulsion from school for a period of not less than one year for any student who is determined to have brought onto or is in possession of a weapon on any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The Superintendent may recommend on a case-by-case basis modifications to the above item. The Administration can immediately suspend the student for up to ten (10) days, and confiscate the item.

Within five (5) days of the suspension, an informal hearing with the Parent/Guardian will be conducted. Due Process rights will be observed. In addition, the Superintendent, in case of an exceptional student, shall take all steps necessary to comply with the individual with the Disabilities Education Act. Employees/Students must immediately report to a staff member any knowledge of the presence of a firearm/weapon on school property. (Referral may be made to proper authorities.)

## **Non-Discrimination Policy**

The Hermitage School District is an equal opportunity education institution and will not discriminate on the basis of sex, race, color, national origin, religion, marital status or handicap in its activities, programs, or employment policies as required by Title IX, Title VI and Section 504.

For information regarding civil rights or grievance procedures, contact Mrs. Nanci Hosick, Title IX and Section 504 Compliance Officer, 411 North Hermitage Road, Hermitage, PA 16148, telephone 724-981-8750, ext. 6025.

For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons contact Mrs. Nanci Hosick, Administrative Services, telephone 724-981-8750, ext. 6025.

## **School Profile**

The Hermitage School District's report card can be accessed at the PA. Department of Education's web site at: [www.pde.state.pa.us](http://www.pde.state.pa.us)

## **Privacy Rights of Parents and Students**

The school district and its employees are required by federal law and state and federal rules and regulations to protect the rights of students. The foundation of these rights comes from federal legislation entitled Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment). There are some rules and regulations dealing with regular and special education students' rights and privacy. All students are covered by the state regulations contained in Chapter 12, known as Students' Rights and Responsibilities. The basic premise of these laws, rules and regulations is that information about students cannot be disclosed without written parental consent.

## **Wellness Policy**

The recent national concern over the childhood obesity issue has caused schools to address student health and obesity in a variety of ways. Public Law 108-265 required all local education agencies sponsoring the National School Lunch Program to implement a local wellness policy by July 1, 2006. The District began implementing our Wellness Policy during the 2006-2007 school year. The policy defines goals for nutrition education, physical activity, and other school-based activities, as well as nutrition guidelines for all foods available on the school grounds during the school day. During our first year of implementation, the District removed all soda pop and high calorie snacks from student vending machines. Our cafeteria follows the

## Wellness Policy continued...

Pennsylvania Department of Education's Guidelines for Nutritional Standards for Competitive Foods in Pennsylvania Schools. The District continues to monitor the foods and snacks sold or brought into the schools. The obesity problem is a complex issue that requires the collaboration of schools, parents, and community to address and begin solving. Members of the School Health Council met this year in an effort to clarify our "Healthy Snacks" Guidelines for staff, parents, PTO, etc.

We once again ask your cooperation in complying with the Hermitage School District Wellness Policy.

### **Remember:**

**No edible treats are to be sent to school.** For a birthday, parents are encouraged to send in a book to donate to the classroom or a non-edible treat. We must ask that absolutely **no home baked goods are brought to school for any event/occasion.** (There are an increasing number of children sensitive or highly allergic to some ingredients and nuts.)

**If you have any questions regarding the Wellness Policy,  
please call Adam Reagle at 724-981-8750, extension 1800.**

## **Abusive Action/Bullying by Students**

The Hermitage School District is committed to a safe and respectful educational environment. School policy will be applied in all cases where intimidation/bullying exist between students and other students. An Administrative investigation into charges of bullying will apply in all cases. Any student or group of students deemed by the Administration to be involved in acts of bullying or discrimination against their peers and/or staff members because of race, creed, color, sex, national origin, age or handicap that would jeopardize the health, welfare, and/or safety of other students and/or staff members may be subject to the following action:

- Three (3) day suspension
- Informal hearing with parent/guardian
- Ten (10) day suspension and/or proceeding for expulsion

Any student or group of students deemed by the Administration to be involved in incidents jeopardizing the health, welfare and/or education of other students and/or staff members will be subject to the following action:

- Three (3) day suspension
- Informal hearing with parent/guardian
- Ten (10) day suspension and/or proceeding for expulsion

## **Disrespect/Harassment**

Disrespect to teachers, students, or other school employees will not be tolerated. Students will be disciplined for being disrespectful to school employees or their peers at any time, either on or away from school property. Any form of harassment including verbal, sexual, physical, ethnic, and/or religious intimidation to include, but not limited to; taunting, threats, assaults, name calling, belittlement, etc. are all considered forms of disrespect/harassment to others. This will not be tolerated and will be dealt with as a disciplinary infraction. Delahunty Middle School students are reminded that taunting, both verbally/physically, at athletic and co-curricular events will not be tolerated. Students are expected to be respectful of their peers and competitors at all athletic and co-curricular activities. The previous actions may result in the following action:

- One (1), three (3), or five (5) day suspension
- Informal hearing (depending on the severity)
- Ten (10) day out of school suspension/possible recommendation to the Superintendent for expulsion
- All other situations not mentioned in the above will be considered on an individual basis

## Bullying

The Hermitage School District does not tolerate bullying behavior. Bullying behavior is defined as aggressive, repetitive, deliberate, conscious, systematic and/or premeditated intent by an individual or group to inflict physical, verbal, graphic, emotional, racial and/or sexual suffering on another individual or group. Any behavior, which is the improper use of power to threaten, humiliate, distress or hurt others, is bullying behavior.

- Physical: Assault, pushing, shoving, taunting, unwanted contact
- Social: Extortion, intimidation, threats, looks, gestures, threats of harm of retaliation, taking and holding possessions for any reason
- Emotional: Social isolation, harm to ego, harm to self or others
- Verbal/Communication: Spoken/written/drawn, rumors, name-calling, teasing, offensive graphics, purposeful false allegations

Consequences for persons who bully and persons who fail to report bullying towards others may be subject to disciplinary options. These may include counseling, parent conference, detention, suspension, recommendation of expulsion or other consequences as provided in the PA School Code, Board Policy and/or building handbooks.

## Terroristic Threats/Acts

A Terroristic Threat is a threat (orally, written, or pictorial) to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause a serious public inconvenience, in reckless disregard of the risk of causing such terror and inconvenience. A Terroristic Act is an offense against property or involving danger to another person. When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- The building Administrators may immediately suspend the student
- The building Administrators shall report the incident to the Superintendent
- Based on further investigation, the Superintendent and/or Administrators will report the student to law enforcement officials
- The Superintendent and/or Administrators may recommend expulsion of the student to the School Board
- Due process rights will be followed in all cases

## Academic Program

The academic courses for each grade level are as follows:

**Grade 6**  
Language Arts  
Science  
Social Studies  
Math 6  
Advanced Math 6

**Grade 7**  
Language Arts  
Science  
World Cultures  
Math 7  
Advanced Math 7

Sixth and Seventh grade students are assigned a Unified Arts class each for a nine week grading period daily for an entire semester. Sixth and seventh grade Unified Arts classes include Art, Computer Science, Library and Music. Sixth and Seventh Grade students will have Physical Education/Health, on a split rotation for an entire school year.

## Academic Tutoring Program

The Delahunty Academic Tutoring Program (ATP) is available to assist students who are experiencing academic difficulties in the classroom. The ATP consists of school personnel who develop classroom intervention strategies to assist in the student's progress. If you would like further information concerning ATP, please call the Guidance Counselor at 724-981-8750, ext. 3040 for Grades 4-7.

## ACCESS TO THE BUILDING

Regular school hours are from 7:00 A.M. until 3:00 P.M. Students should not arrive to school prior to 7:30 A.M. unless prior arrangements have been made with a teacher and/or principal and the student has a note from that teacher and/or principal. Students are not permitted to stay after school unless they are involved in an after-school activity or sport and are signed up with a staff member/club sponsor/coach who is staying with them. Please understand that the custodians on duty have been instructed not to provide access to hallways, classrooms, or offices for visitors.

## ATHLETICS

Athletics are an important part of the middle school experience and the development of sportsmanship and character within students. With this privilege also comes the responsibility of maintaining good grades and academic standing throughout.

### Interscholastic and Club Athletics

Throughout the year, announcements will be made to the student body concerning try-outs/sign-ups for various interscholastic and club team sports. Sixth and seventh grade students are invited to sign up for tryouts for interscholastic sports. The PIAA mandates that students receive a new physical for each competitive season (fall, winter, and spring). The following interscholastic and club team sports are available:

Girls Basketball	Boys Basketball	Cross Country (7 only)
Girls Volleyball (7 only)	Boys Soccer (7 only)	Track and Field (7 only)
Girls Soccer (7 only)	Football (7 only)	Wrestling
Cheerleading (7 only)		

### Attendance at Athletic Events

Because school is often dismissed much earlier than the start of athletic events, student spectators must go home on their scheduled buses and return to the school at the time the event is scheduled.

### Academic Eligibility for Athletics and Extra Curricular Activities

Students participating in athletics and activities are expected to maintain passing grades in all of their subjects. Grades are reported weekly in order to determine eligibility. The guidelines for eligibility are determined below:

1. Students failing two or more subjects are ineligible.
2. Students failing one course may participate, but the student is warned.

NOTE: Eligibility is ultimately determined on an individual basis at the principal's discretion.

### Participation and School Attendance

Students participating in an out-of-school activity are expected to be in attendance the following day and on time unless students are ill and have a legal excuse for the absence. Students arriving after 10:00 A.M. may not participate in any extra-curricular activities that day.

All decisions relating to student participation in out-of-school activities (e.g. academic games, Quest field trips, band competitions, etc.) will be made on an individual basis by the Principal, Activity Coordinator, and/or Guidance Counselor. Concerns regarding student participation based on behavior or academics should be expressed directly to the Principal and/or Guidance Counselor.

## ATTENDANCE

Students are expected to be present and punctual for all classes throughout the year. Classroom participation and responsibilities are inherent in the grading system and it is reasonable to assume high absenteeism and/or tardiness may adversely affect a student's grades. When sickness or obligation to family necessitates being absent from or tardy to school, the following steps should be followed:

1. A parent/guardian should call the school office by 7:00 A.M. to report an absence.
2. A parent/guardian should **write an excuse giving the FULL names of both STUDENT and PARENT/GUARDIAN, date of the absence, homeroom #, day(s) of absence or tardiness, reason for the absence or tardiness, and include a signature of a parent/guardian.** Please reference page 27 for an absentee form.
3. The student must present this written excuse to their homeroom teacher. The excuse **must be turned in within three (3) days of returning from an absence** or tardiness or it will be recorded as unexcused.
4. The **student should make immediate plans with teachers to make up all work missed** during the absence or tardiness. **This is the student's responsibility.**
5. Students may make up work missed when legally absent. This must be done in cooperation with the teacher. **As a reminder, students have the number of day(s) equal to the length of the absence to complete all make-up work.**
6. After three (3) days of continuous excused absences or after ten (10) cumulative excused absences or tardiness, the school may require the parent to verify the student's illnesses by a written statement from a physician.

The following information has been provided to families in an effort to clearly communicate the Hermitage School District attendance policy and to hopefully prevent student attendance problems. This information outlines the requirements and procedures in relationship to student absences.

1. **Required excuses.** When a student returns to school after an absence, a written excuse must be provided by the parent. The excuse must include dates, reason for absence, teacher's name, and parent/guardian signature. The excuse note **must be** provided within 3 days of the child's return or the absence will be declared illegal. Excused absences include illness of the child, quarantine, death in the immediate family, impassable roads, extremely inclement weather or exceptionally urgent personal or family reasons (these must be cleared through the principal's office). This excuse must be sent to school even if the parent/guardian has called the student off on the phone.
2. **If your child is seen by a physician,** please supply a doctor's excuse when they return to school. As per Hermitage School District policy, parents are required to provide a doctor's excuse once their child has missed 10 or more days of school for non-medical reasons. Failure to supply a medical excuse when required will result in an illegal absence. **Medical** is defined as "under doctor's care for a specific absence," i.e. doctor's excuse due to surgery, serious flu, mononucleosis, etc. **Non-medical** excused absence is a parent excuse stating the reason for absence, i.e. cold, stomach ache, sore throat, etc.
3. **Vacation forms.** Any student who is removed from school for a trip is to fill out a vacation form a week before the anticipated absence. Failure to do so in advance may result in an unlawful absence. Please make arrangements with the teacher prior to your absence. Students who are absent for trips must make up the work in a manner satisfactory to the teacher. If the district application procedure is not followed, absences due to trips may be considered unexcused. A family will be permitted five approved educational trip days during the course of a school year (approved by the Principal), that will not be applied toward a child's 10 days of excused absence without a doctor's excuse.
4. **If your child accumulates 3 illegal absences,** you will be contacted by the school secretary or Principal and you could be subject to legal charges and fines. Unexcused absences such as "missed the bus", "slept in", "helping sick mother at home", "shopping", etc. are considered an illegal absence or tardy.

5. **Perfect Attendance** - A student must be in attendance everyday school is in session to be considered as having perfect attendance.

### **Excused Absences**

Legal excuses for being absent from school are as follows:

1. Personal illness with parental note.
2. Death in the immediate family.
3. Quarantine.
4. Impassable roads.
5. Extremely inclement weather.
6. Exceptionally urgent personal or family emergencies. (These must be cleared in advance through the principal's office.)
7. Court appearances with documentation from a court official or attorney.
8. Hospital stays or medical reasons with documentation from the physician.
9. Religious holiday observances.
10. Approved educational experiences or reasons interpreted by the principal to be urgent or valid

### **Unexcused Absences**

An unexcused absence means either that a written excuse was not received within three (3) school days, or the excuse for being absent was not one of the reasons for absence as defined in the Pennsylvania School Code.

### **Actions for Unexcused Absences**

1. A letter will be sent home from the attendance officer after three (3) days.
2. A meeting may be requested between the student, the guidance counselor and/or the principal after five (5) days.
3. A meeting may be requested between the student, parent/guardian, the guidance counselor and principal after ten (10) days.
4. A citation will be filed with the District Magistrate after fifteen (15) days.

### **Extended Illnesses/Homebound**

Homebound instruction will be provided to those students with a medical need as diagnosed by a physician. It is intended to service students who will have an anticipated long-term absence, not merely students who will have an absence of less than 10 days duration. Each application will be reviewed by the Guidance/Administration.

### **Tardiness**

Students who arrive to school after the late bell (7:50 A.M.) must report to the office for a tardy slip. Students are reminded that every instance of being tardy must be excused by a written note from a parent. Students who are detained in the office at the change of class or by a teacher should ask for a pass before going to the next class.



### **Unexcused Tardiness**

Unexcused tardiness means either that a written excuse for being tardy was not received within three (3) school days, or that the excuse for being tardy was not one of the reasons as defined in the Pennsylvania School Code.

### **Actions for Unexcused Tardiness**

1. A letter will be sent home from the attendance officer after three (3) days.
2. A meeting may be requested between the student, guidance counselor, and/or principal after five (5) days.
3. A meeting may be requested between the student, parent/guardian, the guidance counselor and principal after ten (10) days.
4. A citation will be filed with the District Magistrate after fifteen (15) days.



## Appointments



If it becomes necessary for students to be excused during the school day, a note must be brought from home and turned in to the office in the morning. The note should contain your name and signature, the student's name, the date, the time the student is to be excused, and the destination or place where your appointment has been made. Parents/Guardians need to report to the office to sign students out of the building. **To avoid classroom disruptions, please remind your students to watch the time and report to the office for pick up, rather than waiting to be called down.**

## Vacation/Educational Trip Policy

The Hermitage School District discourages trips during the school year. Family educational trips will be approved if they have educational merit, are supervised, and if the student does not have poor grades or attendance. Parents/Guardians who wish to remove students from school for trips are required to make application one (1) week PRIOR with the principal on the form provided by the school district.



Students are required to make arrangements with teachers prior to the absence. Students absent for trips are required to submit all makeup work the day of their return. If the district application procedure is not followed, absences due to trips will be considered unexcused or illegal by the district.

## CAR RIDER PROCEDURE

Normal dismissal will start at 2:53 P.M. Parents picking up students from school are asked to send in a written note indicating that a parent/guardian will be picking up their child or call the *Car Rider line, extension 3102, no later than 2 P.M.* to have your child's name placed on the car rider list. Parents planning to pick up their child(ren) everyday for the entire school year must have on file the "Everyday Car Rider Form" sent to you over the summer prior to the beginning of the school year. **In the event of an emergency, a parent/guardian must notify the main office or call ext. 3102 before 2:00 P.M.** Car riders will be dismissed at 2:53 P.M. and will meet you in the cafeteria. Students are not released to leave without the parent/guardian coming into the building to sign them out. *Please reference page 34 for a Car Rider form.*

*\*Note: When small children accompany parents/guardians during student dismissal, please ensure that they are thoroughly supervised and remain with the parent/guardian at all times.*

## ASSEMBLY BEHAVIOR: REMEMBER SWPBS RULES

### Before the performance:

1. Always enter the gymnasium in an orderly manner. Teachers will direct the students to their seats.
2. When the Principal and teachers raise their hands, it is a signal that the performance is about to begin. At this time all conversation should stop and your attention should be directed to the speaker.

### During the performance:

1. Talking to someone during the performance is not polite behavior, but if a need arises, always whisper and be brief. Not only is conversation distracting to others in the audience, it is also distracting to those speaking.

## BACKPACKS/TOTES



For safety reasons students are not permitted to wear/carry backpacks and/or tote bags during the school day. Backpacks and/or tote bags should be placed in student lockers upon arriving at school and removed when leaving the building at the end of the school day.

## BUSES

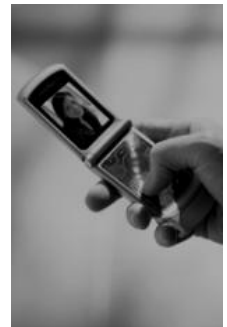


Students are expected to ride your own bus to and from school. Only in emergency situations are students permitted to ride other buses. These requests are granted by the principal's office only. If the driver feels that a student is misbehaving, he/she will file a disciplinary report with the principal who will investigate the problem. Failure to behave could ultimately result in the loss of the privilege to ride the bus.

For more information on bus rules, please refer to "Bus Regulations" sent to your parents/guardians at the beginning of the school year.

## BYOT - Bring Your Own Technology

Student possession of cell phones and other personal electronic devices designed to communicate, create or store information is permitted by the Hermitage School Board at the discretion of the classroom teacher. Students, parents/guardians, and community members who choose to connect to the District network agree to the requirements of the Computer/Network Acceptable Use Policy and should consider his/her personal device subject to the same level monitoring and access as any district-owned technology device. The district reserves the right to monitor internet and network use of personal devices on district guest networks.



It should be noted that the Hermitage School District does not require bringing personal devices into school and that owners assume all risks of damage, theft, loss or misuse of such devices. The use of personal devices is with the understanding that the student has the permission of their parent/guardian to bring it onto school property. **The District holds no responsibility for damage or loss of the personal device.** Personal electronic devices must be powered off or silenced during the school day unless otherwise permitted by district procedures. Use of personal or district technology devices that disrupt the instructional day or includes possession, viewing, sending or sharing video or audio information which has sexual, violent or threatening content on school grounds, school events or school buses is prohibited and will result in disciplinary action and/or confiscation of the personal device. The District recognizes that students have the ability to use personal devices to access sites that would otherwise be restricted if they were using the District owned equipment or network. The District is not responsible for such content being accessed or posted. However, the District may take action if it is in violation of an existing policy.

- Use of any digital imaging device including, but not limited to, scanners, cameras, communication devices, to capture still images or video footage of students or school personnel unless under the direct supervision of a teacher and only for internal school use is prohibited. Any image or video created under the teacher's supervision may be published with the parent/guardian's written consent on the AUP Agreement.
- Sending text, image, sound, video or files for the purpose of cheating is prohibited.
- If the student cannot connect or use the device by the start of the class period, it must be put away to avoid distractions.
- Devices cannot be charged on school grounds. If the device battery runs out, it must be put away.

- The extent of tech support is providing access to the wireless network.
- Sleeve cases are to be used rather than full laptop cases.
- Students may not answer or initiate communication during instructional time.
- Students should register their device using the Google Form located on the school district website. In the event the device should be lost or stolen, this will aid the district in helping to recover it.

## CLUBS

The basic purpose of our clubs and activities are to provide students with an opportunity to develop positive interests and activities for leisure time and serve the school and community. Clubs are organized in the fall each year and meet before and/or after school, with the following tentative list:

- |   |                         |
|---|-------------------------|
| • Academic Games (On-Sets, Equations, Linguishtiks, Propaganda, World Events, President, Speech Tournament, YSU English Festival) | • Art Club              |
|   | • Hornet Hive Newspaper |
|   | • Student Council       |
|   | • Yearbook Club         |

(Please refer to the eligibility policy on page 15 for further information.)

## COMMUNICATION BETWEEN SCHOOL AND HOME

Effective communication between school and home is crucial to your child's success. Please contact the Guidance Office with concerns or to arrange a parent-teacher conference. The following methods can be used on a daily basis:

### Assignment Notebooks

Each student is provided with an assignment notebook at the beginning of the school year. Students should write their assignments and test dates in their assignment notebook daily. Parents/Guardians should check their child's assignment notebook on a daily basis.

### Teacher E-mail/Voicemail

All teachers have a district e-mail account. Teachers are instructed to check their e-mail on a daily basis. This is a very effective way to communicate with teachers. Each teacher also has voicemail. Messages can be left at any time of the day and teachers are instructed to check their voicemail daily.

## COMPUTER POLICY

The Hermitage School District computer policy will be given to each student at the beginning of each year. **This policy must be signed and adhered to throughout the school year. Violation of this policy will result in the loss of the privilege to use the computer and may carry further disciplinary action as determined by the administration. The computer and its electronic information have become an integral part of education in the district. It is imperative that each student complies with this policy.** Any computer usage either in school or out of school that interferes and/or causes a disruption of the normal school process will be subject to disciplinary action.



## DAILY ANNOUNCEMENTS

Announcements are made to the students at the beginning and end of each day. Students are encouraged to listen carefully to the announcements, as this is our primary means of communicating important information to the students.

## DRESS CODE



We are proud that Delahunty students behave themselves in a manner that is a credit to themselves and their families. Experience has shown a connection between good behavior and proper dress and grooming. Each student must be neat, clean and wear clothing that is not disruptive to the educational process, or that constitutes a threat to the purpose of education, safety and health. Good taste, good judgment, and these guidelines should be observed:

- **Footwear** must be worn at all times. **Please note:** Flip flops are NOT permitted.
- **Skirts and shorts** must be fingertip length or longer. No cut off shorts, brief jogging shorts, spandex shorts, etc. or ripped or torn clothing.
- **Trousers** that reveal underwear, inhibit leg mobility, or that can be readily pulled or readily fall off are prohibited.
- **Tank tops** and undershirts may not be worn as outer garments. Shoulders are to be covered regardless of the style of clothing.
- **Decorative patches** or slogans of an objectionable nature are prohibited.
- **Hair** should be neat and clean at all times.
- **Hats, sunglasses, and bandannas** are not to be worn in the building.
- The appropriateness of specific clothing/items not covered here is at the discretion of the principal.

**NOTE:** If a student does not adhere to the dress code, he or she will be required to change into appropriate clothes either from home or from the nurse's office.

## FIRE DRILL/SEVERE WEATHER DRILL

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the alarm is first given, everyone follows instructions promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions to follow during each drill. Most importantly, once outside, students must stay with their classroom teachers so that attendance can be taken. Students must stay with their teachers until everyone is allowed back into the building. Fire alarms must be obeyed whenever they sound, during school or after school hours. Upon arrival at their designated area for a Severe Weather Drill, students are to face the wall and be in a crouching or sitting position, with hands and arms shielding the head. Cooperation and silence is expected at all times.

## FOOD/BEVERAGES/CAFETERIA



Students are not to eat any food or beverages in the hallways, at their lockers, or during regular classes. Glass bottles must never be brought to school, even as part of a packed lunch. Such items will be placed in the office or disposed of as deemed appropriate. The principal will approve any exceptions to this rule.

### LUNCH PRICES

Breakfast - \$.75 per day; \$3.75 per week

Lunch - \$2.25 per day; \$10.75 per week

Milk - \$.45 per day; \$2.25 per week

Students may purchase a lunch or you may carry your lunch and purchase milk in the dining hall on a weekly basis. The cafeteria will loan a lunch to a student forgetting his/her money. The money is to be paid back the following day. It is middle school policy to loan no more than three lunches. If your child owes for three reduced or paid lunches, they may be refused a meal and offered a peanut butter (sunflower butter)

and jelly sandwich. Also, government policy allows students to lose only three tickets per year. If your child makes a habit of losing his/her money he/she can be removed from the free and reduced lunch program and will have to either purchase his/her lunch at full price or bring a sack lunch from home.

**These are the rules of our dining hall:**

1. Talking at a reasonable level is encouraged.
2. Food is for eating only.
3. Food is not to be taken out of the cafeteria.
4. Remain seated. Leave only with permission.
5. When lights turn off, all talking is to stop immediately.
6. Follow all school rules.

Students should enjoy their lunchtime and use good judgment at the same time. The people on duty have complete authority over the students. Any student breaking the rules will be dealt with accordingly. Please refer to Hermitage School District Food Service Communications and Policies for further information.

## **GRADE REPORTING**

The academic year is divided into four quarters. Each quarter is nine weeks long. Report cards are distributed to students at the end of each quarter. The report card may also include comments that support the grade reported. We encourage students and parents to contact teachers directly if there are any questions regarding a grade.

### **Grade Scale**

The following grading system is used for grades 6-12, with grades posted as percentages.

**A = 93 - 100%    B = 85 - 92%    C = 75 - 84%    D = 65 - 74%    F = 0 - 64%**

### **Honor Roll Policy**

In order to earn Honor Roll, a student must obtain a G.P.A. of 90-96% each marking period.

In order to earn High Honor Roll, a student must obtain a G.P.A. of 97-100% each marking period.

1. Grades below an 85% in any course, will exclude a student from honor roll.
2. Students with incomplete grades are not eligible for the Honor Roll. Students may be considered for Honor Roll if the incomplete is replaced with a grade of 85% or better.

### **Band, Chorus, Orchestra**

Students in 6<sup>th</sup> and 7<sup>th</sup> grade have the opportunity to be a part of Band, Chorus, and/or Orchestra. Should your child choose to opt out of one or more of the above listed music classes, please use the procedure listed below:

- A student that wants to withdraw from either Chorus, Orchestra, and/or Band must do so prior to the end of the current marking period in which they started the preferred class(es).
- If a student fails to withdraw from a class during the allotted time provided (prior to the end of the current marking period in which the student started the class) a grade of "U" (unsatisfactory) will be assigned for the remaining marking periods as well as a final grade.

**Please note: A parent/guardian must put this request in writing and submit it to the respective music teacher.**

### **PowerSchool®**

At the beginning of each school year, one parent/guardian will receive the access code, password, and website to access student grades via the Internet. Grades are updated weekly. Use of this service is highly recommended. If you do not have the Internet, please contact the guidance office for grade updates.

## Failures

In order to pass a course, a student must have a final average of 65% or better. Students who fail three (3) major courses (Language Arts, Math, Social Studies, or Science) will not be promoted to the next grade level. Sixth and seventh grade students failing one or two major course(s) will need to successfully complete a summer school program in order to be promoted to the next grade level. Notification of successful completion of all required course work will be submitted to the school principal. Failure of quarterly and/or semester courses may also result in retention.

## Incomplete/Make-up

We expect students to complete all course requirements. Should a situation arise in which some requirements are not completed by the end of the quarter, students may receive an "I" for incomplete on their report card. The student will then have ten school days after report card distribution to complete all course requirements. **Failure to submit missing work will result in zero credit. Work for the last marking period must be completed by the last day of school. Work that is not submitted by this time is given no credit. The grade will be averaged with zero credit given for the missing work.**

## Academic Integrity

Students are expected to do their own schoolwork. Students must not submit work of others as their own. Some examples of falsely submitted work include forging a parent's signature, cheating on tests and quizzes, copying homework, and using the work of others without giving them credit.

Instances of cheating, forgery, and plagiarism will be handled on an individual basis. Generally, the consequences of these situations are academic. For example, students may not receive credit for their work and may have to redo an assignment. Additionally, if copyright laws have been violated, students may see legal action from outside parties.

## Interim Progress Reports

All students who have a 0% to 74% average during the fourth week of a nine-week period will be given a progress report. This report will be delivered to the student's parents by mail. **Progress reports may also be sent at any time during the school year if necessary.** Parents may also check their child's progress using PowerSchool. PowerSchool is updated every Friday or the last day of each week. **NOTE:** Although Progress Reports are sent home at this time, grades are updated weekly on PowerSchool throughout the entire school year.

## GUIDANCE SERVICES

The counseling program in the middle school is concerned with all phases of a student's development: academic, mental, emotional, physical, and social. The Counselor is available to discuss any concerns confidentially and to help students develop their educational goals. Parents are encouraged to schedule appointments with Miss Piddington by calling the Guidance Office at 724-981-8750 ext. 3041.

## HALL PASSES

Students must have their teacher's permission before they can leave any class, including homeroom, for any reason. Students should not be in the halls during class periods unless they have their assignment book initialed by an authorized staff member and/or carry a note from guidance or the office. Teachers have been requested to limit hallway access.

## HEALTH OFFICE

Our school nurse may be reached by dialing 724-981-8750, ext. 3050.

### Medication Policy

MEDICATION WILL NOT BE ADMINISTERED AT SCHOOL UNLESS ALL REQUIREMENTS OF THE MEDICATION POLICY ARE MET. A limited variety of over-the-counter medications are available in the Nurses Office. Parent/Guardian must have filled out the **ANNUAL** emergency information/permission slip completely.

1. All medication, prescribed and/or non-prescribed (Tylenol, aspirin, Advil, etc.), must be brought to school **by the parent/guardian** in the original container with proper pharmacy labeling (child's name, medication name, dosage, administration directions, and pharmacy identification). Unlabeled medications will not be given under any circumstances, including any medication given for a one-time/limited use or dose.

NOTE: Ask the pharmacist to divide the prescription into two containers, one for school and one for home. Empty containers will be sent home.

2. Medications **must** be given to the school nurse or school secretary for safekeeping. This is to prevent the loss of medication or the possibility of another student mistaking medication for food, candy, or illegal drugs.
3. A parent or adult must pick up unused medication by the last day of school. Otherwise, medications will be discarded at the conclusion of the school year.
4. Injected medications will be given in extreme emergencies only. Instructions regarding injected medications must adhere to the previously outlined regulations for oral medications. If the student is unable to self-administer the injectable medication, the school nurse will administer it.

### Illness

Students becoming ill during school hours are to report to their classroom teacher who will issue a pass to the school nurse. If the nurse is not available, students should report to the school office. Students must not spend a class period in the rest room if they are feeling ill. This would be considered cutting class, therefore, an unexcused absence from class.

### Accidents

Every accident in the school building, on school grounds, at practice sessions, or at any school-sponsored events by the school must be reported immediately to the person in charge of the activity and to the school office.

### Allergies

In an effort to be sensitive to students with allergies, we ask that students refrain from bringing heavily scented spray deodorants, body sprays, perfumes, or aerosol sprays of any kind to school.

## HOMWORK

Homework assignments are in integral part of the middle school academic program. We expect all homework assignments to be completed. It is especially important that homework is done by the student and not copied, as described in the Academic Integrity section on page 22.

If a student is absent one day, they are encouraged to call other students from class to obtain homework assignments. Homework requests can be made if a student is absent three (3) or more days, a parent/guardian may call the Guidance Office at 724 981-8750 ext 3041 by 7:30 A.M. to request that homework be collected for the student. All homework assignments, materials, and textbooks are to be picked up no later than 3:00 P.M. in the Guidance Office.

## LOCKERS



Lockers are the property of the school district, and the right of privacy does not apply to lockers. Student may not use a locker to store a substance or object prohibited by law or district regulations, which threatens the health, safety, or welfare of the building and its occupants.

School officials have the right to inspect a school locker when there is reasonable suspicion that the locker is being used improperly.

Each student is provided with a locker for his/her use. These are for books, lunches, etc. that are used during the school day. Other than for daily lunches, food is not permitted to be stored in your locker. Any medication that you must take should be turned in to the office in the morning by a parent/guardian.

All Delahunty Middle School students are able to purchase a "school issued" lock for their locker. The first day of school, students may purchase their lock from the homeroom teacher for \$5.00. Periodic locker clean-outs will take place in order to assure clean and orderly lockers. General searches of lockers could be conducted at any time without the presence of the student, if a reasonable suspicion is indicated.

**Students are not permitted to visit their lockers between classes.**

## LOST AND FOUND

Students who find articles or books should take them to the Nurse's office. Students who have lost something should inquire at the office. The school is not responsible for replacing lost or stolen articles. **Your name should be on all belongings, and they should not be left in unsupervised areas.**

## MAKE-UP WORK

Students must make up work missed when legally absent. This must be done in cooperation with each individual subject teacher. The time given for make-up will be equal to the number of days absent. **STUDENTS ARE RESPONSIBLE TO OBTAIN MISSED ASSIGNMENTS AND SEE THAT THE WORK IS COMPLETED.**

## PHYSICAL EDUCATION



Physical Education classes meet throughout the week. Acceptable clothing includes T-shirt, sweatshirt, shorts, sweatpants, and tennis shoes. Students are required to wear appropriate and acceptable gym clothing to school on their scheduled Physical Education days.



## SALE OR TRANSACTIONS

The sale or purchasing of items in school between students (i.e. clothing, CD players, CD's, jewelry, candy, etc.) is not permitted without permission of the Principal.

## SCHOOL PROPERTY/STUDENT LIABILITY

Schools help students learn to respect property and develop feelings of pride in community institutions. Students are responsible for the proper care of school property and the school supplies entrusted to their use. Students who willfully damage school property will receive consequences that may include legal consequences. Parents/Guardians may be held liable for any damage or destruction to school property caused by their children.

Failure to return books (both library and textbooks), not meeting financial obligations, and other encumbrances are recorded as they occur. Students must clear all obligations before they can take part in end of the year activities. Student participation in other school-related activities may also be jeopardized until such obligations are met.

## STUDENT ASSISTANCE

Student Assistance is a program which brings together school, communities, families, and students in a problem-solving relationship to help students at the middle level prevent or deal with problems they are experiencing. It is the goal of this program to assist students in making healthy lifestyle choices. There are five basic functions of the Student Assistance Program:



- Prevention/education services
- Identification of students in need of assistance
- Assessment of the nature and degree of problem
- Intervention to motivate troubled students and families to seek help
- Support for healthy lifestyle choices

Student Assistance Program (SAP) referrals may be made by teachers, administrators, nurses, counselors, bus drivers, cafeteria staff, custodial staff, coaches, secretaries, parents, and students. Any concerned individual may talk to the Principal or Guidance Counselor at 724-981-8750. All referrals and names of those making referrals are kept confidential. The main goal of the Student Assistance Program is to help students cope with a myriad of concerns that may hinder school success. Our goal is to identify students who are at risk of not doing well in school.

Some examples of concern are:

- Physical and Mental Abuse
- Depression
- Suicidal Thoughts
- Drugs/Alcohol
- Eating Disorders
- Sexuality/Pregnancy
- Uncharacteristic Behavior
- Attendance
- Academic Problems
- Family Problems

## TELEPHONE



Student use of the office telephone is for **emergency only**. During the school day students must obtain a pass from their teacher before using the phone.

## VISITORS

Parents/Guardians or other school visitors must sign in and out at the front office during school hours. Please note that we do not honor individual student requests to bring visitors from other schools, out-of-town friends, or relatives during the regular school day.

## DISCIPLINARY CODE

The Delahunty Middle School disciplinary code pertains to all school functions, home or away, school buses, or any other time students are representing their school. Not all acts of misconduct can be itemized; however, appropriate and reasonable disciplinary action will be taken for offenses not necessarily specified in this section. Respect and decency will prevail at Delahunty Middle School. Below is a list of main areas of misconduct leading to disciplinary action. Behavior that can be considered improper for an atmosphere conducive to learning shall be divided into two categories - minor and major infractions.

### **Minor Infractions**

Some behaviors that could be considered as minor infractions:

1. Tardiness (unless habitual)
2. Dress code violation
3. Eating food or drinking beverages in unauthorized areas
4. Engaging in public displays of affection
5. Bringing radios, tape recorders, laser pointers or other electronic devices to school unless granted permission by the office for a class project
6. Failing to follow proper procedures in the cafeteria, including panhandling
7. Failing to follow class rules and regulations as described by your teacher

### **Major Infractions**

Some behavior that could be considered major infractions:

1. Disruption of the normal school process
2. Damage, destruction, or theft of property (school or private)
3. Fighting and/or assault: Fighting and/or assault on any person will result in out-of-school suspension of up to ten (10) days depending on the severity and the number of occurrences. (Referral may be made to proper authorities.)
4. Weapons: The Hermitage School Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity. Any student who carries a weapon on school property, a school vehicle, or at any school event without proper authorization will be in violation of school policy. Act 26 of 1995 states a weapon includes, but is not limited to, any knife, cutting instrument, cutting tool, numchaku, firearm, rifle, and other tool, instrument, or item capable of inflicting serious injury. Act 30 of 1997 requires expulsion from school for a period of not less than one year for any student who is determined to have brought onto or is in possession of a weapon on any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The Superintendent may recommend on a case-by-case basis modifications to the above item. The Administration can immediately suspend the student for up to ten (10) days, and confiscate the item. During the first three (3) days of the suspension, an informal hearing with the Parent/Guardian will be conducted.
5. Due Process rights will be observed. In addition, the Superintendent, in case of an exceptional student, shall take all steps necessary to comply with the individual with the Disabilities Education Act. Employees/Students must immediately report to a staff member any knowledge of the presence of a firearm/weapon on school property. (Referral may be made to proper authorities.)

6. Bullying: Threatening, intimidating, verbal abuse, causing or attempting to cause, physical injury to any person. This would include fighting and/or inciting a fight. Referral may be made to proper authorities.
7. Drug/Alcohol: Possession, distribution, or sale of drugs or look alike drugs and/or alcohol or being under the influence of drugs or alcohol on school property will result in a ten (10) day out-of-school suspension, referral to proper authorities, and possible recommendation to the Superintendent for expulsion. **Before returning to school the Parent/Guardian must notify the school that a drug/alcohol screening has been scheduled.** An SAP referral will accompany the screening. The permission form for the screening SAP referral will be signed at the time of the informal hearing.
8. The Use of Tobacco: The definition of "use of tobacco" is possessing or holding tobacco or tobacco products, lighted or unlighted; as well as smokeless tobacco. A student who is in violation of this regulation anywhere on school property the first time will automatically receive a suspension with referral to proper authorities. If a second offense occurs during the school year, the student will receive a ten (10) day out-of-school suspension, and/or recommendation for expulsion, and referral to proper authorities. Students will also be required to participate in a Tobacco Awareness Program. This policy is in effect at all school functions including extracurricular events after regular school hours.
9. Cutting class (skipping): More than ten (10) minutes late to a class will be considered a "skip".
10. Truancy and failure to comply with attendance procedures/habitual tardiness (Please refer to tardy policy on page 18).
11. Leaving the building or grounds without permission of authorized school personnel
12. Forging, altering, or theft of school-related documents including classroom tests and other related documents.
13. Insubordination
14. Gambling
15. Pulling down the pants of another student (De-pant sing)
16. Unauthorized student meetings or gatherings
17. Unauthorized publications and/or distribution of materials
18. Wrongful discharge of an alarm system (Referral will be made to proper authorities.)
19. Unauthorized use of fire. (Referral will be made to proper authorities.)
20. Obscene, vulgar and/or profane language, obscene gestures, written, verbal, or pictorial. (Referral will be made to proper authorities.)
21. Gross misbehavior: Behaviors deemed to be repeated, excessive, or flagrant misconduct or disrespect will be considered a major infraction.
22. Terroristic Threat (Please refer to page 9).
23. Receiving stolen property
24. Unauthorized use of electronic devices (Please refer to electronic device policy on page 16).
25. Harassment, sexual harassment/misconduct: Hermitage School District is committed to assuring equal educational opportunities to all persons without discrimination on the basis of race, color, national origin, sex, age, or handicap. Furthermore, the Hermitage School District is committed to maintaining an educational environment for all its students that is free of any type of harassment, bullying, sexual harassment, abuse, or misconduct.  
Harassment/sexual harassment/misconduct may include but is not limited to the following:
  - Verbal, written or pictorial harassment, bullying, or abuse
  - Repeated remarks to a person with sexual or demeaning implications
  - Pressure for sexual activity
  - Unwelcome touching
  - Suggesting or demanding sexual involvement

All cases will be investigated to the fullest in a timely and reasonable manner. False accusations will result in severe disciplinary action. All cases will be treated on an individual basis and any disciplinary

action and its length will be determined by the Administration.

26. Plagiarism: This will include any materials obtained electronically (internet, CD-ROM, etc.). Accidental plagiarism will be treated as intentional.
27. Cafeteria disruption. (food fight, horseplay, stealing, etc.)
28. Extortion
29. Computer Policy Violation: Use of computer for anything other than educational purposes. (Please refer to the computer policy on page 21.)

The administration will make the decision as to what action will follow based on the severity of the infraction. Suspension, recommendation for expulsion, or referral to authorities may be appropriate. In most cases, the following may take place for major infractions:

- 1st Major Infraction: A minimum of one (1) to three (3) day(s) detention assignment (Except for fighting and/or assault; use of weapons; or violation of drug and alcohol policy.) Attendance or participation in any after school activities or athletic contests may be prohibited.
- 2nd Major Infraction: A minimum of a three (3) to five (5) days detention or suspension. (Except for fighting and/or assault; use of weapons; or violation of drug and alcohol policy.) Attendance or participation in any after school activities or athletic contests may be prohibited.
- 3rd Major Infraction: A minimum of a five (5) to ten (10) day detention or suspension. (Except for fighting and/or assault; use of weapons; or violation of drug and alcohol policy.) Attendance or participation in any after school activities or athletic contests may be prohibited. The student may be recommended to the Superintendent for expulsion.

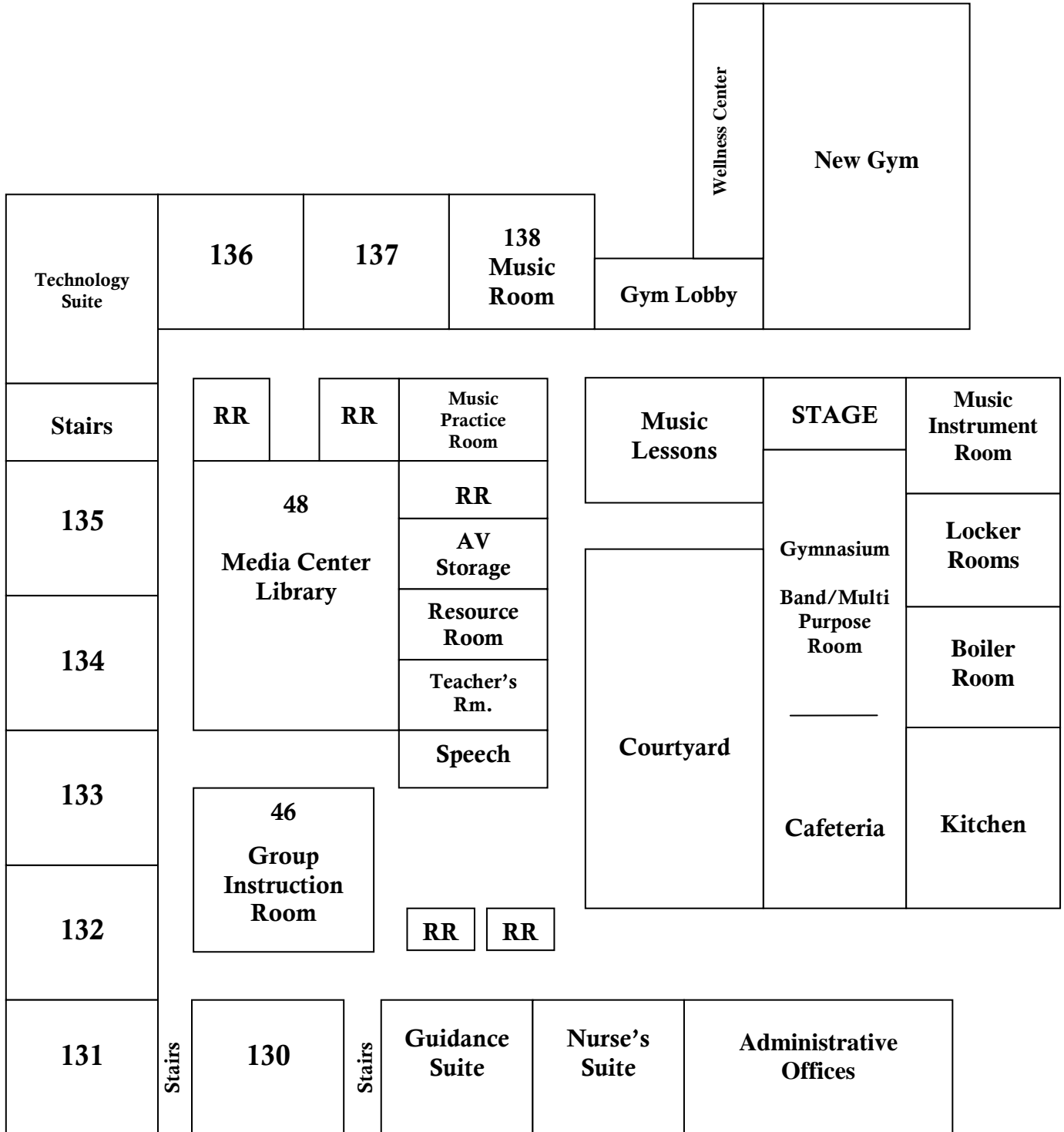
When a student who has been suspended three (3) times commits any further major infractions, the Principal may recommend the student to the Superintendent for expulsion; as well as, appropriate intervention by other authorities. In extreme cases, the administrator may recommend such action, even at a first infraction, if the nature of the incident is such that the student's presence may cause danger to others in the building. Maximum suspension may be allowed in extreme cases. Ultimately the Principal's discretion will be used in a fair and equitable manner to determine disciplinary action and suspension.

### **Disciplinary Actions**

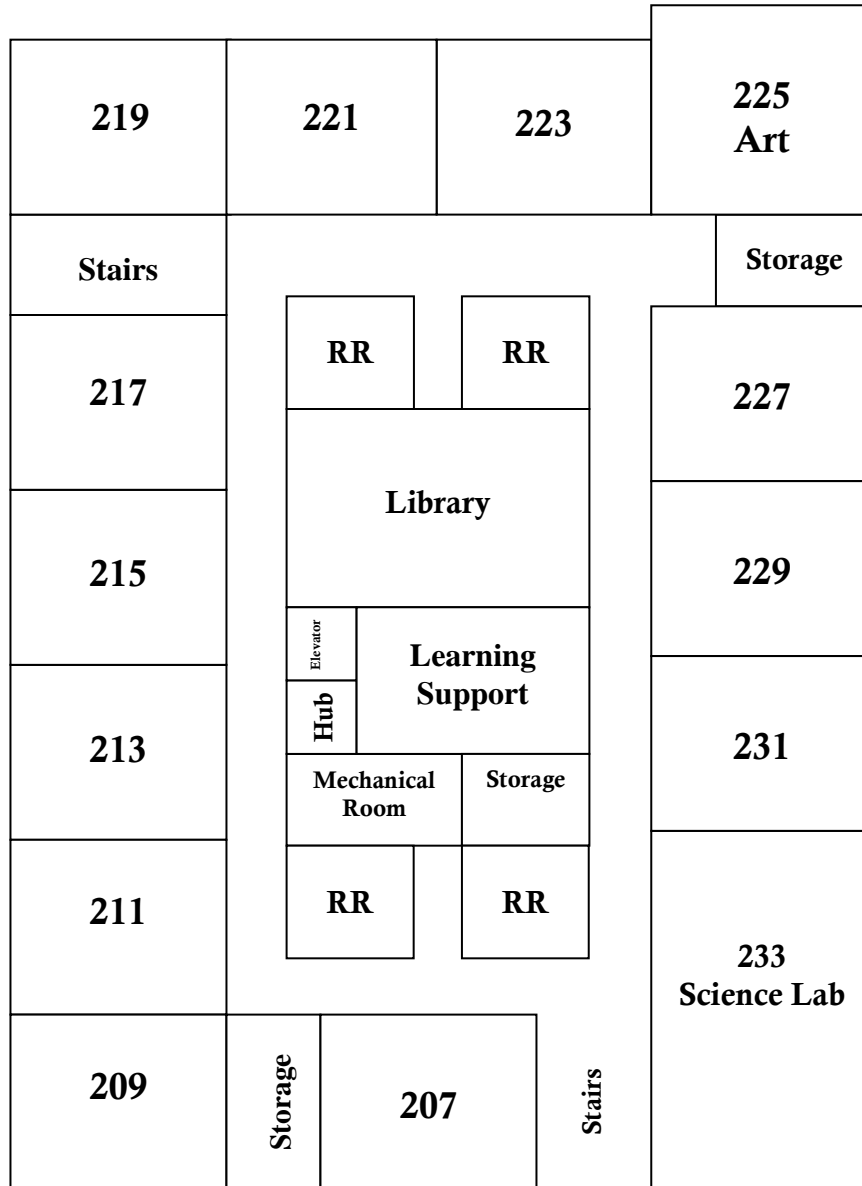
Disciplinary actions will include, but not limited to the following:

1. Detention (failure to serve without an excuse will result in more severe actions)
2. Teacher and Student conference
3. Teacher, Student, and Parent/Guardian conference
4. Written/Verbal apology and/or writing assignment
5. Loss of privileges
6. One (1) to Ten (10) day(s) Out-of-School Suspension
7. Recommendation for expulsion
8. Other: includes restitution (monetary, cleaning, loss of privileges, etc.)
9. Students earning one or more suspensions will not participate in end of the year activities.

**DELAHUNTY MIDDLE SCHOOL  
BUILDING FLOOR PLAN  
FIRST FLOOR**



**DELAHUNTY MIDDLE SCHOOL  
BUILDING FLOOR PLAN  
SECOND FLOOR**



**Delahunty Middle School  
ABSENTEE FORM**

Date: \_\_\_\_\_ Date(s) of Absence: \_\_\_\_\_

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

Teacher Name: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_

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

**Delahunty Middle School  
ABSENTEE FORM**

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

Teacher Name: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
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Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_

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

Delahunty Middle School  
**Car Rider Note**

My child \_\_\_\_\_  
(FIRST and LAST NAME)

will be a car rider TODAY, \_\_\_\_\_  
(DATE)

\_\_\_\_\_ will pick up my  
child at dismissal.

Grade \_\_\_\_ Homeroom Teacher \_\_\_\_\_

Parent Signature \_\_\_\_\_

Delahunty Middle School  
**Car Rider Note**

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(DATE)

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Grade \_\_\_\_ Homeroom Teacher \_\_\_\_\_

Parent Signature \_\_\_\_\_



Additional information and school district policy is described in the Hermitage School District Activities Calendar. The calendar is usually available during the first week of school and distributed to each family. Please review the information in the school calendar.

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If you would like any school district document translated, please contact us at 724-981-8750.  
Contactez-nous pour la version française.  
Si Ud. quisera tener una traducción de este documento Ud puede ponerse en contacto con

*Please cut along dotted line and return  
to your homeroom teacher as soon as possible*

---

## PLEASE RETURN

We have received AND read the Delahunty Middle School Parent/Student Handbook.

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Homeroom Teacher's Name*

\_\_\_\_\_  
*Homeroom #*

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

\_\_\_\_\_  
*Date*



Grade Log - Record your grades for each class

9 Week period	Math	Language Arts	Science	Social Studies
1st				
2nd				

Grade Log - Record your grades for each class

9 Week period	Math	Language Arts	Science	Social Studies
3rd				
4th				