

Sign and return to homeroom teacher by September 9, 2011, indicating that you have read and understand the policies in this handbook. If you have any questions, please write them below and someone from the school will contact you.

Student _____ (Please Print)

Student Signature _____

Grade _____ Homeroom _____

Date _____

Parent _____ (Please Print)

Parent Signature _____

Daytime phone _____

Date _____

Muhlenberg High School 2011-2012 Handbook

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BELL SCHEDULE

Students admitted to academic areas		- 7:38 a.m.
Warning bell		- 7:43 a.m.
First period	7:45	- 8:34 a.m.
Pass to second period class	8:34	- 8:38 a.m.
Second period	8:38	- 9:20 a.m.
Pass to third period class	9:20	- 9:24 a.m.
Third period	9:24	- 10:06 a.m.
Pass to fourth period class	10:06	- 10:10 a.m.
Fourth period	10:10	- 10:52 a.m.
Pass to fifth period or lunch	10:52	- 10:56 a.m.

Lunch A

Lunch A	10:56	- 11:27 a.m.
CTC homeroom	11:23	- 11:27 a.m.
Pass to fifth period class	11:27	- 11:31 a.m.
Fifth period	11:31	- 12:13 p.m.
Pass to sixth period	12:13	- 12:17 p.m.
Sixth period	12:17	- 12:59 p.m.

Lunch B

Fifth period	10:56	- 11:38 a.m.
Pass to lunch	11:38	- 11:42 a.m.
Lunch B	11:42	- 12:13 p.m.
Pass to sixth period	12:13	- 12:17 p.m.
Sixth period	12:17	- 12:59 p.m.

Lunch C

Fifth period	10:56	- 11:38 a.m.
Pass to sixth period	11:38	- 11:42 a.m.
Sixth period	11:42	- 12:24 p.m.
Pass to lunch	12:24	- 12:28 p.m.
Lunch	12:28	- 12:59 p.m.

Pass to seventh period	12:59	- 1:03 p.m.
Seventh period	1:03	- 1:45 p.m.
Afternoon announcements	1:45	- 1:49 p.m.
Pass to eighth period class	1:49	- 1:53 p.m.
Eighth period	1:53	- 2:35 p.m.
Dismissal		- 2:35 p.m.

ALPHA HOMEROOM

Homeroom	7:45	- 7:53 a.m.
Period 1	7:57	- 8:34 a.m.
Period 2 – 8	8:38	- 9:20 a.m.
Period 3 - 8		Regular Schedule

ACTIVITIES

Muhlenberg High School provides a wide range of co-curricular activities. In addition, the school sponsors class organizations at each grade level.

Anime Club
Student Council
Peer Mediation
Yearbook
Ski Club
IMPACT
Leo Club
Marching Band
Majorettes
National Honor Society
Spanish Club

Color Guard
Busted
General & Concert Chorus
Stage Band
Science Club
Model UN Club
Society for Academic Achievement
Academic Challenge
German Club
Stage Crew
Audiovisual Crew
Library Aides
Connections Café
V. A. A. S. A
Peer Tutor
Art Club
Muhlenberg Players
Spring Musical

Boys' Sports

Football
Winter Track
Cross Country
Bowling
Golf
Baseball
Swimming
Track & Field
Basketball

Tennis
Wrestling
Soccer
Water Polo

Girls' Sports

Field Hockey
Winter Track
Cross Country
Bowling
Tennis
Track & Field
Swimming
Soccer
Volleyball
Cheerleaders
Softball
Basketball
Water Polo

ALMA MATER

Our thoughts are held in loving thrall
To this, our honored Hall.
Within these walls, we've pondered o'er
The paths that lead to ALL.
The best that wisdom gives, we've got;
The prize belongs to all.
Our loyal friendship's flower divine
That bides in Blue and Gold

Chorus

Then here's a rousing shout to her
And to her colors bold.
We'll e'er be true and loyal to
The noble Blue and Gold.

ALTERNATIVE EDUCATION

The Administration at Muhlenberg High School, with permission from the Superintendent of Schools, may place a student in an approved Alternate Education Program. Students eligible for Alternate Education will have exhausted the traditional discipline procedures; they will have exhibited various characteristics while in the regular school program such as:

- Flagrant or repeated violations of school rules
- Habitual truancy and/or tardiness
- Disruptive behavior related to truancy
- Violations of the district's Drug and Alcohol policy
- Extreme academic underachievement
- Possession of a weapon on school property
- Making a terroristic threat against persons/property

The length of placement in an Alternate Program varies with each individual case; however, the customary minimum placement is for a period of 45 school days. Activity participation while placed in an Alternative Education program is at the discretion of the principal. Students are not permitted to attend or participate in school related activities during their alternative education placement.

ANNOUNCEMENTS

Announcements are made twice daily, once during first period and again at the end of 7th period. There should be no talking during the announcements. Announcements also are aired during the day on the TV scriptwriter. If you want an announcement made, prepare it in advance, have it signed by the faculty sponsor, and submit it to the main office for reading. Please remain quiet during announcements.

ASSEMBLIES

Assemblies provide enrichment, general culture, information, entertainment, and opportunities for students to perform for fellow students. Sit with your homeroom class in its assigned section. Be courteous. Applause is the only acceptable form of showing approval/appreciation. Please rise for the alma mater. If you do not choose to sing along, please respect others who do. No food or drink is permitted in the auditorium at any time.

ASSESSMENT & TESTING

Muhlenberg High School students participate in a variety of assessment procedures for the purpose of:

- Measuring student achievement
- Determining appropriate placement in academic classes
- Determining the need for remediation or academic assistance
- Measuring the alignment of school programs with state standards and requirements.

The testing program can include achievement tests in grade 11, and the PA State Assessment tests taken in grade 11, as well as other testing programs administered on an as needed basis. 4Sight tests are taken four times a year for grade 10, and 11. All students are required to participate in the appropriate testing program and are encouraged to do their best on the tests.

ATTENDANCE

Because school attendance is directly related to academic success, students are expected to attend school on a regular basis. Student attendance is recorded at the beginning of every class period each day.

Student expectations regarding school attendance are outlined below:

Reporting absences due to illness, bereavement, or other reasons:

- a. The student's parent/guardian must call the Attendance Office at (610) 921-8078, extension 4113, before 9 a.m. on the day of the absence to report his/her child absent from school.
- b. Students must follow up all absences with an excuse blank or parent note within three days of the absence.
 - ❖ Excuse blanks are available in the high school office, from classroom teachers, and on our district website (www.muhsdk12.org). These notes are required by law to verify absences, and they must be signed by a parent/guardian. Students are not permitted to sign their own excuse blanks regardless of age.
 - ❖ Absences of three or more consecutive days due to illness must be verified with a doctor's excuse.
- c. Students will be granted up to *five* excused days for bereavement purposes.
- d. Once a student accumulates a total of 10 excused absences, the parent/guardian of that student will receive an Excessive Absence letter. All future absences from that point must be followed up with a doctor's note in order for that absence to be considered excused.

Unexcused Absences:

- a. If an excuse blank or note is not submitted within three days following the return to school, the absence becomes *unexcused*.
- b. Consequences for the accumulation of *unexcused* absences are as follows:
 - ❖ For students of compulsory school age (up to/including age 16) –

3 <i>unexcused</i> absences	1 detention
5 <i>unexcused</i> absences	2 detentions
10 <i>unexcused</i> absences	Citation issued*

*Citations will continue to be issued at the discretion of administration as additional unexcused absences accumulate.

12 unexcused absences	Loss of parking privileges
15 unexcused absences	Loss of cocurricular activities including field trips
20 unexcused absences	No prom
25 unexcused absences	Seniors not participating in graduation ceremony

ATTENDANCE (Continued)

- ❖ For students who are age 17 and older –

3 <i>unexcused</i> absences	1 detention
5 <i>unexcused</i> absences	2 detentions
12 unexcused absences	Loss of parking privileges
15 unexcused absences	Loss of cocurricular activities, including field trips
20 unexcused absences	No prom
25 unexcused absences	Seniors not participating in graduation ceremony

- c. The issuing of a citation with the District Justice may result in fines of up to \$300.00/day for students of 16 years of age and younger; additionally, these students may lose their driver's license for up to six months. Students 17 years of age and older may be dropped from the rolls of the school if unexcused absences continue to accumulate.
- d. Students with chronic attendance issues will meet with the high school's attendance committee to discuss the importance of regular school attendance as well as solutions that will improve the students' attendance record. Parents/Guardians of these students will attend such meetings as well.
- e. Students with excessive absences may be assigned to an alternative education placement.

Make-Up Work:

- a. It is the student's responsibility to communicate with his/her teachers to make arrangements to make up work that is missed due to absences from school for any reason.
- b. Students will have a maximum of one week to make up work missed due to absences from school. If during an absence from school the student misses tests, quizzes, assignments, etc. that have been announced sufficiently in advance, the student may be required to make up that missed work as soon as he/she returns to school.
- c. Students who are assigned to either in-school or out-of-school suspension must communicate with their classroom teachers to obtain work to be completed while on suspension. All written tests and quizzes that are missed while a student is on suspension must be made up after school hours unless otherwise arranged by the teacher.

College Visitations and Educational Trips:

- a. Students who plan to miss school for college visitations must bring in a note from a parent/guardian requesting permission for such absences. This request must be submitted to the Attendance Office at least one week before the intended visitation.
- b. Students who plan to miss school for an educational trip must bring in a note from a parent/guardian requesting permission for such an absence. This request must be submitted to the Attendance Office at least 10 days before the intended trip. Students may be excused from school no more than 5 school days for educational trip purposes.

ATTENDANCE (Continued)

Illness during the school day:

- a. If a student becomes ill during the school day, he/she must first report to his/her assigned class to get permission from the teacher to visit the nurse's office. The nurse will contact the student's parent/guardian if it becomes necessary to send the student home during the school day.
- b. Students who have been given permission by the nurse to leave school must sign out in the Attendance Office. Students may not leave school without permission from the nurse or principal/asst. principal if they are not feeling well.

Tardiness/Lateness to School:

- a. Students who are not in their first period class by 7:45 a.m. are considered to be late to school and must sign in at the tardy desk located outside the Main Office. Students will then be given a pass to report to their first period class.
- b. Consequences for the accumulation of *unexcused tardies to school* are as follows:

5 <i>unexcused</i> tardies	1 detention
10 <i>unexcused</i> tardies	2 detentions
15 <i>unexcused</i> tardies	3 detentions/activity restriction
20 <i>unexcused</i> tardies	4 detentions/activity restriction (No Prom)
25 <i>unexcused</i> tardies	Immediate detention assigned for each Late to School. Failure to attend detention will result in Out of School Suspension
- c. Consequences for the accumulation of *excused tardies to school* are as follows:

10 or more <i>excused</i> tardies	Doctor's notes required for all future tardies
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Tardiness/Lateness to Class:

- a. Students are expected to be to class on time. Consequences for student tardiness to class will be determined by individual classroom teachers. These consequences may include but not be limited to the following: receiving a teacher detention, earning a zero for work missed during the tardy time, losing participation points during the tardy time, and participating in a parent/teacher/student conference.
- b. Students with habitual tardiness to class will be referred to administration for further disciplinary action.

Early Dismissals:

- a. Students who must leave school early for any reason must submit a written parental/guardian request to the Attendance Office no later than the morning of the intended early dismissal.
- b. Students must report to the Main Office to wait for a parent/guardian to sign them out in the Attendance Office before leaving school early.

BUILDING SECURITY-AUDIO/VIDEO SURVEILLANCE

A safe and secure environment for our students and staff is a primary concern of the school district administration. Please be advised that the doors to the building will be closed and locked after the beginning of the school day and entry to the building will be restricted. All guests to school, and students arriving late to school should contact the main office via the closed circuit greeting system located at the main entrance to the building. The main office will check identity and buzz the person into the building. Guests will be directed to the appropriate office to sign in and be issued a visitor's badge. Students arriving late to school should report to the tardy desk if arriving late during the first period or to the main office after being admitted to sign in and obtain a pass for entry into their class for arrivals during periods 2-8. All persons are advised that the building will be locked prior to athletic or other events and entry will be permitted only during the designated times for such events.

The PA State Board of Education regulations grant local school boards the authority to make reasonable and necessary rules governing the conduct of students in school as found in 22 PA Code Sec. 12.3. In that regard, students, parents, and staff are advised that the high school building is under video surveillance at all times and that information from recordings may be used for monitoring purposes and in the disposition of disciplinary actions.

BUSES

The following administrative procedures (218.3) have been adopted by the Board of Education:

- I. **School bus regulations**-Pupils having the privilege of riding a school bus must conduct themselves in a quiet and orderly manner to and from school. The bus driver is legally responsible for the safe transportation of pupils. Bus conduct reports will be written by the bus drivers and submitted to the principal on a daily basis. Bus conduct reports should include as much information as possible for the principal to take effective disciplinary action. The principal, at his/her discretion, will handle each conduct report in accordance with the school's disciplinary policy.

Pupils may be disciplined or deprived of transportation for the infraction of any of following regulations:

- A. Pupils shall line up to get on the bus, avoid pushing and shoving, and take seats on the bus immediately upon boarding following the seating procedures.
- B. Pupils shall not tamper with the bus or any of its equipment.
- C. Pupils shall observe orderly conduct on the bus and shall refrain from the use of profane and indecent language.
- D. Pupils shall not talk to the bus driver while the bus is in motion.
- E. Pupils shall not board/disembark their bus at other than their assigned stops and shall only ride their regularly assigned school bus.
- F. Pupils shall not play games on the street or highway while waiting for the school bus, nor shall they trespass or cause damage to any property in the vicinity of the bus stop.
- G. Pupils shall be on time for the school bus.
- H. Pupils shall not bring pets to school on the bus.
- I. Pupils shall not eat or drink on the school bus.
- J. Pupils shall cooperate with and obey the school bus driver at all times.

BUSES (Continued)

- K. Pupils shall not deposit any paper or trash on the seats or anywhere else on the bus.
 - L. Pupils shall not make terroristic threats, speak inappropriately, gesture, stare down or use facial/body expressions to convey defiance or dissatisfaction with the bus driver or aide.
 - M. Pupils shall adhere to the Muhlenberg School District Policy 227 on Controlled Substances/Paraphernalia.
 - N. Pupils shall adhere to the Muhlenberg School District Policy 2.18.1 on Weapons.
 - O. Pupils shall adhere to the Muhlenberg School District Policy 222 on Tobacco Use.
 - P. Students shall adhere to the Muhlenberg School District Policy 218 pertaining to Student Discipline.
 - Q. Students shall adhere to Muhlenberg School District Policy 3.56 pertaining to Electronic Devices.
- II. Bus Routing
- A. Buses will be routed to minimize trip times, overlap and mileage.
- III. Altering Transportation
- A. Transportation routes, stops and schedules are designed to move eligible children safely and expeditiously. All bus assignments are permanent and non-transferable. Exceptions may apply to alter transportation in cases involving residency changes, students placed by the District in outside placements, issues pertaining to the safety of students and short term emergency situations.
 - B. Bus drivers are not permitted to accept any requests for transportation changes.
 - C. All requests to alter transportation must be presented by the parent or legal guardian in writing and in person to the School Principal five (5) days prior to the effective date of the change, unless the request is an emergency, then three (3) days is sufficient.
 - 1. The Home and School Visitor may be directed by a principal to provide transportation for one or two days under circumstances when three days advance notice is impossible.
 - 2. Altering transportation for emergency purposes shall last no longer than five (5) school days unless approved by the School Principal.
 - 3. Principals, in collaboration with the Coordinator of Buildings, Grounds and Transportation will make the final decisions regarding requests to alter transportation. The validity, fairness and reasonableness of the request will be considered.
 - 4. The parent/guardian will be informed by the principal of the final decision regarding a request for changed transportation.
 - 5. At the conclusion of the emergency, parent/guardians must contact the school principal in order for regular bus services to resume.

BUSES (Continued)

IV. No Transportation Services will be provided for the following:

- A. Friends accompanying pupils to and from school on buses.
- B. Transportation to after school activities; i.e., dance or music lessons, Boy Scouts, Brownies, going to work, etc.

V. Carrying of Objects on Buses

The state guidelines for transportation forbid the carrying of any objects on the bus, such as projects and band instruments, unless they can be held on the pupil's lap safely. If large items, such as instruments, projects, or pets are to be brought to school, the parent/guardian will be responsible for transporting that item on the day involved.

VI. Transportation Video/Audio Monitoring

A. Authority

The Pennsylvania State Board of Education regulations grant school boards the authority to make reasonable and necessary rules governing the conduct of students in school as found in 22 PA Code Sec. 12.3.

The responsibility for maintaining reasonable discipline on board our school buses begins with the individual driver. Bus Conduct Reports will continue to be the primary tool for use by the driver to report misconduct he/she observes that cannot be corrected by less formal means, such as assigning of seats, redirection or verbal warnings. These reports are forwarded to the appropriate building principal for corrective disciplinary action as per existing District Policy. If patterns develop or if persistent serious misconduct or safety-related violations occur, the building Principal and/or designee may recommend use of video/audio monitoring to the Transportation Coordinator. Additionally, cameras may be placed on buses at random selection of the Transportation Coordinator. The video/audio recording may also be used in situations of alleged driver misconduct.

B. Delegation of Responsibility

Upon approval by the Transportation Coordinator or authorized designee, the video/audio monitoring device will be installed, operated, and maintained by the Transportation Department. The device will be installed on an as needed basis. A warning (via a posted decal in buses and publication in school handbooks) will inform riders that a video/audio monitoring system may be used at any time. Access to the camera and tapes will be limited to the Transportation Coordinator or designee. Tapes will be erased and re-recorded if no incidents occur over a two-week schedule. Tapes documenting

BUSES (Continued)

incidents will be made available to the appropriate school administrators after review by the Transportation Coordinator.

Level I—Minor misbehavior on the part of the student which impedes orderly bus procedures or interferes with the orderly operation of the bus. Reference behavioral examples “A”, “B”, “C”, “D”, “E”, “H”, “K”, & “L” in section 1 of the *Pennsylvania School Bus Regulations*; Bus driver will instruct student to behave. Student’s failure to comply will result in a written conduct report from the bus driver to the school’s principal or vice-principal.

Level I offenses will receive the following disciplinary action:

1. First offense – warning except for serious incidents.
2. Second offense – one day bus suspension.
3. Third offense – one week bus suspension.
4. Fourth offense – bus suspension for a period not less than one week for up to one year.

Level II—Misbehavior whose frequency or seriousness tends to disrupt the orderly climate of the bus which includes the continuation of unmodified Level I actions, smoking, and fighting. Reference behavioral example “F” in section 1 of the *Pennsylvania School Bus Regulations*; Bus driver will safely stop the bus and instruct student(s) to desist. Should student(s) fail to comply, driver calls the transportation office for further instruction or the local police. A written conduct report is submitted from the bus driver to the school’s principal or vice-principal.

Level II offenses depending on severity will receive the following disciplinary action:

1. First offense – one day bus suspension.
2. Second offense – one week bus suspension.
3. Third offense – bus suspension for a period not less than one week for up to one year.

Level III – Acts so serious that safety of all on board the bus cannot be jeopardized by the presence of the student perpetrator which includes bus sabotage, alcohol/drugs, and weapons. Reference behavioral examples “G”, “M”, “N”, in section 1 of the *Pennsylvania School Bus Regulations*; Bus driver will safely stop the bus and call the local police and the transportation office. A written conduct report is submitted from the bus driver to the school’s principal or vice-principal.

Level III offenses will receive the following disciplinary action:

- Withdrawal of bus privileges.

DISCIPLINE

Student responsibilities are: regular attendance, conscientious effort in class, and conformance to school rules and regulations—developed to produce a climate within the school that is conducive to wholesome learning and living. All students are expected to respect the rights of other students and all staff.

DISCIPLINE (Continued)

GENERAL GUIDELINES

1. Each offense, major or minor, will automatically be reported to parents.
2. Corroborated circumstantial evidence warrants appropriate disciplinary response.
3. Students referred to office for inappropriate action will be counseled by the assistant principal, principal, and maybe guidance counselor before a disciplinary response is made.
4. A student may be restricted from the library and commons during study periods for a specified amount of time; however, a student with a research pass may go to the library.
5. Any offense on school grounds that is considered criminal will involve the police.

CODE

Student Responsibilities—

- A. Attend and be on time for school functions and all classes daily except when excused.
- B. Pursue and attempt to complete satisfactorily the courses of study prescribed by the state and local authorities.
- C. Make all necessary arrangements for making up work when absent from school.
- D. Respect the rights of other students.
- E. Express ideas and opinions in a respectful manner so as not to offend or slander others.
- F. Respect the rights and authority of teachers, administrators, and all others involved in the educational process
- G. Be aware of all rules and regulations for student behavior and abide by them.
- H. Assume that until a rule is waived, altered or repealed, it is still in effect.
 - I. Be aware of and comply with federal, state, and local laws.
- J. Be willing to volunteer information in matters relating to health, safety and welfare of the school community and the protection of school property.
- K. Dress and groom to meet fair standards of health and safety. Appearance must not cause disruption in the education process.
- L. Assist the staff in operating a safe school.
- M. Exercise proper care when using public facilities and equipment.
- N. Avoid the use of indecent or obscene language when dealing with other students or school district staff members.

Student Discipline Options—

- A. Student-teacher conference.
- B. Contact with parent/guardian by phone.
- C. Teacher-parent conference arranged and conducted by teacher, counselor, or administrator.
- D. Teacher-counselor-student conference arranged by teacher or counselor.
- E. Teacher-administrator-student conference arranged by teacher or administrator.
- F. Staff conference including members who can provide insight into a student's problem.
- G. Teacher Detention, Detention, In-school suspension.
- H. Exclusion (see Exclusion Policy 3.7) Students, parents/guardians, and staff should be aware of the infractions that warrant suspension from school. This information is available in the student handbook, teacher manuals, and other publications including school district policy manual.

DISCIPLINE (Continued)

- I. Outside agency conference: this is arranged and conducted by a counselor or administrator with appropriate staff members involved.
- J. All items A through I in this section must be accounted for by written record.

The options listed above are not intended to be all-inclusive. It should not be assumed that any one or a combination of the above options will resolve a particular problem.

Misconduct/Response Structure—

- A. The misconduct/response structure presents a comprehensive series of typical misbehaviors, which are classified into four levels and arranged in a continuum according to the seriousness of the act and the frequency of its occurrence.
- B. While the gravity of an infraction determines its classification, the frequency of the occurrence may require reclassification and a more severe disciplinary response. For instance, a Level I misconduct, though its seriousness remains the same, could be moved to a Level II, even III, if the act occurs repeatedly enough and corrective action at the appropriate level has failed.
- C. Level I infractions occur mainly in settings under the teacher's control or supervision. The responsibility for disciplinary action remains with the teacher although other school support personnel may be involved.
- D. Level II and III infractions are almost always serious enough to require the special attention of the principal/assistant principal.
- E. Level IV acts of misconduct are so serious that they require the involvement not only of the principal/assistant principal, but also of the superintendent and the school board as well as law enforcement authorities.
- F. Optional disciplinary responses are included at each level, which may be appropriately applied to correct or punish related infractions. These options, which allow some flexibility and discretion, have been selected to fit the seriousness of the misbehavior beginning with the least punitive and progressing through the levels to the most severe. Still this attempt to match the severity of the discipline with the seriousness of the infraction in some circumstances does not preclude the use of options from a lower level in dealing with higher level infractions. On the other hand, the more severe options at a higher level are not recommended as a response to less serious infractions at a lower level unless those offenses have been repeated and lower level alternative actions have failed to remediate.

EXCLUSION/EXPULSION SYSTEM

Number of Days Out-of-School Suspension	Requirement for Reinstatement
3	Conference with assistant principal.
5	Reinstatement meeting with assistant principal/principal.
10	Reinstatement meeting with assistant superintendent.

After 10 days of out-of-school suspension, the next level of discipline will be an expulsion hearing with the school board for a minimum of 30 days.

SEARCH AND SEIZURE

School officials need reasonable suspicion to conduct a legal search of students and the personal belongings they bring with them. Lockers remain the property of the school and may be searched by school authorities without reasonable suspicion and without prior warning to the students who are using them. Random locker searches, including sniff dog searches, may be conducted at the discretion of school officials.

POSSESSION OF WEAPONS ON SCHOOL PROPERTY

- (a) **Definition.** Notwithstanding the definition of "weapon" in section 907 (relating to possessing instruments of crime), "weapon" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
- (b) **Offense defined.** A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.
- (c) **Defense.** It shall be a defense that the weapon is possessed and used in conjunction with a lawful supervised school activity or course or is possessed for other lawful purpose.

*(Added by Act No. 1980-167 (1); eff. 12/15/80.) (rev.81) Pennsylvania Criminal Code)

DISCIPLINE

Level I – Minor misbehavior, which impedes ordinary classroom procedures or interferes with orderly operation of the school. Classroom teachers are responsible for the disciplinary response/remediation for all classroom related actions including, but not limited to: minor disturbances, unacceptable language/behavior, cheating, lying, plagiarism, failure to follow directives, and lateness to class. **Note:** Violation of school rules in common areas, i. e. hallway, cafeteria, will be sent to administration for disposition.

Level II—Misbehavior whose frequency or seriousness tends to disrupt the learning climate. An accumulation of three offenses under any category may be considered unmodified behavior and will move to Level III.

Student Action—	Procedure—	Disciplinary Response—
Continuation of unmodified Level I actions.	Principal/assistant confers with guidance counselor and parents.	1. In-school suspension.
Defiant Behavior	Teacher refers student to principal/assistant. Conference if appropriate.	1. Detention 2. Behavioral contract
Disruptive behavior/inappropriate language.	Teacher refers student to principal/assistant. Conference if appropriate.	1. Detention 2. Behavioral contract

Student Action—	Procedure—	Disciplinary Response—
Use of tobacco products on school property. Possession of tobacco products on school property. (Age 21 & under)	Staff member who sees student with tobacco product refers student to office.	<ol style="list-style-type: none"> 1. First offense: 1 day in-school suspension + Detention Citation issued as per policy & Act 145 or anti-smoking counseling at student expense in lieu of citation. 2. Second offense: 2 days in-school suspension + Detention. Citation issued in accordance with Act 145. 3. Activity Restriction. 4. In-school suspension
Minor vandalism \$25.00 or less valuation	Staff member refers student to principal/assistant.	<ol style="list-style-type: none"> 1. Restitution or restoration of damaged property. 2. 1-3 days in-school suspension
Unacceptable behavior or action associated with lunch in the cafeteria.	Cafeteria supervisor observes student action and discusses inappropriate behavior with student. Serious repeaters are referred to principal/assistant.	<ol style="list-style-type: none"> 1. Restricted from the cafe for lunch for a specified amount of time depending on severity. 2. Student will be responsible for bringing his/her own lunch to school on the days of restriction.
Minor Theft (less than \$10.00 valuation)	Staff member observing behavior immediately brings individual to the office. Staff member reports suspicious individuals and all pertinent information to the principal/assistant. Principal/assistant attempts to substantiate facts. Parent/guardian is notified.	<ol style="list-style-type: none"> 1. Detention + Restitution 2. One to three days in-school suspension plus detention. Restitution contingent upon value. 3. Activity Restriction.
Gambling	Staff member observing behavior immediately brings individual(s) to the office, or staff member reports suspicious individuals and all pertinent information to the principal/ assistant who attempts to substantiate the report. Parent/Guardian is notified.	<ol style="list-style-type: none"> 1. First offense: Detention 2. 2nd offense: one to three days ISS + Detention 3. 3rd Offense: In-school suspension/one to three days out-of-school suspension. Referral to appropriate agency.

Student Action—	Procedure—	Disciplinary Response—
Electronic Devices- Possession or improper use (pager, cell phone, CD or tape player, etc.)	Staff member observing device immediately notifies principal/assistant.	<ol style="list-style-type: none"> 1. First offense: temporary confiscation of device (device returned to parents only). Subsequent offenses: confiscation of device until end of school year. 2. Notification of parents/guardians. 3. Detention.
Leaving building without permission	Staff member notifies office.	<ol style="list-style-type: none"> 1. One to three days in-school suspension + detention. 2. 2nd offense, 2 Detentions
Hitting, slapping, kicking, pushing, or bullying/harassment of another student. (Harassment as per PA Crimes Code Definition) School Policy	Staff member observing behavior confers with student, and depending on severity refers student to principal/assistant.	<ol style="list-style-type: none"> 1. First offense: conference with students involved; conference with parents; 1 or more detentions; 1 or more days in-school suspension + detention. 2. Subsequent offenses: Additional Detention; in-school/3 or more days out-of-school suspension. 3. Police Notification.
Sexual harassment/ Racial harassment/ Ethnic intimidation/ Violation of non-discrimination policies	<p>Staff member observing behavior immediately refers student to principal/assistant.</p> <p>Student files incident report with principal/designee</p>	<ol style="list-style-type: none"> 1. First offense: 1 or more days in-school suspension + detention; 3 or more days out-of-school suspension depending on severity; notification of parents; possible notification of police. 2. Subsequent offenses: Additional detention, in-school suspension or three or more days out-of-school suspension. 3. Referral To Alt. Ed.
Possession/use of incendiary devices (lighters, matches, firecrackers, fireworks, smoke bombs, etc.)	Staff member observing behavior immediately refers student to principal/assistant.	<ol style="list-style-type: none"> 1. Permanent confiscation of device. (lighters, matches) 2. (Fireworks, firecrackers, smoke bombs, etc.) One or more days in-school suspension + detention. 3. Notification of parents. 4. Three or more days out-of-school suspension depending on severity of situation. 5. Notification of police.

Student Action—	Procedure—	Disciplinary Response—
Unauthorized access/inappropriate use of Internet.	Staff member refers student to principal/assistant.	<ol style="list-style-type: none"> 1. Temporary withdrawal or suspension of access privileges. Notification of parent/guardian. 2. One to three days in-school suspension + detention. 3. One to ten days out of school suspension depending on severity. 4. Notification of police.
Unauthorized access/inappropriate use of intra/inter-district computer network.	Staff member refers student to principal/assistant.	<ol style="list-style-type: none"> 1. Temporary withdrawal or suspension of access privileges. Notification of parent/guardian. 2. One to 3 days in school suspension + detention or in-school suspension 3. One to ten days out of school suspension, depending on severity. 4. Notification of police.
Unauthorized/illegal copying of computer file(s) and/or software.	Staff member refers student to principal/assistant.	<ol style="list-style-type: none"> 1. Temporary withdrawal or suspension of computer access privileges. Notification of parent/guardian 2. One to 3 days in school suspension + detention or in-school suspension 3. One to ten days out-of-school suspension 4. Notification of police.
Falsifying/changing school records/documents.	Staff member refers student and all pertinent information to principal/assistant.	<ol style="list-style-type: none"> 1. One to 3 days in school suspension + detention. 2. One to ten days out-of-school suspension depending on the severity of offense. 3. Notification of police.
Conspiracy/Complicity with other student(s) to commit an offense.	Staff member refers student and all pertinent information to principal/assistant.	<ol style="list-style-type: none"> 1. Two or more demerits. 2. One to 3 days in-school suspension + detention or in-school suspension. 3. One to ten days out-of-school suspension depending on the severity of offense committed and the role of the co-conspirator/accomplice

Level III—Acts which tend to seriously disrupt the learning climate of the school. An accumulation of three offenses under any category of student action may be considered unmodified behavior and will move to Level IV.

Student Action—	Procedure—	Disciplinary Response—
Continuation of unmodified Level II actions.	Principal/assistant contacts guidance counselor and parent/guardian.	1. One to three days out-of-school suspension.
Truancy Unexcused absences Cutting class.	Principal/assistant contacts parent/guardian by phone.	1. Detention for each period missed for each offense. 2. Zero recorded for work missed. 3. Activity restriction as per eligibility policy. 4. Additional Detention for 3 or more class cuts
Fighting	Staff member observing contacts office immediately and attempts reasonable means to end fight. School nurse consulted if necessary.	1. One to 10 days out-of-school suspension. 2. Police may be contacted and charges filed depending on the severity.
Serious disruptive and/or defiant behavior at activities	Staff member refers student to principal/assistant.	1. Suspension from participation in and attendance at home or away athletic or social events at least for the balance of the season; at most, for the balance of the school year.
Serious disruptive and/or defiant behavior in school	Staff member refers student to principal/assistant.	1. One to 10 days out-of-school suspension. 2. Police may be notified.
Inappropriate language/behavior directed towards staff	Staff member refers student to Principal/Assistant	1. One to 10 days out-of-school suspension depending on severity. 2. Activity Restriction 3. Police may be notified.
Indecent Exposure	Staff member refers/accompanies student to the principal/assistant.	1. One to 10 days out of school suspension. 2. Police may be notified. 3. Expulsion – depending on severity.
Harassment of a staff member/school district employee (Harassment as per PA Crimes Code Definition)	Staff member refers student to principal/assistant.	1. One to 3 days in-school suspension + detention or in-school suspension. 2. One to 10 days out-of-school suspension depending on severity.

Student Action—	Procedure—	Disciplinary Response—
Possession of Pornography	Staff member refers student to principal/assistant	<ol style="list-style-type: none"> 3. Notification of police. 4. Suspension/removal from athletics/activities <ol style="list-style-type: none"> 1. One to 3 days in-school suspension + detention or in-school suspension 2. One to 10 days out-of-school suspension depending on severity. 3. Notification of police. 4. Suspension/removal from athletics/activities.

Level IV—Acts of so serious a nature that the learning climate of the school will be jeopardized by the presence of the student.

Student Action-	Procedure-	Disciplinary Response-
Unmodified Level III actions	Principal/assistant contacts guidance counselor and parent/guardian.	<ol style="list-style-type: none"> 1. Full 10 days out-of-school suspension or expulsion depending on severity. 2. Alternative education. 3. Suspension/removal from athletics/ activities.
Chronic truancy	Assistant principal contacts parent/ guardian.	<ol style="list-style-type: none"> 1. In-school suspension 2. 10 days out-of-school suspension and/or notice of withdrawal from the rolls. 3. Suspension/removal from athletics/ activities. 4. Citation forwarded to district magistrate.
Major theft (greater than \$10.00 valuation)	Staff member observing individual in an act of stealing or in possession stolen goods reports to principal/assistant. Principal/assistant attempts to substantiate information.	<ol style="list-style-type: none"> 1. 1 to 3 to full 10 days out-of-school suspension and/or expulsion. 2. Restitution/Replacement of missing items. 3. Police will be notified and charges filed.
Bomb threat, arson, false alarm	Staff member reports suspicions or students observed to principal/assistant. Administration attempts to substantiate facts. Police notified. Due process hearing before school board.	<ol style="list-style-type: none"> 1. Expulsion and/or alternative education. 2. Police will be notified. 3. Suspension/removal from athletics/ activities.

Student Action-	Procedure-	Disciplinary Response-
Serious act of violence directed against another person	Observing or involved staff member attempts to bring student under control by reasonable means. Student is referred to principal/assistant.	<ol style="list-style-type: none"> 1. Full 10 days out-of-school suspension Possible Alt. Ed placement and/or expulsion (depending on severity). 2. Police will be notified and charges filed. 3. Suspension/removal from athletics/ activities.
Drugs & Alcohol	(See policy pg. 23.)	(See policy pg. 23.)
Possession of weapons or look alike weapons	Observing staff member immediately brings individual to office and/or summons principal/assistant. A weapon shall include but not be limited to any knife, cutting instrument tool, nun-chuck, stick, firearm shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.	<ol style="list-style-type: none"> 1. Full 10 days out-of-school suspension. Alt. Ed. placement and/or expulsion. 2. Suspension/removal from athletics/ activities. 3. Police will be notified and charges filed.
Assault of a school district employee	Employee immediately notifies principal/assistant.	<ol style="list-style-type: none"> 1. Ten days out-of-school suspension and/ or expulsion. 2. Police notification. 3. Suspension/removal from athletics/activities.
Personal threats made against a staff member or school district employee	Employee immediately notifies principal/assistant	<ol style="list-style-type: none"> 1. One to 10 days out-of-school suspension based on severity. 2. Expulsion or Alternative Education. 3. Police notification. 4. Activity restriction.
Possession/Sale of stolen property	Staff member notifies principal/assistant.	<ol style="list-style-type: none"> 1. One to 10 days out-of-school suspension based on severity. 2. Notification/referral to police. 3. Activity restriction. 4. Alternative Education placement or expulsion.
Extortion	Staff member notifies principal/assistant.	<ol style="list-style-type: none"> 1. One to 10 days out-of-school suspension based on severity. 2. Notification/referral to police.

Student Action-	Procedure-	Disciplinary Response-
		3. Activity restriction. 4. Alternative Education placement or expulsion.

DETENTION

Detention is scheduled from 2:40 to 3:30 p.m. on the days designated by the Principal/Assistant. Students shall be assigned to serve detention by the teacher, Principal/Assistant. Students shall be notified in advance of the date/s detention is to be served. Students are required to be academically engaged throughout the detention period. Those who do not have work or assignments to complete shall be assigned work by the detention proctor. Tardy to detention will result in an additional session being assigned. Failure to report to detention will result in one day of in-school suspension or administrative detention for the first offense. A second instance will result in additional consequences based on principal/assistant principal's discretion.

Individual teachers may schedule, assign and proctor their own detention as the need arises. The same rules for detention would apply in this situation.

IN-SCHOOL SUSPENSION

In-school suspension is a specified period of time from one day to 10 days when a student shall be separated from attending regular classes. Student shall be notified by assistant principal of the reason in-school suspension is assigned as well as the day involved. Student attends school and reports to a specified suspension room for quiet work period strictly supervised by staff member. Students who do not bring work to do during this time shall be assigned work. A parent/guardian conference may be required before student is removed from an in-school suspension. Student shall have responsibility for anticipating and completing assignment while he/she is on suspension. Upon returning to normal school program, student shall make arrangements to make up examinations while suspended.

A student who cuts in-school suspension will be assigned two days of additional in-school suspension. An additional cut will result in out-of-school suspension.

SATURDAY DETENTION

As an alternative to an out of school suspension, students may be assigned to Saturday detention for infractions listed in the high school discipline code. The detention will run from 8:00 am until 11:00 am. on the first and third Saturday of each month that school is in session. Students assigned to Saturday detention are to report to the designated detention hall location no later than 8:00 am. Students late for detention will be denied entry and will be considered absent unexcused from the detention with accompanying consequences. Students absent from the Saturday detention are required to present a Doctor's note or other legal document (court subpoena, etc.) for the absence to be considered excused and then re-assigned. Unexcused absence from Saturday detention could result in a three day-out of school suspension for the first offense. A second offense (either missing a re-assigned detention or cutting a second assigned detention) will result in the student being remanded to an Alternative Education program for a minimum 45-day period. While in the detention room, students are to be engaged in appropriate educational pursuits and may be assigned work to be completed by the detention monitor. Students who fail to comply with directives of the detention monitor or who fail to be academically engaged during the detention period may be sent home with resulting consequences for unexcused absence from Saturday Detention.

EXCLUSION

I. Suspension

Reasons for suspensions from school by a principal or his/her designee shall include actions such as but not limited to:

1. theft of school or personal property
2. physical attack or threat to a student or staff member
3. smoking on school property or during school activities
4. drug or alcohol possession, use, or sale (see Policy 3.4, Drug/Alcohol)
5. chronic cutting of school, class, or other scheduled activities
6. chronic lateness to school, class, or other scheduled activities
7. willfully damaging school or personal property
8. verbally abusing (obscenity, threats) a staff member or student
9. refusing to serve in-school suspension
10. leaving school grounds without permission during the school day
11. any activity performed on school property or during school functions which is considered criminal under local, state, or federal law
12. refusing to comply with reasonable instructions of a staff member or published school rules (general rules and regulations are found in student handbooks, teacher manuals, and other school publications)
13. willfully disrupting the normal operation of the school

When a determination has been made that a suspension is warranted, the principal/designee shall enforce suspension in accordance with the following:

1. Parent/guardian will be contacted and notified of the reason(s) for suspension and asked to remove the student from school as soon as possible or parent/guardian will be notified of suspension dates. If contact is not made or if student is not removed from school, the student shall remain in school until the end of the school day under the supervision of an administrator or designated staff member.
2. A letter will be sent to the parent/guardian stating the reason(s) for and length of the suspension, and the date and time for a conference. Copies of the suspension letter must be on file in the offices of the assistant superintendent and the principal.
3. No suspension shall exceed 3 consecutive school days unless a conference has been held with parent/guardian within the three-day period with the purpose of extending the suspension. No student shall ever be suspended more than 10 consecutive school days without board approval. If a student's suspension is extended to include the maximum of ten school days, a second parent/guardian conference must be scheduled no later than the tenth day of the suspension for the student's readmittance on the eleventh day. If a parent/guardian refuses to appear for a scheduled conference within three days, the principal will readmit the student. If, however, the offense warrants the extension of suspension beyond the original conference date, the principal will notify the parent/guardian of the extended time period via certified mail, continue efforts to establish a conference and document those efforts, and notify appropriate supervisor of the status of the case on a daily basis.
4. A student shall have the responsibility for anticipating and completing assignments while he/she is on suspension. Upon returning to the normal school program, a student shall make up examinations missed while on suspension.

EXCLUSION (Continued)

5. The assistant superintendent shall review chronic cases of suspension with the appropriate principal
6. Students may be assigned community service to be served during the suspension period as a component of the disciplinary actions.

Suspension of a mentally retarded person for any length of time is change in educational assignment requiring notice and provision of the opportunity for a due process hearing.

1. The principal and his/her designee who is considering the suspension of a mentally retarded student shall contact the assistant superintendent to present the facts in the case.
2. If the incident warrants suspension as agreed upon by the assistant superintendent and building administrators, the chronology of events must be recorded and submitted in writing immediately to the assistant superintendent.
3. The assistant superintendent will issue a due process notice to the parent/guardian concerning the change in educational assignment for the mentally retarded student being suspended. In emergency situations, the bureau of special education may approve suspensions, exclusions, or interim changes of assignment for the mentally retarded student if parental consent of the suspension could not be obtained because the school office was unable to contact parent/guardian in order to inform him/her of the proposed suspension or because parent/guardian requested a hearing and refused to grant permission for an interim suspension pending the hearing. Also, the bureau may approve if the student's continued presence in school presents a danger to himself/herself or to others. Such emergency situations include physical assault or threatened assault of a staff member or student, action of a criminal nature on school property, and continuous disruptive conduct which undermines classroom or school discipline and which the school has attempted but failed to control.

II. Expulsion procedures

Regular students

1. The assistant superintendent, in recommending to the superintendent that a student be expelled from school, must involve guidance personnel and the appropriate administrative staff in preparing a report that shall include: a chronological list of all incidents which include disciplinary action taken by the school; a guidance report listing measures taken by the counselor in his/her attempts to assist the student, and a review of the involvement and assistance provided to the student and his/her parent/guardian by the guidance staff.
2. Expulsion from school must be approved by the school board upon recommendation from the superintendent (Section 1318, Pennsylvania School Code).

Exceptional students—students whose behavior is such that expulsion is recommended shall:

1. be removed from class if necessary for the safety and/or well being of staff members or students
2. be referred to the assistant superintendent for alternative education placement upon recommendation of the principal
3. be evaluated by the school psychologist and/or psychiatrist
4. be placed in homebound instruction for the period between removal from school and assignment to another appropriate educational setting.

EXCLUSION (Continued)

Formal hearing for expulsion

1. The student's parent/guardian, unless the student is emancipated or married or beyond compulsory school age, and the student must be notified of the charges and of the time and place of the hearing by registered or certified mail, return receipt requested.
2. The hearing shall be public unless the student's parent/guardian (or the student in the event that he/she is emancipated because of marriage or age) requests that it be held in private.
3. The student shall have the right to an impartial tribunal and to be represented by counsel.
4. The student has the right to the names of witnesses against him or her, to copies of affidavits of those witnesses, if any exist, and to demand that any such witnesses appear in person and answer questions or be cross-examined.
5. If student and/or his/her parent/guardian are dissatisfied with the findings of the hearing, recourse can be had to the appropriate court.
6. A record must be kept of the hearing either by a stenographer or through a tape recorder and the student or his/her parent/guardian is entitled, at their expense, to a copy of the transcript.

It is recognized that students who are less than 17 are subject to compulsory attendance laws, and even though expelled must attend school. The responsibility for meeting this legal requirement rests with the student's parent/guardian as outlined in School Laws of Pennsylvania, January 1971.

DRUGS AND ALCOHOL

The following administrative procedures will be followed in cases of students involved with drugs and/or alcohol

I. Formulation and Application

- A. The students, parents/guardians, staff, and Board of School Directors of the Muhlenberg School District, being concerned with the welfare and future of the student body, hereby formulate and implement these alcohol and drug abuse procedures in the hope that they will motivate community support for a community problem. We start at the school level because we sincerely believe that mind-altering substances have no value in an educational program. Clear heads and healthy bodies are necessary attributes for achieving the most value from the learning process.
- B. The procedures will apply to all dangerous drugs, look-alike drugs, contraband, controlled substances and devices including without limitation those defined by the Controlled Substances, Drug, Device and Cosmetic Act 1972, P. L. 233, No. 64 (Section 4, Schedules of Controlled Substances) and any future amendments to this act.
- C. These procedures will apply to alcohol and alcoholic beverages as defined in Section 6308 of the Pennsylvania Crimes Code and any future amendments to this code.
- D. School officials shall be permitted to conduct a search and/or of items in student's possession or without the student's control as per Policy 3.46, Search and Seizure.
- E. For the protection of the student, prescription drugs and patent medicines brought to the school must be registered with the school nurse or delegated authority. At this point the administration of

DRUGS AND ALCOHOL (Continued)

medication is under the supervision of the nurse (see Policy 3.1, Medical Attention and Administration of Medication, 3.1I and 3.1J.)

1. Students must have authorization from a medical doctor for use of prescription drugs.
 2. Medication brought to school by a student must be accounted for in quantity in the case of oral administration (such as tablets, capsules, and liquid medication). Refer to Policy 3.1, Medical Attention and Administration of Medication, 3.1I and 3.1J for details.
 3. Ingestion of any drugs or proprietary materials to the point of disorientation or physical harm is prohibited for all students on school property or at school functions.
- F. Use or possession of any drugs is prohibited for all students on school property or at school functions.
- G. Use and/or possession without medical prescription or authorization of addictive or dangerous drugs, alcohol, health-endangering substances and/or those, which provide a euphoric effect, are forbidden.
- H. In the event that a staff member suspects a student of buying, using, possessing, and/or selling drugs of any type, he/she must immediately notify in confidence the building principal/assistant principal or designee.
- I. These procedures are in effect whenever a student is in the school's jurisdiction including participation in a field trips, sports, and all other extracurricular activities. The rules apply to students whether they be active participants or guests/spectators at such functions.

II. Classification and Implementation

- A. Student seeking help
1. Every effort shall be made to gain the student's consent to notify the parent/guardian or at least consent to referral for treatment.
 2. The Pennsylvania Drug and Alcohol Abuse Control Act #63 (1690.112. Consent of minor) states: "notwithstanding any other provisions of law, a minor who suffers from the use of a controlled or harmful substance may give consent to furnishing of medical care or counseling related to diagnosis or treatment. The consent of the parents or legal guardian of the minor shall not be necessary to authorize medical care or counseling related to such diagnosis or treatment. The consent of the minor shall be valid and binding as if the minor had reached his majority. Such consent shall not be voidable nor subject to later disaffirmance because of minority. Any physician or any agency or organization operating a drug abuse program who provides counseling to a minor who uses controlled or harmful substance may, but shall not be obligated to inform the parents or legal guardian of any such minor as to the treatment given or needed." Thus, the Pennsylvania Drug and Alcohol Abuse Act protects the right of the school to refer consenting students for treatment without parental knowledge or consent. It should be remembered, however, that the School Board recommends that all reasonable attempts be made, with the consent of the students, to involve parents at the earliest practical time.

DRUGS AND ALCOHOL (Continued)

3. Parents of a minor student will be notified if it is necessary for student to receive emergency care (See Policy 3.1, Medical Attention and Administration of Medication).
 4. Strict confidentiality shall be maintained and the lines of communication between student and confidant must be kept open.
 5. The student shall be advised that any future use, possession, or transfer of illegal drugs will not be condoned, and that information concerning any such future activity will not be treated confidentially.
- B. Suspicion of Usage
1. When a student exhibiting unusual behavior is suspected of being under the influence of drugs or alcohol, an investigation shall take place immediately.
 2. The school nurse will complete a confidential "Health Assessment When Questioning Substance Use" (Attachment A). This assessment will become part of the student's permanent school health record and information obtained may be used in the decision-making process for the student's disposition.
 3. When the investigation warrants, parents of a child who is exhibiting unusual behavior shall be notified and asked to come to the school. Following a discussion with school personnel, parents will decide whether to take the child for further assessment or treatment.
 4. If it has been ascertained that the student's behavior was the result of illegal drugs and/or alcohol, the parents and student will be notified of the sections of this policy which deal with disciplinary procedures and actions implemented by the district including but not limited to referral to Student Assistance Program (SAP), Student Policy 3.33
- C. Actual Usage
1. When there is reasonable evidence that a student is under the influence of, or is involved in the use of a drug or an alcoholic beverage, and this is his/her first offense, the parent/guardian shall be notified, and the student shall be given a 1- to 10-day suspension from school depending on the situation. The informal hearing and conference will be conducted in conjunction with Chapter XII of the regulations of the Pennsylvania State Board of Education. During this suspension, it is recommended that the student seek counseling and/or treatment from any one of the various licensed agencies or licensed individuals who offer help in this area.
 2. At the second offense, the parent/guardian shall be notified and referral shall be made to the principal for a decision as to the length of the suspension pending treatment. The principal will notify the Superintendent regarding his/her decision.
 3. For habitual offenses, the penalty may be exclusion from school for a period of up to 1 calendar year or more unless recommendation of the principal provides an alternative. Application for readmission at the conclusion of this period will

DRUGS AND ALCOHOL (Continued)

be reviewed by the Superintendent/designated committee, and a report with a recommendation forwarded to the Board of Education.

4. Law enforcement authorities may be contacted in any of the above situations.
- D. Possession Without Actual Use
1. When a student is found in possession of suspected drugs, referral must be made to law enforcement authorities, who will obtain an analysis of such suspected drug and will determine whether an arrest or referral to a judicial agency will be made.
 2. If, except as to look-alike drugs, the result of the analysis is negative and no further legal action is taken, all records as to the identity of the student shall be destroyed.
 3. If the result of the analysis is positive or look-alike drugs are involved, steps shall be taken as in Section C, (Actual Usage).
- E. Selling or Buying
1. It is not the intent of these regulations to distinguish between a seller and a buyer. However, individual situations may result in such a distinction being made.
 2. Parent/guardian and local police may be contacted. The decision regarding those involved will be at the discretion of the law enforcement authorities.
 3. When there is reasonable evidence that a student is guilty of buying or selling, those involved may be excluded from school for up to 1 calendar year.
 4. An individual case may be reviewed, and readmission before the complete calendar year has elapsed may be granted if sufficient evidence exists that rehabilitation has taken place, and that further exclusion is detrimental to the welfare of the student.
 5. Application for readmission at any time will be reviewed by superintendent/designated committee.
- F. Discovery of Drugs
1. Drugs found anywhere on the school premises are to be given promptly to law enforcement authorities.
 2. A receipt for same must be obtained from such authorities.
- G. Apprehended by police for Distributing Illegal Drugs, Contraband and or Marijuana
1. If a Muhlenberg School District youth is apprehended by the police for activities involving suspicion of use, possession, or the buying or selling of illegal drugs, look-alike drugs, marijuana, or alcohol while the student is under the jurisdiction of the school district, and if the principal is notified by law enforcement officials, the student will be subject to disciplinary measure of Section II, subsections B, C, D, E, and F of this policy.
- H. Discovery of Drugs by Staff Members
1. If a staff member discovers the use or sale of drugs, look-alike drugs, controlled substances, alcohol, or contraband during the performance of duties, he/she should attempt to identify the students, isolate and detain the students, and seek

DRUGS AND ALCOHOL (Continued)

immediate assistance in an investigation of the matters (See I.F.)

Student Action—

Possession of marijuana, illegal drugs, look-alike drugs, contraband and/or alcohol.

Procedure—

1. School authorities have the right to search the locker of any student whom they suspect of possessing any unlawful substance.
2. Staff member reports all pertinent information to the Principal/Asst. Principal and attempts to detain and isolate the individual.
3. Principal/Asst. Principal initiates an investigation.
4. When the investigation warrants: Law enforcement officials will be contacted. Parents are notified.
5. Before returning to school, a hearing will be conducted with the parent, student, Principal, Asst. Principal (1st offense).

Disciplinary Response—

1. 1 to 10 day out-of-school suspension.
2. Activity restriction as per Code of Responsibility.
3. Referral to SAP and/or agency for drug counseling/treatment.
4. Expulsion up to 1 calendar year depending on severity.
5. Alternative Education.

Use of marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.

1. Staff member will attempt to detain and isolate the individual and summon the Principal/Asst. Principal.
2. Principal/Asst. Principal notes report of observation and initiates an investigation.
3. School nurse conducts a Health Assessment.
4. Law enforcement officials are notified.
5. Parents are notified and student is detained until police arrive.
6. In the event of expulsion, the student is given a full due process hearing before the Board.

1. 1 to 10 days out of school suspension.
2. Activity restriction as per Code of Responsibility.
3. Referral to SAP and/or agency for drug counseling/treatment.
4. Expulsion up to 1 calendar year depending on severity.

Student Action—	Procedure—	Disciplinary Response—
Suspicion of Using Marijuana, Illegal Drugs, Look-alike Drugs, Contraband, and/or Alcohol	<ol style="list-style-type: none"> 1. Staff member reports observation of student actions and behavior to principal/asst. principal. 2. Principal/Asst. Principal notes report of observation and initiates an investigation. 3. School nurse conducts a Health Assessment. 4. Principal/Asst. principal confers with student. 5. When the investigation warrants, Principal/Asst. Principal notifies parents. 	<ol style="list-style-type: none"> 1. Student is sent home with a parent. 2. Referral to guidance. 3. Referral to SAP and/or outside agency for drug counseling/treatment.
Suspicion of distributing marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.	<ol style="list-style-type: none"> 1. Staff member reports all pertinent information to principal/assistant. 2. Administration attempts to substantiate information. 	<ol style="list-style-type: none"> 1. Close surveillance of student's activities during the school day.
Distribution of marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.	<ol style="list-style-type: none"> 1. Staff member who observes distribution will attempt to detain and isolate individual and summon the principal/asst. principal. 2. Law enforcement officials will be notified. 3. Parent/guardian is notified and student is detained until police arrive. 4. Student is given a full due process hearing before the school board. 	<ol style="list-style-type: none"> 1. Suspension and/or expulsion depended upon severity.

Qualifications -

- A. In establishing guidelines for action, it is acknowledges that generalizations may be invoked in writing procedures such as those outlined above.
- B. It must be understood that concerns for the well-being of the individual involved in any of the actions described herein must be weighed against concerns for the well-being of the student body at large.
- C. Therefore, it must be recognized that appropriate discretionary action on the part of those charged with carrying out the punitive process must not be prohibited by these guidelines.
- D. It is suggested, however, that such diversions from the established procedures should be the exception rather than the rule.

CAFETERIA

Report directly to the cafeteria during your assigned lunch period. Students are reminded of the four minute passing time and are advised that loitering in the halls is not permitted, nor is anyone allowed to leave school at lunch time. In addition, students or their parents are not permitted to "order out" and have food delivered from an outside source to school for students. If students are dismissed from lunch to attend meetings, a list of those students will be provided for the cafeteria monitors prior to the meeting. Clean up your area after you have finished eating. **Food and drink is to remain in the cafeteria area and students are not permitted to remove these items from the cafeteria or to have them in the classrooms.** Return dishes, flatware, and trays to the dish room and put paper refuse in containers provided. Sign out with the teacher in charge to use the lavatory during lunch period. Follow the direction of any staff member while you are in the cafeteria. They are there to provide reasonable supervision, and we expect full cooperation in helping maintain order and a proper cafeteria atmosphere.

COMMONS

Commons is designed to provide a relaxed, social atmosphere for students at the high school during their study hall periods. It is a privilege based on proper academic achievement, emotional control, and self-discipline. (See: "Muhl Kick" requirements on page 40 & 41) Students in grade 9 are only permitted to use the commons at the conclusion of the first marking period after report cards have been received. Students in grades 9 – 11 may use the commons once per day, while seniors may go twice a day. The following rules for commons are in effect:

1. Commons is closed to all students before school and during the passing of classes.
2. Food and drink is to remain in the commons area and is not permitted in the classrooms.
3. Students must sign out of study hall and sign in at the commons on the proper sheets. Students must sign each sheet in person.
4. Report directly to the commons from your study hall.
5. Students may not play cards, or practice any form of gambling while in the commons.
6. Clean-up your area before leaving the commons, put trash in proper receptacle.
7. Students may not leave the commons without permission or a signed pass slip.
8. The commons proctor may send a student back to study hall for inappropriate behavior, or a violation of any of the above rules. The proctor may then issue a restriction to the student for a specified period of time.
9. Classroom teachers may restrict students from the commons for low achievement in their classes.
10. While commons provides a relaxed atmosphere for study, students are expected to be academically engaged during their study hall time in the commons area.

DANCES

Muhlenberg High School holds dances for the enjoyment of our students and their guests. The following are the parameters established for student behavior at all dances including the prom:

- Rules: All school rules are in effect at all school-sponsored activities including dances and the prom.
- Eligibility: Students listed on the weekly ineligible list for academics and students on the restriction list for behavior reasons may not attend school dances.

DANCES (Continued)

- Identification: Students and guests need to carry a picture identification card for admission to MHS sponsored dances. Either a school ID card or driver's license will qualify a student for admission to the dance. Students should be prepared to have their ID cards collected at the door by the administrator or chaperone in attendance at the dance. Cards will be returned at the end of the dance or when the student leaves.
- Administrators or chaperones have the right to deny any person entrance to the dance.
- Dances are limited to students attending Muhlenberg High School.
- Guests: All non-MHS students/graduates are not permitted at dances, except for the junior/senior prom.
 - Prom: Students who attend the prom shall be high school students (Grades 10-12, not exceeding age 20).
 - **9th grade students from MSD and any other school are not permitted to attend the Junior/Senior Prom.**
 - Non-MHS guests must submit the appropriate Guest Form to be approved as a guest. The administrator may make an inquiry to the guest's school. Students will be given advance notice that guests are not permitted at the Prom in the event this situation should occur. Students with non-MHS dates/guests who have not pre-registered their guests will be restricted from entering the prom. Administrators or chaperones have the right to deny a person entrance to the prom.
- Re-entry: Students leaving prior to the end of any dance without permission from the administrator or chaperone in charge may not re-enter the dance.
- Smoking: Dances, including the prom, are school-sponsored activities. Even though the dance may occur away from school premises, the rules for smoking and subsequent penalties remain in effect.
- Driving: Dances shall be scheduled so that they conclude in adequate time for students to safely travel to home at the conclusion of the dance in accordance with state driver's license regulations (HB 10, PN 2065).

DRESS AND GROOMING

Policy 3.49

A well groomed and neatly dressed student body sets the tone and atmosphere conducive to good order and learning. The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Although the Board has the authority to impose limitations on students' dress in school, the Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools, affect the health and safety of others, or cause damage to school property.

I. General Guidelines

- A. The student should dress modestly and in a manner that is tasteful and respectful at all times.
- B. School officials may make judgments about proper grooming and attire, and may impose limitations on dress if the attire causes the disruption of the educational process or constitutes a health or safety hazard.
- C. Students have the responsibility to keep themselves, their clothes, and their hair clean.
- D. School officials will not tolerate extremes in dress and grooming.
- E. Students may be required to wear certain types of clothing to earn credit for participating in physical education classes, shops, extracurricular activities, or other classes and situations where special attire may be required to insure the health or safety of the student.

DRESS AND GROOMING (Continued)

- F. A faculty sponsor may set the standards of dress and grooming for students participating in school sponsored activities.
 - G. Student may be required to change clothing or cover clothing if attire is unacceptable.
 - H. Parents or guardians may request, in writing, exceptions to the specific guidelines of this policy in order to accommodate religious or moral objections.
- II. Specific Guidelines
- A. The following attire are not appropriate for school:
 - 1. Bare backs, bare midriffs, tank tops, spaghetti strap blouses and dresses.
 - 2. Headgear or headwear of any type including but not limited to hats, caps, bandanas, visors, sweatbands, or sunglasses.
 - 3. Shorts/skirts which are shorter than fingertips when standing with arms at sides.
 - 4. Cut off or see-through blouses or shirts; shirts or blouses with elongated openings.
 - 5. Spandex or skin-tight outfits of any type of material worn as outer garments.
 - 6. Pajamas or sleepwear.
 - 7. Book bags and backpacks carried to class.
 - 8. Outerwear or overcoats worn during the school day.
 - 9. Negative messages, symbols, logos or innuendos that promote obscenity and/or gang affiliation, beaded necklaces, profanity, violence, tobacco products, drugs, alcohol, racial or sexual harassment, or are sexually explicit.
 - 10. Wallet chains, sharp medallions, spiked or potentially dangerous jewelry and/or rings, chains which may pose a safety hazard.
 - 11. Excessively ripped or torn clothing, trousers worn below the waist.
 - 12. Exposed undergarments and/or undergarments worn as outerwear.
 - 13. Sweatbands or thick straps on arms and wrists.
 - 14. Shoes that are untied or that pose a safety hazard.
 - 15. Any apparel that is judged to be unsanitary or unhealthy.
 - B. A student has the right to determine the length or style of his/her hair, including facial hair. However, where the length or style of hair is a potential health or safety hazard or poses a disruption to the educational process, some type of alteration, head covering, or hair tie may be required.
- III. Implementation
- A. The Superintendent shall develop procedures to implement this policy.
 - B. The building principals are designated to monitor student dress and grooming in district buildings.
 - C. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness or attire constitutes a health or safety hazard.
 - D. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness or attire causes the disruption of the educational process.
 - E. Implementation of this policy shall impose only minimum necessary restriction on the exercise of the student's rights regarding appearance.

DRESS AND GROOMING (Continued)

- F. Staff members should demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.
- IV. Consequences
 - A. Students who appear at school wearing inappropriate clothing will not be allowed to attend class until the necessary changes are made to meet the dress code requirements.
 - B. Changes may include:
 - 1. Covering or removing objectionable clothing items.
 - 2. Wearing an article of clothing provided by the school.
 - 3. Contacting parents/guardians to obtain appropriate clothing.
 - C. More than three (3) violations of the dress and grooming policy represent Level II misconduct as defined by the Student Discipline Policy, 3.5 and will result in an appropriate Level II Disciplinary Response.

ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

In order to contribute to the welfare of the athletic/activity program, the student must recognize and willingly assume certain responsibilities as a student athlete or activity participant. As representatives of the Muhlenberg School District and its programs, participants are expected to exhibit exemplary behavior in and out of school.

Extracurricular activity is defined as an activity covered by the provision of Section 511 of the School Code that is sponsored or approved by the board of school directors, is conducted partially or entirely outside the regular instructional day schedule and is available to students enrolled in the district's schools who voluntarily elect to participate, subject to the eligibility requirements of the activity.

The definition includes a school district's program of interscholastic athletics, including varsity sports, and includes all activities relating to competitive sports' contests, games, events, or exhibitions involving individual students or teams of students whenever such activities occur between schools within or outside of the school district.

All students participating in Muhlenberg School District extracurricular activities are governed by the Student Discipline and Punishment, Policy, and the Student Athlete/Activity Participant Code of Responsibility (Attachment A). Any violation of the student discipline code on school property or while actively participating in or traveling to or from school or to or from an organized extracurricular activity may result in the forfeiture of the privilege of participation on a Muhlenberg athletic team or related activity. If a violation of the discipline code involves a one to ten day out-of-school suspension, the participant will not practice or compete on those days. While head coaches and activity sponsors may assess penalties for participants in violation of team or activity rules and regulations, the building principal or designee may declare a student ineligible from participation in extracurricular activities because of conduct or behavior unbecoming of a student athlete or activity participant.

- I. Specific actions defined herein may result in suspension or dismissal from participation in extracurricular activities at the discretion of the Principal/Designee. Permanent prohibition from extracurricular activities may occur for any subsequent violations:
 - A. Providing, selling, being in the possession of, or being under the influence of alcohol, drugs, narcotics, prescription medication exceeding the amount prescribed, other controlled substances or over-the-counter medications in accordance with MSD policies 227 "Controlled

ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES (Continued)

- Substance/Paraphernalia” and 210 “Use of Medications.”
Prom/Graduation restriction if offense is committed during the 2nd semester.
- B. Possession of or use of tobacco products (snuff, chewing tobacco included).
 - C. Damaging or stealing school, community, or private property.
 - D. Being disciplined in level four of the discipline code. Students assigned to alternative education programs are ineligible to participate in extracurricular for the duration of the assignment.
 - E. Follow District Attendance Policy and Administrative Regulations.
 - F. A total of 10 tardies which constitutes a first offense; 15 tardies constitutes a second offense; 20 total tardies will constitute a third offense; in one school year.
 - G. Two out-of-school suspensions in one school year.
- II. Students shall arrive no later than the end of the first period in order to be eligible to participate in any extracurricular activity on that day. The building principal must approve any exception to this rule.
- III. Each student is responsible for school issued equipment and is responsible for properly securing equipment in an assigned locker. Each athlete or activity participant is responsible for reporting to the head coach, activity advisor, or equipment manager any equipment that is damaged, in need of repair or replacement for safety or other reasons. Any athlete or activity participant who has not returned any item of school issued equipment or has any other obligations will not be eligible for awards or other recognition activities and may not participate in other athletic programs or activities until cleared.
- IV. Students are not eligible to participate in any interscholastic contest if they attain the age of 19 before June 30, immediately preceding the school year. (15th birthday where interscholastic competition limited to grades 7 and 8; 16th birthday where limited to grades 7 through 9.)
- V. Students must retain an amateur status in order to be eligible to participate in any contest.
- VI. A physical examination is required before participation in any sport is permitted.
- VII. All students participating in interscholastic activities must adhere to the Muhlenberg School District and Pennsylvania Interscholastic Athletic (P.I.A.A) academic rules on eligibility. According to Article IX, Sections 1 – 4 of the P.I.A.A. by-laws:
- A. A pupil must pursue and maintain an acceptable grade in a full time curriculum defined and approved by the principal.
 - B. Eligibility shall be cumulative from the beginning of the grading period and shall be reported weekly.
 - C. A pupil must have passed at least four full credit subjects or the equivalent (4 credits) during the previous grading period.

ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES (Continued)

- In accordance with these requirements, the following additional academic stipulations for all activity participants shall be as follows:
- a) If after a weekly academic check a student has failed any two subjects (full or partial credit courses) the student will be ineligible for practice and contest participation for a period of one week. If a student is declared ineligible for a total of five weeks during the course of a season, the student will be dismissed from the activity and will not be eligible for awards or recognition activities. Participation and attendance at contests, performances, or activities are both still prohibited during the ineligibility period. If at the completion of a grading period (distribution of report cards) a student has failed any two subjects but has passed an equivalent of four credits, the student will be ineligible for practice and contest participation for a period of one week. If the next weekly academic check shows an improvement in grades from failing to passing, the restriction will be lifted.
 - b) If at the completion of a grading period (distribution of report cards) a student has not passed an equivalent of four full credits, the student will be ineligible for practice and contest participation until the student has completed a total of 15 school days. Continued satisfactory academic progress will allow the student to participate in contests, performances, or other activities at the end of the 15-day ineligibility period.
 - c) Eligibility at the beginning of the fall semester will be based on final grades from the preceding school year. Approved summer make-up courses may be used to fulfill four credit deficiencies.
- VIII. In order to participate in any sport or activity, a consent form signed by parents or legal guardians is required to be on file with the Principal or designee
- IX. Muhlenberg School District shall permit a resident child who is enrolled in a Home Education program or Charter School to participate in any activity that is subject to the provisions of Section 511 including, but not limited to, clubs, musical ensembles, athletics and theatrical productions provided that the child:
- A. Meets the eligibility criteria, or their equivalent, for participation in the activity that apply to students enrolled in the school district.
 - B. Meets the try-out criteria, or their equivalent, for participation in the activity that apply to students enrolled in the school district.
 - C. Complies with all policies, rules and regulations, or their equivalent, of the governing organization of the activity.
- X. Where the activity requires completion of a physical examination or medical test as a condition of participation and the school district of residence offers such physical examination or medical test to students enrolled in the school district, the school district shall permit a child who is enrolled in a Home Education program or Charter School to access such physical examination or medical test. The school district shall publish the dates and times of such physical examination or medical test in a publication of general circulation in the school district and on its publicly accessible internet website.
- XI. The school district may charge the charter school for charter student participation in extracurricular activities, since these costs are part of the per-pupil payment that is paid to charter schools. This fee is on a "cost basis," with the school district neither losing nor making money, as determined by the school district using the expenses of each activity, including coach or director, uniforms, transportation and miscellaneous costs.

ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES (Continued)

Qualifications

It must be understood that concern for the well being of the individual in any of the actions described must be weighed against concerns for the well being of the student body at large. Therefore, it must be recognized that appropriate discretionary action by those charged with carrying out the disciplinary process must not be prohibited by these guidelines. Any deviations from standard policy are determined on a case by case basis and do not establish precedent for subsequent cases. It is suggested, however, that such diversions from the established procedures should be the exception rather than the rule.

FIRE DRILLS

When the fire alarm is sounded, follow your teacher's directions promptly and exactly. There should be no talking during the entire drill so that instructions can be given when needed. Class groups should stay together so that the teacher in charge can take roll once outside the building. Students should walk in pairs with reasonable speed. All lights in the classroom should be turned off, windows closed, and the classroom door closed by the last student to leave.

Students should move away from the building once they are outside to allow for the free movement of emergency vehicles. In the parking lot, students should move into the area where the cars are parked. At the bus loading area, students should move across the roadway.

GRADES, REPORT CARDS, FINAL GRADES, SUPPLEMENTARY REPORTS, GPA, WEIGHTED GRADES, & CLASS RANK

Periodic reports of student achievement by way of letter grades are given at the end of each marking period in each of the subjects which you have elected to take or which are required for graduation. **The grade assignments are given in actual percentage grades on the report cards.** Grades are established based on the following key

Students in grade 10-12:

<u>Numerical Grade Range</u>	<u>Letter Equivalent</u>	<u>Quality Points</u>
97% to 100%	A+	4.00
93% to less than 97%	A	4.00
90% to less than 93%	A-	3.75
87% to less than 90%	B+	3.50
83% to less than 87%	B	3.00
80% to less than 83%	B-	2.75
77% to less than 80%	C+	2.50
73% to less than 77%	C	2.00
70% to less than 73%	C-	1.75
67% to less than 70%	D+	1.50
63% to less than 67%	D	1.00
0% to less than 63%	F	0.00
I	Incomplete	0.00
M	Medical Excuse	
P	Pass	2.00

(Note: Students who receive grades of "I", [Incomplete] assigned for legitimate medical or emergency reasons have two weeks beyond the end of the quarter/ year to make up incomplete assignments.)

Report Cards - Report cards are issued approximately six school days beyond the end of each marking period. Report cards show numerical grades representing the

**GRADES, REPORT CARDS, FINAL GRADES, SUPPLEMENTARY REPORTS,
GPA, WEIGHTED GRADES, & CLASS RANK (Continued)**

percentage earned for each class according to the scale listed above. Report cards may also show appropriate comments from individual teachers about the progress of a particular student.

***Note** – Minimum failing grade: Report card will reflect actual percentage grades earned in each class with the exception of a minimum failing grade of 50% for the first marking period.

GPA and attendance are also included as part of the reporting procedures. Check the school calendar for marking period dates to determine when report cards will be issued. Any questions about grades or other information should be directed through the guidance office.

Final Grade - The final grade in a course will be determined by using the four marking period grades and the average of the midterm and final exam grades [MP1 + MP2 + MP3 + MP4 + (average of Mid-term + Final) divided by 5 = final grade.] The final grade for a semester course will be determined by averaging two times the percentage grade from each quarter and the final exam grade (2MP1 + 2MP2 + Final Exam divided by 5 = Final grade.)

The total grade point average for the marking period will be determined by using the grades in all of the courses a student takes, major and minor. **The minimum passing grade for a course is a "D" or 63% average.**

Honors - Grade point equivalents for the awarding of academic honors are as shown:
High Honors - 3.7
Honors - 3.4 -- 3.699

Supplementary Reports – Student grades are readily available on their student's grade book link. Upon parental request, supplementary reports will be mailed home midway in each marking period. Should your parents wish additional information regarding your progress, they may contact your teacher or your guidance counselor.

Grade Point Averages (GPA) - Grade point averages are calculated at the end of each marking period and cumulatively at the end of each year. Grade point averages are determined by adding the grade point equivalents for each grade and course and then dividing by the total number of credits for the courses being taken. Credits for courses can be determined by referencing the "Educational Planning Guide" in effect for the current school year.

Grade Weighting- The following procedures will be in effect for the purpose of determining weighted GPA used in the calculation of class rank. Weighted grades are based on the student course load and are weighted at the end of the school year:

- 1) A.P. courses are valued at 1.25 credits
- 2) Class Rank is based on a GPA calculated in the following manner:
 - 4 point system is in effect for grade values (see Grades & Grade equivalents)
 - plus, add .1 for each AP course
 - plus, add .035 for each Honors course

Class Rank- Students in grade eleven and twelve will be ranked at the end of the academic year using final weighted grade point averages. Ranking will be based on all subjects carried. The student with the highest GPA based on final grades will be ranked first, etc.

GRADUATION REQUIREMENTS/PROMOTION

Graduation requirements are outlined in the Curriculum Manual. See promotion requirements. Pg. 42.

GUIDANCE

Each student is assigned to one of three guidance counselors. Your counselor will help you understand yourself in relation to your educational and vocational opportunities and requirements. Your counselor will not make decisions for you, but will provide you with information needed to make your own decisions. Counseling is a service which will assist you educationally, vocationally, personally, and socially. It is a long-term developmental process through which the counselor gets to know you then helps you identify and clarify your goals. We encourage you to use this service.

HOMECOMING

In order to involve all segments of the Muhlenberg High School community in the Homecoming activities the following procedures will be in effect beginning with the class of 2009:

1. The Homecoming game date will be set for mid to late October based on the schedule for home football games.
2. If the game is scheduled for a Friday, the dance will be held on Saturday of that week. If the game is postponed for any reason from Friday to Saturday, the dance will be held on Saturday during hours specified by the principal. If the game is scheduled for a Saturday, the dance will be held on the preceding Friday evening.
3. The student council will coordinate "Spirit Week" activities held in conjunction with Homecoming.
4. Homecoming decorations are the responsibility of the following groups,
 - a. Freshmen-decorate the cafeteria with the appropriate Fall theme
 - b. Sophomores-decorate the commons with an appropriate Fall theme.
 - c. Juniors-decorate the stage in preparation for the assembly.
5. To be eligible for participation as a member of the Homecoming court, candidates must:
 - a. Be a member of the senior class
 - b. Have maintained a cumulative 2.5 grade point average at the end of the 11th grade year.
 - c. Have participated in an activity for a minimum of two years. (Club advisors are responsible for verifying that the candidate has participated in the club for two years.)
 - d. Maintain eligibility under the student code of responsibility.
6. A list of eligible students by GPA will be posted in a central location which will comprise the nominations pool for Homecoming candidates. Each club advisor is then responsible for nominating a male and female candidate from the respective club. Each club advisor will then give the names of the top three nominees (both male and female) to the assistant principal and student council advisors. Club advisors will supply three nominees in case there is an overlap with another club.
7. In order for the student body to "get to know" the candidates for king and queen:
 - a. Each club will be responsible for "advertising" their male and female candidates. At minimum, each club should make a poster which includes a picture of the male and female candidates.
 - b. Student council will introduce candidates through the TV announcements.
8. The entire student body will vote for the Homecoming King and Queen.

HOMEcomings (Continued)

9. The male candidate receiving the highest number of votes will be the king, and the female candidate receiving the highest number of votes will be the queen.
10. A Pep-Rally will be conducted during spirit week and will be run by the cheerleaders and student council.
11. On Friday of spirit week, a luncheon will be held for members of the Homecoming Court, the high school administrations, and appropriate faculty advisors. Students will not be permitted to leave the building prior to regular dismissal time.
12. On the night of the Homecoming Football game, the homecoming court will assemble in front of the high school and be escorted to the field in the traditional manner. The members of the court will be announced in alphabetical order by club. After everyone has been introduced, the King and Queen will be announced and recognized. The entire court will then preside over the remaining festivities.

HOMEROOM

Each student is assigned to a homeroom alphabetically by grade level. Alpha homeroom will be conducted every Friday or as needed to attend to administrative matters and other business pertaining to class level organizations. The homeroom shall also serve as the basis for the grouping of students at assemblies. Students should report directly to their first period class at the beginning of each non-homeroom day. Opening exercises will be conducted and attendance will be taken at the beginning of the 1st period.

I. D. CARDS

Student ID cards will be issued in the fall of every year. Every MHS student must carry a Muhlenberg High School photo ID card at all times while on the campus during the school day or when attending a school function. Returning students should use their ID from the previous year until new cards are issued. New enrollees during the school year will have their pictures taken for ID cards and cards will be issued as part of the enrollment process. The cards are non-transferable. Students losing their original ID cards have two weeks to obtain a replacement card. Replacement cost is \$10.00 per card. Temporary student I. D.'s are available in the main office.

Students shall present their ID card when requested by a staff member. Failure to carry and/or produce the card when requested will result in disciplinary action according to the "Failure to follow policy" infraction with resulting consequences for this offense. Misrepresentation or alteration of the information on the card will also result in appropriate consequences according to the high school discipline code.

Student ID cards are required for such functions as (but not limited to):

- Hall passes
- Commons privileges
- Identification upon request
- Library and Internet privileges
- Bus Transportation
- Point of sale in the cafeteria (when available)
- Admission to activities
- Purchasing tickets for school events
- Picking up graduation supplies

ILLNESS DURING SCHOOL HOURS

If you become ill during school hours, the teacher to whom you are assigned will issue a pass slip to the nurse's office or, in her absence, to the main office. If it is necessary for you to go home, a pass slip will be issued by the nurse or the office informing the teacher of the action taken. If you become ill during your time at CTC or on the bus returning from CTC, you must report to the nurse or, in her absence, to the main office. Any student who is dismissed due to illness must sign out in the assistant principal's office before leaving the building. **You may not dismiss yourself from school for reasons of illness.**

IMPACT

IMPACT is a program which recognizes academic achievement, improvement, and perfect attendance each quarter. Through sponsorship of local businesses, IMPACT offers incentives in the form of products and price reductions on goods and services for our students.

IN LOCO PARENTIS

Pennsylvania School Code 24 PS 13-1317

"Every teacher, vice/assistant principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them."

According to this statute, teachers and principals have the same authority over children as their parents or guardians. Students are expected to follow reasonable directives of their teachers and principals in regard to both academics and behavior.

INSURANCE

Accident insurance is available on a voluntary basis for a premium paid by your family. Insurance forms are distributed in homerooms early in the school year.

LAVATORY

Lavatories are available to you during class time only. You are not allowed to use the lavatory during passing time. You must carry your lav pass at all times. When you use the lav, you will have your teacher fill in the date, time, and signature on the pass. When you return, the teacher will record the time on the pass. The card may be used twice during the school day; Career Technology Center students may use the pass only once a day. New lav passes are issued every 25 to 30 days during the school year. If you attempt to use another student's pass or falsify entries on your own pass, you will be disciplined according to the discipline code dealing with school policy or directions. You also will be disciplined for using lavatories during passing time. Replacement passes are issued on a case by case basis.

LIBRARY

With permission of the study hall teacher, you may sign out to go to the library. However, study halls are issued a quota based on the total number of students in study halls at one time. Study hall teachers will issue you a library card to sign your name, date, and time left. Upon entering the library, use the time clock to record your time entered. Work quietly and efficiently. When your work is complete, ask for your card; use the clock to enter the time left and return immediately to study hall so that another student may use the pass. A green research pass may be obtained from a classroom teacher if you need to use the library for course requirements. This pass, when given to a study hall teacher, gives you priority over other students wanting to use the library. If you are not using the library for its intended purpose,

LIBRARY (Continued)

you will be sent back to study hall. Continued library behavior problems will result in long term restriction from the library during regular school hours. Remember, the library is a place for quiet research and study. All students are expected to display appropriate behavior.

LIBRARY SECURITY SYSTEM

Any attempt to bypass the library security system for any reason including "joking around" will be treated as a Level II offense for the first incident and a Level III offense for the second incident.

LOCKERS

Lockers are provided in the halls and in the gym locker rooms for your convenience. They remain school property and simply are on loan to you.

Locks are provided by the school for school lockers and they should be kept locked at all times. Students are not permitted to use other than school supplied locks on school furnished lockers. Lock combinations should be kept secure and not divulged or shared with others. Valuables should not be left in school lockers at any time. The school cannot assume responsibility for items that are missing or taken from lockers. School administrators maintain the right to open and examine any student locker if there is a reason to suspect the presence of illegal, disruptive, or dangerous materials or substances. Students shall be responsible for restitution for any vandalism including but not limited to physical damage, graffiti, etc done to the school locker provided for their use.

LOST AND FOUND

Books, articles of clothing, jewelry, eyeglasses, and other items which are found should be brought to the main office. If you have lost any such item, check with the main office to see if the item has been turned in. The office will retain lost and found items for up to 60 days.

MUHL KICK

The GPA for privileges other than final exam is on a quarterly basis (no failing grades of less than 63% or 1 will be allowed). The behavior requirement also is on a quarterly basis. Early dismissal for seniors is for eighth period and late arrival is for period 1 only. No student is allowed to drop a class to free up these periods. Students in grades 10, 11, and 12 with a 4.0 average will have the option of taking the final exam.

They still will have to take the midterm. In order to be exempt from the final exam, a student has to have an A in all four quarters and an A on the midterm. For a semester course, a student must have an A in both marking periods in order to be exempt. The fourth quarter GPA and discipline record will be used to determine the eligibility privileges at the beginning of the new school year. Students entering the 9th grade will begin the year with no restrictions. Students on restriction for GPA may not go to commons. If a student is removed from the library or commons for discipline reasons, the restriction will last for two cycles for the first offense, 30 school days for 2nd offense. For subsequent offenses the student will be restricted for the remainder of the school year. The student may continue to use the library by special arrangement before and after school. A special 12th grade restriction list will be compiled at the 4 1/2 week mark of the fourth quarter.

MUHL KICK (Continued)

Grade	GPA	Behavior	Privilege
10	3.0	no suspensions	commons/once a day, library
	4.0	no suspensions	no final exam
11	3.0	no suspensions	commons/once a day, library
	4.0	no suspensions	no final exam
12	3.0	no suspensions	commons/twice a day
	3.0	no suspensions	dismissal period 8, late arrival period 1
	4.0	no suspensions	no final exam

Muhl Kick provisions for late entry & early dismissal must be renewed on a quarterly basis.

Under the Muhl-Kick provisions, students have an opportunity to improve their discipline records if they meet the following guidelines:

Attendance:

- 1 -3 Tardies The student attendance record of tardies may be cleared for **disciplinary** purposes if the identified student achieves an on time record for thirty consecutive days.
- 4-10 Tardies Two tardies may be removed for **disciplinary** purposes if the above benchmarks are achieved.
- This is a one time per year exoneration of actions for disciplinary purposes. Students are advised that tardies will be recorded on permanent records and may not be removed from overall **attendance** records.

NATIONAL HONOR SOCIETY

Selection to membership in the National Honor Society is based on scholarship, leadership, service, and character. Membership is bestowed by the faculty council on behalf of the faculty. To be eligible for membership, a candidate must be a junior or senior and have attended Muhlenberg for one semester. Candidates must have a cumulative scholastic average of at least 3.4 (on a 4.0 scale), the cumulative average to include grade nine.

After the first semester, the guidance department will compile and post a list of those eligible. Students wishing to withdraw from consideration should contact their adviser. The adviser will notify all those who are academically eligible.

These students will be asked to provide information regarding service and leadership activities on the Student Activity Information Form which must be returned for further consideration for membership. Review of the information by the council does not guarantee election. For additional input, the council will ask all faculty members to submit comments on the candidacy of scholastically eligible students. The faculty council will use all available information including the guidelines from the national office to evaluate potential members. Actual selection will be by a majority vote of the council. Students selected, along with their parents, will be notified and invited to the induction ceremony by a letter from the principal. The National honor Society is under the sponsorship and supervision of the National Assn. Of Secondary School Principals. According to NASSP legal counsel, no constitutional due process requirements apply in non-selection cases.

PARKING & DRIVING REGULATIONS

All parking anywhere on school property is by registration. Faculty and support staff register in June of each school year; all remaining spaces will be available to students in September. Students register by grade during the first cycle beginning with the senior class. Spaces are assigned on a first come basis. Maps of available parking spaces will be supplied. In order to secure a parking space, a student must provide a valid Pennsylvania license, current owner's card, proof of Pennsylvania insurance, completed registration card, and the \$5 fee for the tag. A parking tag will then be issued. Numbers on the tags correspond to a numbered space on the lot. **The tag must be displayed on the car's rearview mirror at all times.** Replacement tags and duplicate car pool tags are available for \$5. Students parking without a permit will receive one warning. Subsequent violations may result in a disciplinary consequence. **You may lose your parking permit for offenses including careless driving or repeated truancies or tardiness (10 tardies) in accordance with the "Extracurricular Eligibility Policy."** Students may not park in lined spaces or grassy areas in the rear of the building for athletic practices or other activities. Students are not permitted to drive on school district access roads and are required to follow all applicable traffic regulations, traffic patterns, and directions while on school grounds.

Students are also reminded that driving, traffic control and parking on school grounds is only permitted in accordance with M. S. D. policy 7.2A "Traffic, Parking, and General Control of School Grounds and Property" with all related consequences in effect for violators.

PASSES

Pass slips of various kinds are issued to provide a convenient means of communication among staff members who are accountable for your supervision. Tardy passes are issued in the main office to students who are late in coming to school after period one. General passes are issued as permission to a student to go from one assigned area, such as study hall, to another area, such as a classroom to make up work. Library research passes are issued by a subject teacher to students for the specific purpose of doing library research in the teacher's subject. Permanent passes are issued by individual faculty members to students on a semester basis to be used from study hall for such reasons as work with science club, aquatic aide, extra work in shops, etc. Permission of the receiving teacher must be secured before such a pass is issued.

Lavatory passes are issued to each student periodically throughout the school year to be used for permission to use the rest rooms and commons. Except for medical reasons, students may use the lavatory no more than twice during the school day (see Lavatory).

PROMOTION

At the high school level, you need not repeat any course which you have passed. You earn credit for each course passed with the goal of reaching the appropriate number of credits for graduation. A 9th grade student must earn a minimum of 5 credits prior to September 1 of the following school year to be considered a 10th grade student. A 10th grade student must earn a minimum of 10.5 credits prior to September 1 of the following school year to be considered an 11th grader. An 11th grader must earn a minimum of 17 credits prior to September 1 of the following year to be considered a 12th grade student. 23.57 Credits are required to be eligible for graduation.

RIGHT TO PRIVACY

Routine screening and evaluations are used to determine student needs. This information is protected under federal legislation and under state legislation and regulations. Complete information on identifying student needs and student's and parents' rights to privacy are mailed to each family and are available by contacting the main office in the high school.

SOCIETY FOR ACADEMIC ACHIEVEMENT

SAA awards are granted to members of the graduating class on the basis of grades earned for the seven-semester period immediately preceding the last semester of the senior year. Points will be awarded for all those courses which meet five or more periods each week. The minimum requirement is 125 points (145 or more for cum laude inscription) with 4 points for an A, 3.5 points for a B+, and 3 points for a B. No credits are given for physical education, driver training, military science, work study, or educable mentally handicapped courses. School officials, in coordination with the sponsoring organization, may continue present or initiate additional requirements as deemed appropriate and compatible with specific needs of the school curriculum as long as the minimum prerequisites as outlined above are met. Semester grades will be determined by averaging the quarter grades. Final tests and final grades will not be used. Only the top 10 percent will qualify for the awards.

Example:

A & A = A	4 points	A- & A- = A-	3.5 points
A & A- = A-	3.5 points	A- & B = B	3 points
A & B = A-	3.5 points	A- & B- = B	3 points
A & B- = B	3 points	B & B = B	3 points
A & C = B	3 points	Other combinations	0 points

Various school clubs provide funds and operate a school store located in the student commons. It carries a variety of basic stationery supplies, Muhlenberg souvenir items, and certain clothing items bearing the name and mascot of Muhlenberg High School. The activity adviser in charge of the school store will appoint the store manager(s).

STUDENT ASSISTANCE PROGRAM

The school's primary responsibility is to educate students; however, we have learned that if a student uses mind-altering chemicals, is depressed, or feels hopeless, that student cannot learn effectively. This is why the administration and faculty instituted a student assistance program which gives us the unique opportunity to identify and help students who exhibit high risk behavior. It is an intervention and referral program, not a treatment program.

STUDY HALL

Come to study hall prepared to work or read. "No talk" periods are to be observed. Report to your assigned study hall prior to being excused for commons, library, or any other purpose. A certain number of students will be permitted to go to commons or the library from study hall. Students will sign their names on the appropriate sign-out sheets. An incomplete (I) grade on your report card will restrict you to study hall the following quarter, if not made up within 2 cycles of the quarter end date. If you are being removed by a teacher from a study hall on a long-term basis, you must have a pass from the teacher with an explanation as to where you will be reassigned. This pass must be approved by the main office before being presented to the study hall teacher for removal from that study hall. If a subject teacher judges that you are not working up to your potential, that teacher may inform your study hall teacher(s) that you are to be restricted to study hall until further notice.

TELEPHONE

The counter phone in the main office is for emergency use only. Outdoor phones are for use before or after school. According to PA School Code cell phones are not permitted in school.

TEXTBOOKS

Textbooks are supplied by the school district using funds received from taxes. Every text issued is numbered and bears the stamp of the school. They are loaned to you for your use. It is your responsibility to use them properly and to care for them so that, upon their return at the end of the course, only fair wear will have occurred. Textbooks are costly. If there is unwarranted damage or defacement of a textbook issued to you, you may be assessed a fine to cover the cost of rectifying the damage or defacement. If you lose a book, you will be required to reimburse the district on a pro rata basis at the rate of 20 percent of the current replacement cost for each remaining year of useful value with a minimum charge of 40 percent of the replacement value. A textbook has an average useful period of five years. If you withdraw from a given class or from school for any reason, you are personally responsible for returning all books issued to you.

VIDEO/AUDIO MONITORING

NON-INSTRUCTIONAL: 6.0

Policy 6.5

Video and Audio Recordings

The Muhlenberg School Board recognizes that the rules and regulations of the district apply to students, employees, and chaperones during the time spent in transit while occupying a school bus to and from school and while participating in school-related activities.

The district may place video cameras and/or audio recording devices on school property and/or on vehicles used for transporting students, employees, and chaperones involved in school-related activities.

I. Guidelines

- A. The district may place video cameras and/or audio recording devices on school and for school-related activities.
- B. All video and audio recordings created are the property of the school district and may be used as the district deems appropriate.
 1. The video cameras or audio recording devices may or may not be monitored.
 2. The images or sounds recorded by these devices may be used by school officials to determine unlawful conduct or conduct that is contrary to the rules and regulations of the district on school property and/or on vehicles used for the transportation of students, employees, chaperones, or other members of the general public for school or school-related activities.
 3. The images or sounds recorded by these devices may be used by school officials to establish the identity or identities of particular students, employees, chaperones, or members of the general public involved in unlawful conduct or conduct that is contrary to the rules and regulations of the district.

VIDEO/AUDIO Monitoring (Continued)

4. The images or sounds recorded by these devices may be used by school officials as evidence at any disciplinary proceedings conducted by the school district.
 5. The images or sounds recorded by these devices may be provided to appropriate law enforcement agencies at the discretion of the Superintendent.
- C. Students, parents, employees, chaperones, and other members of the general public may obtain a copy of the video and/or audio recordings through the legal process.
- II. Procedures
- A. Public Notice
1. Students, parents, employees, chaperones, and members of the general public will be notified that the district monitors conduct through the use of recording devices.
 2. Notification will be accomplished through various means:
 - a. Posted on school property and on transportation vehicles.
 - b. Included in school handbooks.
 - c. Distributed through district newsletters.
- B. Expectation of Privacy
1. Notification is provided so that individuals do not have a false expectation of privacy while on school property or vehicles, or while participating in school-related activities.
 2. Notices will not identify the location of recording devices.
 3. Recording equipment will not be placed in locker rooms or rest rooms unless there is a specific need for surveillance in those areas. If a need arises for the use of recording equipment in these areas, the Superintendent will review the specific need and develop appropriate controls concerning access to the recorded images.

VISITORS

Visitors are distracting to the educational process. Therefore, your cooperation in showing your visitors our building and its facilities outside of school hours is appreciated. Recognizing there are certain situations in which visitors should be permitted, arrangements should be made with the principal/assistant before the visitor arrives so that a proper pass can be issued and the visitor welcomed to Muhlenberg High School. Normally such permission to have visitors will be restricted to one-half day.

CAREER & TECHNOLOGY CENTER

The Reading-Muhlenberg Career & Technology Center offers a wide variety of courses designed to broaden and enrich the high school curriculum. Most are planned to prepare students for entry into a skilled job upon graduation. Detailed course descriptions can be obtained from your guidance counselor and the guidance office at the CTC.

WITHDRAWING FROM SCHOOL

If you plan to withdraw from Muhlenberg High School for any reason, you should initiate the process with your guidance counselor.

WORKING PAPERS

Under law, restrictions are placed on the times and places you may work:

1. No children under 14 years may be employed
2. No children between 14 and 18 years may be employed when schools are in session unless they secure a Vacation Employment Certificate. This permits after-school or Saturday work only.
3. No person who is under 16 years may work in a manufacturing plant.

If you need a *Vacation Employment Certificate*, apply in the main office:

1. Secure a "promise of employment" from the main office Monday through Friday, 8 a.m. to 4 p.m. Parent/guardian must come to the office to sign it.
2. Have the "promise of employment" filled out by employer.
3. Take "promise of employment" along when you go to your family physician for a physical examination.
4. Return "promise of employment" to the issuing office.
5. The *Vacation Employment Certificate* will be mailed to your employer.
6. When employment ceases, this certificate must be returned to the issuing office by the employer.
7. If you secure another job, get a "promise of employment" and contact the issuing office about which of the steps must be followed.
8. Transferable Vacation Employment Certificates may be issued to students 16 or older. These certificates can be taken by the student from one employer to another without need to apply again.
9. *General Employment Certificates* are issued in the high school office to students who leave school without graduating.

PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, notice is hereby given by the Muhlenberg School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying disabled students who may be in need of special education and related services (eligible students). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive development disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Mentally gifted
6. Mental retardation
7. Multi-handicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to building principals or Dr. Vlacía Z. Campbell, Supervisor of Special Education.

In compliance with state and federal law, the Muhlenberg School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, 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 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.

In compliance with state law, the Muhlenberg School District provides services designed to meet the unique needs of gifted students. The Muhlenberg School District identifies "gifted" students on a case by case basis based on state law and District policy. Such students may possess superior IQ scores or meet multiple criteria indicating gifted ability. If your child is suspected to be in need of such services, you will be notified of evaluation procedures. If you believe your school age child may qualify for gifted education services, you may contact the District at any time to request

**PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS
(Continued)**

a determination of eligibility. Please note that entitlement to gifted services includes only those rights provided for by Pennsylvania law.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing the person listed above or any building principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

STUDENT: 3.0

POLICY: 3.10

NONDISCRIMINATION ON BASIS OF HANDICAP

Qualified handicapped students should be in the mainstream of life in a school community.

The Muhlenberg School Board will adhere to the provisions of Section 504 of the United States Rehabilitation Act of 1973 dealing with handicapped individuals and those provisions as amplified by lawful regulations promulgated by appropriate state agencies and by the United States Department of Health, Education and Welfare (HEW) as Part 84, Title 45, U. S. Code, May 4, 1977, as amended.

Policy: 3.10
Adopted: 12/15/82
Amended:

NONDISCRIMINATION ON BASIS OF HANDICAP

I. General

The provisions of Section 504 of the United States Rehabilitation Act of 1973 apply to all school districts receiving federal funds. These provisions, as amplified by regulations promulgated by the United States Department of Health, Education and Welfare (HEW) and reaffirmed by Muhlenberg School District policy, generally:

- A. Prohibit discrimination against qualified handicapped students in all aspects of school life solely on the basis of handicap;
- B. Require that facilities, programs, and activities of a school district be reasonably accessible, usable and open to qualified handicapped students;
- C. Require that a free appropriate public education at the elementary and secondary levels is provided each qualified handicapped person, including non-academic and extracurricular services and activities;
- D. Prohibit exclusion of any qualified handicapped person solely on the basis of handicap from participation in any educational or vocational program or activity offered by the school district itself or in cooperation with other agencies;
- E. Require that each qualified handicapped student be provided the same health, welfare, or other social services as the school district provides other students.

In addition, the Muhlenberg School District reaffirms the general view that discrimination against qualified handicapped students solely on the basis of handicap is unfair and that to the extent reasonably possible, qualified handicapped students should be in the mainstream of life in the school community.

II. Definitions

For purposes of interpreting this policy and procedures, the following definitions are summarized:

- A. "Handicap" is a physical or mental impairment that substantially limits one or more major life activities of a student. Any student who actually has such an impairment, or had a record of such impairment, or had a record of such impairment, or is regarded as having such an impairment is a student with a "handicap" under this policy.

NONDISCRIMINATION ON BASIS OF HANDICAP (Continued)

- B. "Qualified Handicapped Student" is a student with a handicap who, with respect to public preschool, elementary school, secondary school, or adult educational services, is of an age during which non-handicapped students are provided such services; or is of any age during which it is mandatory under state law to provide such services to handicapped students, or to whom the Commonwealth is required to provide a free appropriate public education under Section 612 of the United States Education for All Handicapped Children Act of 1975 (20 U. S. Code 1401); or with respect to vocational educational services, meets the academic and technical standards requisite to admission or participation in the program or activity; and with respect to all other services, meets the essential eligibility requirements for the receipt of such services.
 - C. "Free Appropriate Public Education" is an educational program or activity operated by the school district that is designed to meet individual educational needs of qualified handicapped persons as adequately as the needs of non-handicapped persons are met by the school district and is conducted in the regular school environment as programs and activities for non-handicapped students are, unless the education of the qualified handicapped student in the regular school environment with the use of supplementary aids and services cannot be achieved satisfactorily, includes provisions for testing and evaluation of qualified handicapped persons under credible standards and procedures that accurately reflect aptitude of achievement level, and operates in conjunction with a system of procedural safeguards to ensure proper placement of each qualified handicapped person.
- III. Facilities
- A. No qualified handicapped student shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination in any school district program on the basis that school district facilities are inaccessible to or usable by handicapped persons, unless such facilities are already constructed or installed at the time of adoption of this policy and procedures.
 - B. As to existing facilities, the school district shall conduct its programs or activities so that, when viewed in their entirety, they are readily accessible to handicapped persons. While the school district is not required to make every facility accessible to handicapped students, careful planning should be done so that handicapped students may participate in all programs or activities. Otherwise the District shall arrange for the qualified handicapped student to participate in a school program of a neighboring school district with more accessible facilities. The District will bear the responsibility of tuition and transportation for the qualified handicapped student.

NONDISCRIMINATION ON BASIS OF HANDICAP (continued)

IV. Educational Program

- A. The School District shall work with the Berks County Intermediate Unit and its outreach program that attempts to identify and locate every qualified handicapped person of school age residing within the School District who is not receiving a public education; the District will notify such persons or their parents of the right to a free appropriate education.
- B. The School District shall provide a free appropriate public education to each qualified handicapped person residing in the school district, including free transportation as required by law.
- C. The School District, under the direction of the Assistant Superintendent or the designee of the Superintendent, shall formulate evaluation procedures for the best placement of handicapped persons in educational programs. To the maximum extent possible, such placement shall be in the regular educational environment. Such procedures also shall require periodic re-evaluations and a process for appeal by which a handicapped student or his or her parents can have the placement to which they object reviewed by the Superintendent.
- D. All non-academic and co-curricular services and activities shall be made available to handicapped students, including but not limited to counseling, physical education, health services, clubs, and recreation. Non-academic and co-curricular services shall be offered to handicapped students on an equal opportunity basis with other students.

V. Health, Welfare, and Social Services

Any programs of health, welfare, and social services for students offered by the School District shall be provided to qualified handicapped students on a discriminatory basis and take into account the special needs of such students.

VI. Grievance Procedure

Any person who has a concern about discrimination against a student presently in a Muhlenberg School District educational program should proceed as follows:

- A. Submit the concern to the building principal in writing.
- B. Upon receipt of the written concern, the building principal shall arrange a conference with the person expressing the concern within 15 calendar days. The principal shall inform the Equal Rights and Opportunities Director of the scheduled conference.
- C. If the concern is resolved at step B, the principal shall prepare a written report and forward same to the person filing the concern with a copy to The Equal Rights and Opportunities Director.
- D. If the concern is not resolved at step B, the principal shall refer the concern immediately to the Equal Rights and Opportunities Director, who shall investigate the concern and attempt to resolve the issue within 15 calendar days.

NONDISCRIMINATION ON BASIS OF HANDICAP (continued)

- E. If the concern is not resolved at step D, the written concern shall be submitted within 15 calendar days to a committee of Board of Education representatives, the Equal Rights and Opportunities Director, and the Superintendent. The committee shall respond within 15 calendar days.
- F. If the matter is not resolved by the committee, the concerned person shall refer the written concern to the Board of School Directors. The Board shall respond within 30 calendar days.
- G. Only the Muhlenberg School Board may resolve issues which require substantial capital improvements or alterations.

VII. Administrator of the Handicap Policy

The Assistant Superintendent shall be designated as the Equal Rights and Opportunities Director, who shall be responsible for the administration of this policy within the regular administrative structure of the School District.

The responsibilities of the Equal Rights and Opportunities Director shall include preparation of assurances of compliance, development of all plans and reports required under this policy, and administration of the grievance procedure established under this policy.

VIII. A copy of the Rehabilitation Act of 1973 and all other pertinent information shall be retained on file in the Office of the Assistant Superintendent for review by any interested persons.

Administrative Procedures: 3.10
Approved: 12/15/82
Amended:

STUDENT: 3.0

POLICY: 3.19

PROHIBITING SEX DISCRIMINATION IN EDUCATION

The Muhlenberg School Board believes that school programs shall be free of sex discrimination.

The Superintendent of Schools is responsible for insuring that no sex discrimination be present in any operation, procedure, or practice of the School District.

Policy: 3.19
Adopted: 2/16/83
Amended:

PROHIBITING SEX DISCRIMINATION IN EDUCATION

Title IX of the Education Amendments of 1972 prohibits sex discrimination in Federally assisted education programs. Specifically, Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to, discrimination under any education program or activity receiving federal financial assistance.”

Muhlenberg School District

I. Admission Procedure – No person is denied admission to Muhlenberg Schools on the basis of sex.

II. Specific Prohibitions

- A. There will be no rule concerning the actual or potential parental, family, or marital status of a student which treats persons differently on the basis of sex.
- B. There will be no discrimination or exclusionary action toward any person on the basis of pregnancy, childbirth, termination of pregnancy, or recovery from the above mentioned.
- C. No person on the basis of sex, will be excluded from participation in, denied the benefits of, or subjected to discrimination under any academic, extra-curricular, research, occupational training or other education program or activity operated by Muhlenberg Schools.

III. Coordinator of Title IX compliance activities

The Assistant Superintendent of Schools is designated as the person responsible to coordinate Muhlenberg School District’s compliance efforts and to carry out the responsibilities for Title IX. This person shall be available for concerns and grievances about issues relative to Title IX.

IV. Grievance Procedure

Any person who has a concern about discrimination against a student on The basis of sex in the Muhlenberg School District should proceed as follows:

- A. Submit the concern or concerns, in writing, to the building principal.
- B. Upon receipt of this document, the building principal will arrange a conference with the person expressing the concern within 10 working days. The principal will also alert the Assistant Superintendent of Schools of the scheduled conference.
- C. If the concern is resolved at step B, a written report should be prepared and forwarded to the person filing the concern with copies to the Assistant Superintendent of Schools. If this conference does not mutually satisfy all parties, the principal should refer the concern immediately to the Assistant Superintendent of Schools.

PROHIBITING SEX DISCRIMINATION IN EDUCATION (Continued)

- D. Upon receipt of the report from the principal, the Assistant Superintendent of Schools will schedule a conference within 10 working days to include:
 - a. the complainant(s)
 - b. the principal.

- E. If the concern is resolved at step D, a written report should be prepared by the Assistant Superintendent of Schools and forwarded to all parties listed and the superintendent or his/her designee. If this conference does not mutually satisfy all parties, the matter will be referred by the Assistant Superintendent of Schools directly to the Superintendent for disposition within 10 working days.

- F. If the matter is not resolved at the Superintendent's level, the case will be referred by the Superintendent to the Muhlenberg School Board.

Administrative Procedures: 3.19
Approved: 2/16/83
Amended:

STUDENTS: 3.0

POLICY: 3.35

UNLAWFUL HARASSMENT, BULLYING, CYBERBULLYING, AND INTIMIDATION

The Muhlenberg School Board seeks to establish and maintain an educational climate and working environment free from harassment, bullying, cyberbullying, and intimidation. Harassment, bullying, cyberbullying, and intimidation are hereby prohibited in all school settings. It shall be a violation of this policy for any student to harass, bully, cyberbully, or intimidate another student or a staff member. Any student who engages in activity which constitutes harassment, bullying, or intimidation as defined in this policy shall be subject to disciplinary action up to and including expulsion.

The Board encourages students who have been harassed, bullied, or intimidated to promptly report such incidents to the designated employees through the established procedures.

The Board directs that complaints of harassment, bullying, cyberbullying, and intimidation shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges or harassment.

The Superintendent shall be responsible for developing appropriate rules and/or regulations for reporting and administering this policy according to the established guidelines. The established guidelines are those adopted by the Pennsylvania Human Relations Commission.

The Board encourages use of research-based prevention, intervention and education programs.

Policy: 3.35
Adopted: 7/19/95
Amended: 3/9/05
Amended: 12/10/08

UNLAWFUL HARASSMENT, BULLYING, CYBERBULLYING, AND INTIMIDATION

I. Definition

- A. Quid Pro Quo Harassment, Bullying, Cyberbullying, and Intimidation. A school employee, independent contractor, vendor, or other third party who may be involved in school-related activities, who explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo harassment, bullying, and intimidation are equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.
- B. Hostile Environment Harassment, Bullying, Cyberbullying, and Intimidation includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, non-verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, national origin, age or handicap/disability that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create an intimidating, hostile or abusive educational environment.
- C. "Bullying" shall mean an intentional electronic, written, verbal or physical act, or a series of acts:
 - 1. Directed at another student or students;
 - 2. Which occurs in a school setting;
 - 3. That is severe, persistent or pervasive; and
 - 4. That has the effect of doing any of the following:
 - a. Substantially interfering with a student's education;
 - b. Creating a threatening environment; or
 - c. Substantially disrupting the orderly operation of the school; and "school setting".
- D. Sexually Hostile Environment. Examples of factors that may contribute to a sexually hostile environment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, sexually-oriented photographs, drawings or cartoons, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.
- E. School Setting. The term "school setting" would be defined as "in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school."

II. Notification

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment, bullying, and intimidation of students and employees will not be tolerated, by means of:

1. Publication and dissemination of handbooks.
2. Presentation at an assembly.
3. District website.
4. Distribution of a copy of this policy to every classroom.

III. Guidelines

- A. The district shall provide training for students and staff concerning all aspects of unlawful harassment, bullying, and intimidation.
- B. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment, bullying, and intimidation.
- C. Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment, bullying, and intimidation.
- D. Students shall be informed that they may choose to report harassment, bullying, cyberbullying, and intimidation complaints to:
 1. Building principals
 2. Teachers
 3. Counselors
 4. Nurses
 5. Administrators
- E. Any employee, independent contractor, or vendor who receives harassment, bullying, and intimidation complaints from a student or who observes or becomes aware of conduct which such person reasonably believes may constitute harassment, bullying, cyberbullying, and intimidation, shall report such to the building principal or designee.
- F. If the building principal/designee is the subject of the complaint, the student, employee, independent contractor, or vendor shall report the complaint directly to the Superintendent or designated administrator.
- G. The Superintendent shall develop procedures through which incidents of harassment, bullying, cyberbullying, and intimidation shall be reported. These guidelines are included as Attachment A.
- H. When a student believes that s/he is being harassed, bullied, and intimidated, the student is encouraged to immediately inform the perpetrator that his/her behavior is unwelcome, offensive or inappropriate, unless circumstances are such that the student is uncomfortable or apprehensive about so informing the perpetrator. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedures.

Administrative Procedures regarding Unlawful Harassment, Bullying, Cyberbullying,
and Intimidation 3.35C

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- I. Filing of a complaint or otherwise reporting harassment, bullying, and intimidation will not reflect upon the individual's status or that of other parties involved in the investigation and complaint procedure, nor will it affect future grades or assignments.

IV Discipline

- A. A substantiated charge against a district student shall subject such student to appropriate disciplinary action up to and including expulsion, consistent with the student discipline code and may include educational activities and/or counseling services related to unlawful harassment, bullying, cyberbullying, and intimidation.
- B. If it is concluded that a student has made false accusations, such student shall be subject to appropriate disciplinary action consistent with the student discipline code.
- C. Any disciplinary action shall be subject to limitations of the school code, other applicable law, and any applicable collective bargaining agreement.

V. Appeal Procedure

- A. If the complainant or accused is not satisfied with the principal's decision, s/he may file a written appeal to the Superintendent.
- B. The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

VI. Policy Review

This policy shall be reviewed every three years and a copy will be provided annually to the Pennsylvania Department of Education as required for the annual school safety report.

Administrative Procedures: 3.35

Adopted: 7/19/95

Amended: 3/9/05

Amended: 12/10/08

ATTACHMENT A

ADMINISTRATIVE GUIDELINES: HARASSMENT COMPLAINT PROCEDURE –
STUDENTS

The Muhlenberg School District has developed the following system to address, investigate, and resolve complaints involving harassment, bullying, cyberbullying, and intimidation. The following complaint procedure has been designed to address any cases of student-to-student and student-to-employee harassment, bullying, and intimidation. If a district employee is involved as the accused individual in an employee-to-student harassment, bullying, cyberbullying, or intimidation complaint, then the investigation guidelines at Step 2 in Personnel Policy #4.28, Harassment, Bullying, and Intimidation shall apply.

I. Complaint Procedure

- A. Building principal, teachers, counselors, nurses, and administrators shall be designated to receive harassment complaints from students in that building. Students may also lodge harassment, bullying, and intimidation complaints with other appropriate individuals in the district including teachers, nurses, or other administrators. If the complaint involves someone in the student's direct line of supervision, then the student should inform another member of the school district staff of the complaint. All complaints so lodged shall be promptly and thoroughly investigated.
- B. Complaints involving student-to-student harassment, bullying, and intimidation which are lodged at the building level may be resolved informally. If an informal resolution satisfactory to the complainant and/or complainant's parent(s) is reached, no further investigation or action by the district is required. If the problem cannot be informally resolved, it should be referred to the building principal who will notify the Superintendent/designee and an investigation as set forth below will be initiated. In any event, such informal process is not mandatory in the first place and shall not be a prerequisite to proceeding formally.
- C. All other complaints (involving district staff and students) shall be referred to the Superintendent/designee who shall immediately initiate an investigation which shall include, but not be limited to the following:
 - 1. Interview of complainant and review of a written description of the incident completed by the complainant. The complainant should be given an opportunity to present evidence in his/her own behalf.
 - 2. Interview of accused and review of a written description of the incident completed by the accused. The accused should be given an opportunity to present evidence in his/her own behalf.
 - 3. Interview of any other persons with personal knowledge of the allegations of the complaint
- D. The process of investigation and disposition should be completed within a reasonable amount of time which shall be presumed no more than ninety (90) calendar days from the date of lodging of a complaint, subject to extension upon reasonable justification.
- E. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

II. Disposition of Complaint

- A. In all cases investigated by the Superintendent/designee, the results of the investigation shall be reported in writing to the building principal, the complainant, the accused, and the staff member to whom the complaint was initially made.
- B. If the Superintendent/designee concludes that unlawful harassment has occurred, the Superintendent and/or building principal or supervisor shall determine appropriate remediation and/or discipline. Any disciplinary action shall be subject to limitations of the School Code, State Board Regulations and other applicable law, and any applicable collective bargaining agreement. When the investigation results in a substantiated charge, the district shall take prompt corrective action to ensure the harassment, bullying, and intimidation ceases and will not recur.
- C. If the Superintendent/designee concludes that no unlawful harassment has occurred, the building principal shall be so notified. Under no circumstances shall any record of complaint which is found to be without basis be placed in the accuser's record or released to any person other than the accused, the complainant, the Superintendent, the building principal, and the staff member to whom the complaint was originally made, without consent of the accused, except by order of court.
- D. If the investigation is inconclusive, the Superintendent/designee shall so state in his/her report. The Superintendent and/or the building principal may, in his or her discretion, require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation. Under no circumstances shall an accused or a complainant be disciplined based upon inconclusive investigation.
- E. If the Superintendent/designee concludes that the accused is not guilty of unlawful harassment, bullying, and intimidation and that the complaint was lodged in bad faith, then the Superintendent and/or the building principal or supervisor may impose appropriate discipline on the complainant subject to limitations of law.
- F. None of the school's staff, including employees, independent contractors, vendors, or other parties involved in school-related activities, shall retaliate or otherwise engage in any form of reprisal against the complainant or against other parties involved in the investigation or complaint procedure because of the complaint or related process. If the Superintendent/ designee conclude that the accused retaliated against the complainant in any way because of the complaint, then the Superintendent and/or the building principal may impose appropriate discipline on the accused or others who are found to have engaged in such reprisal, subject to limitations of law.

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Kevin J. Vanino, *assistant principal*
Kerry A. Ciatto, *athletic director*

HIGH SCHOOL OFFICE STAFF

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Carol A. Santo Domingo, *secretary to principals*
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Robin I. Bauer, *guidance secretary*
Phyllis E. Young, *secretary/substitute/guidance*
Lori L. Steiner, *secretary to athletic director*
Denise R. Zielinski, *secretary to career education counselor*

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Dr. Vlacia Z. Campbell, *assistant superintendent*
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Daniel R. Houck, *technology coordinator*
Greg Schneider, *buildings, grounds, transportation coordinator*
Anthony Brochu, *food services coordinator*

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Kachina L. Martin

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Jennifer A. Maryniak
Michael Kaminskis

Business Education

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Beth H. Burnham

Driver Education

Kenneth Romberger

English

Mark Frymoyer
Amanda Kusant
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Lisa M. Straub
Stacia E. Richmond

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Virginia Hanley

Foreign Language

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Gifted Ed Specialist

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Timothy J. Potopa

Health/Phys Ed

Todd Eisenhofer
Julie A. McCarthy
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Faye M. Heckman
Diana McKittrick

Home School Visitor/SAP

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Mathematics

Deborah Blanchard
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Elizabeth D. Slater
Charles Stricker
Justin Vallone

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Nurse

Sherri Mathews

Reading Specialist

Susan Bristel

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