



**Muhlenberg
Middle
School**

**2010-2011
STUDENT HANDBOOK**

Muhlenberg Middle School
801 Bellevue Ave.
Laureldale, Pa, 19605

Phone: 610-921-8034

Homework Hotline: 610-921-8034 (x5)

Web Address: www.muhsdk12.pa.us

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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MUHLENBERG MIDDLE SCHOOL EXPECTATIONS

BE RESPONSIBLE

- bring all required materials to class
- complete all work on time

RESPECT YOURSELF

- dress appropriately for a learning environment
- take pride in yourself and your accomplishments
- always do your best

RESPECT OTHERS

- keep hands, feet and objects to yourself
- be courteous, polite, and respectful to everyone, eliminate put downs

RESPECT PROPERTY

- help in all ways to keep your school and materials in excellent condition
- ask permission to use the property of others

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BELL SCHEDULE

7TH GRADE

Period 1	7:45 - 8:25
Period 2	8:28 - 9:08
Period 3	9:11 - 9:51
Period 4	9:54 - 10:34
Period 5	10:37 - 11:17
LUNCH	11:20 - 11:50
Period 6	11:53 - 12:33
Period 7	12:36 - 1:16
Period 8	1:19 - 2:00
Period 9	2:05 - 2:45 Enrichment/Homeroom

8TH GRADE

Period 1	7:45 - 8:25
Period 2	8:28 - 9:08
Period 3	9:11 - 9:51
Period 4	9:54 - 10:34
Period 5	10:37 - 11:17
Period 6	11:20 - 12:00
LUNCH	12:03 - 12:33
Period 7	12:36 - 1:16
Period 8	1:19 - 2:00
Period 9	2:05 - 2:45 Enrichment/Homeroom

9TH GRADE

Period 1	7:45 - 8:25
Period 2	8:28 - 9:08
Period 3	9:11 - 9:51
Period 4	9:54 - 10:34
Period 5	10:37 - 11:17
Period 6	11:20 - 12:00
Period 7	12:03 - 12:43
LUNCH	12:46 - 1:16
Period 8	1:19 - 2:00
Period 9	2:05 - 2:45 Enrichment/Homeroom

*Be sure to notice that students have **3** minutes to pass classes between periods.

In Loco Parentis

PA 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 over the 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.”

Dress and Grooming

Muhlenberg School District wishes to provide a learning atmosphere that is safe and free from distractions to the educational process. The primary responsibility for appropriate dress and grooming lies with the judgment of the parent and individual student. Students are required to dress and groom themselves in a manner which meets standards of safety and health, and which does not cause disruption to the educational process.

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.
- F. A faculty sponsor may set the standards of dress and grooming for students participating in school sponsored activities.
- G. Students may be required to change clothing or cover clothing if attire is unacceptable.

II. Specific Guidelines

- A. The following attire are not appropriate for school:
 - 1. Bare backs, bare midribs, 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, jean/tight fitting skirts must have shorts or leggings. Outfit must appropriate for sitting.
 - 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, bedroom slippers.
 - 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, 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. No flip flops, shower shoes, bedroom slippers or high heel shoes.

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.
- 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. 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.

School Bus

Students whom the school district has identified as a bus student must ride the bus home from school unless the school has written notification from the parents stating otherwise or if the students are attending after school sponsored functions. Riders must conduct themselves in a quiet, orderly manner to and from school. The bus driver is legally responsible for their safe transportation, and they must obey him or her. If students misbehave, the driver will use a bus conduct form to report them to the assistant principal. Bus privileges will be suspended or revoked for not observing the driver's rules. Behaviors that constitute immediate action include:

- Fighting
- Swearing
- Using Drugs/Alcohol or Possession of a Weapon

Bus offenses:

- 1st - warning (except in the event of a serious incident)
- 2nd - one-day bus suspension (except in the event of a serious incident)
- 3rd - one-week bus suspension (except in the event of a serious incident)
- 4th - bus suspension for not less than one week and not to exceed one year
- * In the case of fighting, immediate bus suspension will occur plus school suspension or possible police arrest.
- * Smoking, alcohol, and drug offenses will be handled according to school policy and could lead to an extended bus suspension.
- * Students must ride their assigned bus. Special requests must be made two weeks in advance to the Principal.

Transportation Video/Audio Monitoring

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, 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.

Video/Audio Monitoring

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 property and/or on vehicles used for transportation to and from 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.
 4. The images or sounds recorded by these devices may be used by school officials as evidence at any disciplinary proceeding 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.

Carrying objects onto bus

State guidelines prevent you from bringing any objects on the bus unless they can be held on your lap safely. Large band instruments (bass clarinet, French horn, drums, trombone, any baritone horn, bells), and certain projects are not allowed on the bus. If you're going to bring large instruments, projects or pets to school, your parent or guardian must be responsible for your transportation.

Lockers must be locked at all times

Lockers are the property of the school district and can be searched at any time. School administrators have the right to open and examine any locker if they feel there is reason to suspect the presence of stolen, illegal, disruptive, or dangerous materials or substances. **Anything found in a student's locker is considered that student's property. Do not share your combination. If you suspect someone has your combination, a new lock may be requested.**

Passes

No student may leave a classroom without a signed planner or a pass.

Cafeteria

Follow your SLC guidelines for placement of your books during your assigned lunch period.

- ❖ **Students who engage in the throwing of food or other objects in the cafeteria will be subject to out of school suspension and referral to the police.**

**** You are not permitted to chew gum on school property ****

Library

All students are encouraged to use the library for reading, research, and study throughout the school day. Hours are 7:30-3:15 daily and Thursday evenings until 6:00 (October thru April).

- ❖ Library materials may be signed out for two cycles, except encyclopedias which may only be taken out overnight.
- ❖ The fine for overdue books is 5 cents for each school day.
- ❖ Students who continuously have overdue books and library fines may lose the privilege of borrowing books.
- ❖ Students who have outstanding library obligations may not be able to attend clubs, assemblies and field trips.
- ❖ Internet use in the library must follow the district's policy on acceptable Internet use.
- ❖ Printing, scanning, or photocopying is allowed with permission from a teacher.
- ❖ After using library materials, return them to the correct place.

Fire drills/Lockdown drills

Fire drills will be held regularly during the school year. Cards are posted in each room telling you which exit to use if you are in that room for a fire drill. It is mandatory that you move quickly, carefully, and quietly. Lock down drills are also important tools in maintaining school safety and will be conducted throughout the year. Maintaining silence and composure in order to hear instructions are vital components of a lockdown drill and must be observed at all times.

STUDENTS TALKING OR FOOLING AROUND DURING A FIRE DRILL OR LOCKDOWN DRILL WILL BE SUBJECT TO ISS/OSS. SAFETY DRILLS ARE FOR THE PROTECTION OF ALL STUDENTS AND STAFF. HORSEPLAY AND OTHER DISRUPTIVE BEHAVIORS ARE VIOLATIONS OF THE DISTRICT'S POLICY FOR SAFETY AND WELL BEING.

Grading system

<u>Letter grade equivalent</u>	<u>Percentage</u>	<u>Grade point average</u>
A+	97% - 100%	4.0
A	93% - 96%	4.0
A-	90% - 92%	3.75
B+	87% - 89%	3.5
B	83% - 86%	3.0
B-	80% - 82%	2.75
C+	77% - 79%	2.5
C	73% - 76%	2.0
C-	70% - 72%	1.75
D+	67% - 69%	1.5
D	63% - 66%	1.0
F	0% - 62%	0.0

I-Incomplete

This is a temporary grade, which will be changed when the work has been made up. If work is not completed within two weeks, the most current grade will be issued with zeros for incomplete items.

High honors

A student who earns a grade point average of 3.70 or better and no grade lower than a 70% for an individual marking period will be identified as receiving high honors for that quarter.

Honors

A student who earns a grade point average of 3.40 to 3.69 and no grade lower than a 70% for an individual marking period will be identified as receiving honors for that quarter.

Retention

Students in grades 7, 8 and 9 may be retained if they fail two or more major subjects or one major subject and two or more minor subjects. Minor subjects have a value based on the number of class hours/year with a total course value equivalent to one major subject. Students may also be recommended for summer remediation at the discretion of staff members.

Homework

Homework is considered to be extremely important. All students are expected to turn in assignments on the due date. Those students who do not complete assignments may be assigned detention time to catch up on missed assignments or demerits as per school policy. In extreme cases a mandatory study period may be assigned to help students to successfully complete their assignments. Parents and students can call the Homework Hotline (as outlined in the parent handbook), at 610-921-8034 extension 5.

Homework club

The purpose of the Homework Club is to aid students who have difficulty completing assignments. It is not considered a punishment, rather a place for you to get individual help so you will develop good study habits and organizational skills.

Make-up work

When you have been absent from school, you must make up all homework and class work. It is your responsibility to contact the teacher for scheduling make-up work. The length of time to make-up assignments is up to teacher discretion. When you have been absent for more than two school days, please call the main office to request work. Please allow 24 hours for the assignment list to be compiled. Parents can also call the Homework Hotline (as outlined in the parent handbook) (610) 921-8034 extension 5.

Care of textbooks and planner

Students are responsible for the texts and student planner assigned to them during the school year. Students will be charged for the damaged, lost, or stolen planner or texts that have been assigned for their use. All textbooks should be covered throughout the entire year. **Student planners are the property of the school (replacement fee \$5.00). Planners may be checked and collected by teachers.** Delinquent fees for damaged school property such as books, locks or athletic equipment will be charged to a student's account.

Attendance

Upon returning to school, you must bring a completed excuse blank to your homeroom teacher. If absent three days because of illness, a doctor's excuse must be presented upon return. **The excuse blank is to be completed by your parent. It is to be returned within three days of your return to school.**

Unlawful absences

After three unlawful absences, the school authorities are required by law to notify your parent of such unlawful absences and to prosecute your parent or guardian. This usually results in payment of a fine and the costs of prosecution. The State Department of Public Instruction has ruled personal illness, quarantine, death in the family, and exceptional urgent reasons as legally excused absences. Generally all other excuses will be classified unlawful. Unlawful absences could result in zeros for missed work.

Tardiness

Students not in class on time will be considered tardy. Oversleeping, doing errands before school, missing the bus, etc., do not constitute satisfactory reasons for being tardy. Students arriving after the designated starting time should report directly to the main office where a record will be kept of all tardy dates.

After a student receives three planner or office tardies, he/she will receive after school detention to make up for lost instructional time: 1st Offense = 1 hour; 2nd Offense = 2 hours; 3rd Offense = 3 hours. Detentions can be held until 7:00 pm.

In the event that a student continues to be tardy the punishment will be doubled. 6 teacher write-ups = 2 one hour detentions; 9 teacher write-ups = 4 one hour detentions. Excessive tardiness can also result in ISS time or Saturday detention held at the Muhlenberg Middle School.

Truancy

Truancy is unexcused absence from compulsory school attendance. Truancy includes non-attendance of part or all of homeroom, core academic classes, study hall or other school assignments without permission. Unlawful absences will result in zeros for missed work and tests and a citation from the District Magistrate. **Students and parents will be subject to fines up to \$300.00. (Act 29, 11/17/95) and a suspension of the students ability to apply for a driving permit.**

Special early dismissal

If you are to be dismissed from school before the regular time for special or urgent reasons, a written request for such early dismissal is needed. The written request should be presented in the main office first thing in the morning on the day of the request. You must have a pass slip from the office before a teacher will excuse you from class. The teacher whose class is being left must sign the pass slip. The slip must be returned to the main office before the student may leave the building. A parent wishing to pick up a student with a pass slip is required to meet the student in the main office, show valid picture ID and sign the student out. Only names appearing on the emergency card may sign out a child. Parents wishing to pick their student up after school must follow the pickup rules to be issued with the August notes home to parents. Students **will not** be allowed to use the phone to get permission to walk home. **NO EXCEPTIONS.**

Educational trips

For an educational trip with your family (consistent with the family trip policy which allows a maximum of five missed days per year) which requires time off from school, you must:

- bring a completed "Educational Trip" form to the office at least one week before you plan to leave (the form is included in your parent/guardian's packet of information or found on the Muhlenberg web site).
- get assignment sheets from the middle school office for each subject.
- have each of your teachers fill out an assignment sheet.
- do all assignments during your trip.
- hand in assignments to your teachers the day you return to school.
- arrange to make up missed tests and quizzes.
- unlawful absences will result in zeros for missed work and tests and citations from the District Magistrate (this includes absences of more than 5 approved educational trip days).

Testing

Throughout the year, students will take part in a series of tests including the 4-Sight and PSSA exams. These are important tests which help measure the progress students make academically throughout the year. It also helps to identify areas that students are strong in, and areas where students may need academic assistance.

Medication Administration

To insure a child's good health and safety, the Board of Directors of the Muhlenberg School District has established the following policy, which governs the administration of medication to the pupils during school hours.

1. Administering Medication:

Whenever possible, medication should be given to your child before or after school. If this is not possible, only the licensed school nurse or his /her designees are authorized to administer medication to the students.

2. Physician/Parents Permission:

You as the parent/guardian must provide a written order from a physician for the prescribed medication. The physician's note must indicate the student's name, name of the medication, the dosage, the time and dates to be given, possible side effects, any special care needed for the medication, the termination date for administering the medication and the physician's signature. This request is valid for one year.

The parent or legal guardian must also provide written permission to have the school administer the medication. (See attached Medication Authorization sheet.)

3. Medication Transport to School:

A responsible adult shall bring all medication to school, except in situations in which the parents, physician, and school nurse believe that it is in the best interest of the student that he or she carries the medication. If parent is unable to bring the medication to school, the parent will need to sign a statement giving the child permission to transport the medication to school. The medication must be in its original container.

4. Check In Procedure:

The school nurse shall record the date the medication is brought in and count and record the number or amount of medication received from the parent or student.

5. Original Container/Dosage:

All medication must be received in the original labeled container, which should include the student's name and exact medication administration instructions. The school shall not administer expired medications. To protect student, staff shall not administer medications in a dosage that exceeds the recommended maximum dosage in the Physician's Desk Reference.

It is the responsibility of the parents to notify the school nurse of any changes to the original prescription label. All medication shall be stored in a secure locked and clean cabinet at all times.

6. Self-Medication/Students Medication Responsibility:

Students shall not administer any medication to themselves except when a physician, the parent, or legal guardian and school nurse agree in writing that it is necessary and appropriate. An example of permissible self-medication administration would be the use of an asthma inhaler.

It shall be the student's responsibility to come to the nurse's office at the appropriate times for medication unless a physician indicates in writing the student is unable to do this.

7. Documentation:

The school nurse shall keep a separate medication administration record for each student. All records shall be deemed a permanent part of the student's records and shall be confidential, except as disclosed to other staff members on a need-to-know basis only.

STUDENTS IN POSSESSION OF ANY DRUG WILL BE DISCIPLINED ACCORDING TO SCHOOL BOARD APPROVED POLICY. STUDENT WILL FACE ARREST OR EXPULSION

Cell Phones

We realize that cell phones are important tools for communication with parents. However, cell phones are required to be turned off and kept in lockers at all times during the school day. Students caught with a cell phone during the school day will have the cell phone confiscated. Any cell phone that is confiscated will be sent to the office and required to be picked-up by a parent after school hours. Any cell phone confiscated a second time throughout the year will be retained for the remainder of the school year. Payment plans from confiscated phones remain the expense of a parent. Please reinforce with your child that phones need to be turned off and in lockers until the end of the school day (this includes 9th period; phones are to be kept in bags).

Valuables

Cell Phones, iPods, portable video game systems, jewelry, money, and other valuables are **not the responsibility of the school district**. Tips regarding valuables:

- ❖ Avoid bringing large sums of money or valuables to school.
- ❖ Do not leave money or other valuables in your locker.
- ❖ Do not leave valuables such as jewelry, watches, or money in your gym locker or on the bench during physical education. All teachers in these areas have procedures to protect your valuables. These procedures will be explained early in the course. Follow them carefully.
- ❖ All electronic devices must be turned off and securely locked in lockers during the school day.
- ❖ **LOCKS ARE PROVIDED FOR STUDENTS' LOCKERS. They are not an option.** Lockers found unlocked will be locked by administration for a period of 1,3,5 AND THEN 10 days.
- ❖ Lockers are the property of Muhlenberg School District and are subject to search at anytime. What is in your locker belongs to you!!!

Rules for dances and extra-curricular activities

- ❖ Dances begin at 7 p.m. and end promptly at 9 p.m.
- ❖ If you are absent or suspended the day of the dance you will not be allowed to attend.
- ❖ Dances are to be attended only by Muhlenberg Middle School students with less than 8 demerits or 10 RAP points and not failing two or more academic subjects.
- ❖ All school rules concerning alcohol, drugs, tobacco, etc. are in effect at all times.
- ❖ Students in violation of school rules during a dance will be asked to contact a parent to leave early and will be excluded from future dances.

Intramural Sports

Seventh, eighth and ninth grade students may participate in the middle school intramural sports program. **STUDENTS FAILING TWO OR MORE MAJOR SUBJECTS OR WHO ARE DISCIPLINE PROBLEMS WILL NOT BE ALLOWED TO ATTEND INTRAMURALS.**

Interscholastic Sports

Seventh, eighth and ninth grade students are eligible to try out for junior high school cross-country, cheerleading, football, softball, baseball, basketball, soccer, wrestling, track and field, field hockey, and volleyball. A student who is in an interscholastic sport must be in school by the end of period 1 on the day of the practice and event in order to attend. In accordance with PIAA and district policies, all students must be in good academic standing in order to participate in school sponsored athletics.

Field Trips

A permission slip signed by a parent or guardian is required before you may participate in a field trip. You are expected to dress properly for the occasion. All students on any field trip are expected to follow all the regular

school rules, policies and student code of conduct. Administration reserves the right to limit participation based on academic and behavioral concerns.

Student Code of Conduct

A code of student conduct with consequences based on misbehavior has been adopted by the Muhlenberg Middle School. We feel you should be aware of the four levels of student action, which are unacceptable, and the consequences you will suffer should you become involved in breaking school rules. **Additionally, in accordance with policy 6.5, there are multiple surveillance cameras both inside and outside the middle school to help monitor student behavior.**

Level I

The following actions are unacceptable and will result in a prompt reaction either by your principal or your teacher or your principal:

- ❖ disruptive behavior in school, on campus, or on the bus
- ❖ cheating or lying
- ❖ abusive, unacceptable language
- ❖ failure to complete assignments, prepare for class, or listen to the teacher
- ❖ inexcusable lateness to school or class
- ❖ abuse of lavatory or hall privileges
- ❖ littering or careless or unauthorized use of school properties or facilities
- ❖ failure to return excuse blank or other required forms
- ❖ immodest dress

In the event that you are involved in any of these unacceptable actions, your teacher will intervene immediately and apply a disciplinary response. Those possible responses are:

- ❖ verbal reprimand
- ❖ seat change
- ❖ behavioral contract
- ❖ special written assignment (i.e. apology)
- ❖ detention (before or after school)
- ❖ a grade of 0 or reduced credit
- ❖ loss of work makeup privileges
- ❖ temporary removal from class

If the behavior still does not improve, the teacher may file a discipline report to the office. The building administration will then intervene with one of the following responses.

- ❖ hand out demerits depending on severity and frequency of your action
- ❖ order strict supervised study
- ❖ restrict privileges
- ❖ engage in contract with parent
- ❖ make you clean up after school or pay for damages
- ❖ initiate a meeting with parents and teachers

Level II

The following actions are more serious than Level I and require the principals' immediate attention. Repeated Level I misconduct which tends to disrupt the learning climate in school or affect your own education will be punished as a Level II offense. The following are Level II actions which will bring reactions:

- ❖ unmodified level I misbehavior
- ❖ cutting class
- ❖ frequent harassment, including sexual, of other students
- ❖ chronic misbehavior on the bus (could result in suspension of transportation)
- ❖ gambling or petty thievery
- ❖ use of profanity or obscenities
- ❖ possession or distribution of pornographic materials
- ❖ leaving school without permission

- ❖ truancy
- ❖ defiance and insubordination
- ❖ failure to return excuse blank after absence (that gets you one demerit for each day that the excuse blank is not turned in beginning with the fourth day)
- ❖ unacceptable behavior at lunch

The reactions to Level II misconduct include:

- ❖ more stringent application of Level I options
- ❖ three to four demerits depending on severity and frequency
- ❖ parental conference
- ❖ temporary withdrawal of privileges or participation in school activities including dances, activities, field day
- ❖ temporary removal from class

In addition to notification of parent, the assistant principal/principal keeps a record of the infraction and the disciplinary action taken. In certain situations, the police will be called. Fines may be imposed.

Level III

The student actions on this level are more serious; their consequences may have a lasting effect on you or pose a threat to the health or safety of others. While some are considered criminal acts, for the most part, the reactions can be handled through the middle school without calling in the law. There will be some cases where the police will have to be called. Three offenses under any category on this level will be considered unmodified behavior. In other words, it will be escalated to Level IV status.

The following infractions will require the principals to contact your parents, perhaps the police, and to keep a permanent record of your behavior:

- ❖ continuation of Level II behavior
- ❖ chronic truancy
- ❖ possession of cigarettes or other tobacco products or smoking or chewing tobacco on school property
- ❖ organized gambling
- ❖ stealing
- ❖ physically threaten other students
- ❖ fighting
- ❖ vandalism
- ❖ possessing, using, or being under the influence of drugs and/or alcohol on school property or at school-sponsored activities
- ❖ serious acts of defiance or threatening a teacher or support staff member
- ❖ possessing look-alike drugs and drug-related materials
- ❖ wearing clothing which refer to drugs, alcohol, sexual innuendo

Possible disciplinary responses include:

- ❖ continuation of Level II options
- ❖ full withdrawal of participation in school activity
- ❖ restitution
- ❖ referral to outside agency
- ❖ temporary out-of-school suspension
- ❖ full suspension
- ❖ **a minimum fine of \$50.00 for possession or use of cigarettes (Act 145, 2/3/97) to be paid to the district judge**
- ❖ **citation for fines issued by the police**

Level IV

These acts are clearly criminal and, in most cases, will mean your removal from school and a call to the police.

Unacceptable behaviors are:

- ❖ unmodified Level III misbehavior
- ❖ possession and/or sale of stolen property
- ❖ extortion of other students
- ❖ indecent exposure

- ❖ tampering with the fire alarm; pulling a false alarm
- ❖ major vandalism
- ❖ grand theft
- ❖ possession and/or use of firecrackers or explosives
- ❖ arson
- ❖ providing, selling, and use of illegal chemical substances and/or alcohol on school property or at school-sponsored activities
- ❖ bomb threat
- ❖ assault and battery
- ❖ possession, use, transfer of lethal weapons on school property or at school-sponsored activities
- ❖ possession of look-alike weapons, explosive

Possible disciplinary responses include:

- ❖ parental conference
- ❖ full suspension
- ❖ immediate referral to the police and/or the Berks County Juvenile Court System
- ❖ placement in an alternative school
- ❖ expulsion

Weapons/Drug and Alcohol Violations

Definition:

A weapon shall include, but not be limited to, any knife, cutting instrument or tool, nunchuck, stick, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury. Look-a like weapons generally exclude toys, but do include realistic items such as pellet guns, paint ball guns, toy look alike guns or BB guns. Possessing, using, selling, or buying drugs, look-alike drugs, controlled substances, contraband, and alcohol or alcoholic beverages is prohibited on school grounds at any time and at any function sponsored by the school district regardless of location.

Administration will follow the approved suspension, and expulsion policies as adopted by the Muhlenberg School Board. Students in possession, buying, selling or suspected of being under the influence of drugs/alcohol will be disciplined according to the policy.

Disciplinary Response:

As a general rule in circumstances involving students, the administration may implement the following disciplinary response to a weapons and/or drug and alcohol violation:

- immediate referral to the police and/or the Berks County Juvenile Court System
- full ten-day out-of-school suspension pending a review by the Superintendent of Schools
- an expulsion hearing in front of the Board of School Directors on the recommendation of the Superintendent
- mandatory parent conference with the administration during or at the end of the suspension period
- SAP referral
- Placement in an alternative-education facility

Student Assistance Program (SAP)

SAP is a program designed to assist students in receiving help for a variety of problems. Although the program does not specifically treat these problems, it is an intervention and referral program designed to help students overcome problems that may be taking away from their educational goals and progress. Any student exhibiting high risk behaviors may be referred to SAP by students, teachers, faculty, or parents concerned for that student's well-being. Students may also refer themselves to the program.

If you or someone you know is in need of help, contact your teacher counselor, principal or complete a confidential SAP referral form in the guidance office.

Demerit System

An accumulation of demerits will result in discipline according to the following schedule:

Demerits	Disciplinary disposition
5	½ day ISS
10	one day of in-school suspension
15	two days of in-school suspension
20	three days of in-school suspension and/or 1 day out-of-school suspension
25	four days of in-school suspension
30	five days of in-school suspension and/or one to two days out-of-school suspension
35	one day of out-of-school suspension
40	two day of out-of-school suspension
45	three day of out-of school suspension
50	referral to the superintendent

Restoring Academic Potential (RAP)

The mission of Muhlenberg School District is to provide a program of educational excellence that enables all students to attain their potential. The Muhlenberg Middle School's Restoring Academic Potential (RAP) Program encourages, ensures, and rewards positive behavior and quality academic success to enable all middle school students with the opportunity and learning environment to attain their potential.

Rewards:

1. Commons: A Commons period is held in the cafeteria on select days. A predetermined number of students from each House will be allowed to participate in Commons. Students will be able to sit with friends, socialize, and purchase snacks and drinks from the Student Council during this period. To participate in Commons, students must have:
 - a. 2.0 GPA for the quarter
 - b. Less than 5 infraction points
2. Activity Periods (e.g., open gym, etc.)
3. Challenge of the Classes/Houses
4. Lunch rewards (e.g., courtyard lunch, etc.)
5. Dances
6. Pool Party
7. Assemblies
8. Others as determined

Process for administering RAP points:

1. A student will be assigned points for an infraction committed; each infraction equals 1 to 10 points depending upon the type, severity and frequency.
2. If the student accumulates 5 points, he/she will be invited to a *Restorative Conference* to discuss the choices they are making.
3. If the student accumulates 10 points, parents will be contacted and the student will be assigned to an after-school *Academic Restorative Program (ARP)*.
4. Student must complete a *Behavior Reflection Form* for determined infractions. Failure to complete the form in its entirety will result in an automatic after-school detention.
5. The after-school Academic Restorative Program will be 3:00 to 4:30 on select days of the week (to be determined).
6. Attendance is mandatory. Failure to attend will result in additional consequences.
7. Accumulation of 20 or more points will result in the Muhlenberg Middle School Discipline Code to be enforced. This could result in detentions, in-school suspension(s), out-of-school suspension(s), placement in the alternative education program, or any combination as deemed appropriate by administration.

After-School Academic Restorative Program (ARP):

1. 3:00-4:30pm.
2. A time to reflect on poor choices.
3. A time to recognize and restore the importance of making good choices.
4. A time to make up work that was lost due to poor choices and restore academic success.

Infractions / Points:

1. Not prepared for class (pencils, notebook, textbook ...) – (1 point)
2. Inappropriate hallway behavior:
 - a. Running, pushing, shouting in the hallways – (1-3 points)
 - b. Knocking books out of a student's hand – (1-3 points)
 - c. Loitering at locker – (1-3 points)
 - d. Disrupting a class – (3- 7 points)
 - e. In hall without a signed pass or planner – (1 point)
3. Disrespect to teachers and other students – (Teacher discretion as to assigned points for infraction and possible MMS Discipline Code punishment for infraction)
4. Disruptive class behavior:
 - a. Late to class – (1 point)
 - b. Calling out – (1 point)
 - c. Talking at inappropriate times – (1-3 points)
 - d. Refusal to follow directions – (1- 3 points)
 - e. Food or beverage in class – (1-3 points)
 - f. Violation of classroom rules – (1-3 points)
5. Inappropriate cafeteria behavior:
 - a. Out of your seat without permission – (1 – 3 points)
 - b. Excessively loud talking/noise – (1 – 3 points)
 - c. Running, pushing, shoving, or any horseplay – (3 – 7 points)
6. Inappropriate language or comments – (1-5 points and possible MMS Discipline Code punishment for infraction).
7. Inappropriate display of affection – (1-3 points)

Loss of Privileges:

1. Dance: 10 point accumulation
2. Assemblies: 15 point accumulation
3. Pool Party: 20 point accumulation
4. Open Gym: 3 point accumulation
5. Commons: 5 point accumulation

Point Reduction:

To restore behavioral and academic good standing, students will be able to work off points accumulated for infractions. The following is the guideline for point reduction:

1. Two (2) points will be removed for a student each week (5 school days) if no additional infractions are incurred.

In-school Suspension (ISS) Rules & Regulations

- ❖ If a student refuses to work or follow the rules, parents will be notified, student will be sent home and additional disciplinary action will be taken.

ADMINISTRATION RESERVES THE RIGHT TO DISCIPLINE STUDENTS WHO INTERRUPT THE EDUCATION OF OTHERS AND VIOLATE THE SAFETY AND WELL-BEING OF OTHERS.

MUHLENBERG SCHOOL DISTRICT RESERVES THE RIGHT TO ASSIGN STUDENTS TO THE ALTERNATIVE EDUCATION PROGRAM IMMEDIATELY OR AFTER REASONABLE ATTEMPTS TO SOLVE PROBLEMS.

The following pages outline a few important policies

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.

I. General

The provision 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 is regarded as having such an impairment is a student with a "handicap" under this policy.
- 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.

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 reevaluations 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 nonacademic 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. Nonacademic 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 program of health, welfare, and social services for students offered by the School District shall be provided to qualified handicapped students on a nondiscriminatory 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.
- 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 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.

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.

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 therefrom.
- 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.
- 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 of 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.

UNLAWFUL HARASSMENT, BULLYING, AND INTIMIDATION

The Muhlenberg School Board seeks to establish and maintain an educational climate and working environment free from harassment, bullying, and intimidation. Harassment, bullying, and intimidation are hereby prohibited. It shall be a violation of this policy for any student to harass, bully, 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, 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.

I. Definition

- A. **Quid Pro Quo Harassment, Bullying, 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, 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. 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.

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.

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, 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, 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, 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.
- 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, 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.

ADMINISTRATIVE GUIDELINES: HARASSMENT COMPLAINT PROCEDURE – STUDENTS

The Muhlenberg School District has developed the following system to address, investigate, and resolve complaints involving harassment, bullying, 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 a employee-to-student harassment, bullying, 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 accused'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 concludes 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.

STUDENTS' COMPUTER AND NETWORK USAGE POLICY

The Muhlenberg School District (the "School District") recognizes the educational benefits of providing students with access to the Internet. This service will provide vast, diverse, and unique resources for students who use the access. Our goal in providing this service is to promote educational excellence in the Muhlenberg School District by facilitating resource sharing, innovation, and communication.

With access to computers and people across the world also comes the availability of material that may not be considered of educational value in the context of the school setting. The Muhlenberg School District and our provider of the service have taken precautions to restrict access to controversial materials. While in compliance with the Childrens' Internet Protection Act ("CIPA") and the Neighborhood Childrens' Internet Protection Act ("NCIPA"), **using content filtering from Secure Computing, on a global network it is impossible to control all materials, and an industrious user may discover controversial information.** Muhlenberg School District firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

The Superintendent/designee shall be responsible for ensuring that access to the Internet is provided for those students, teachers, staff and all other users who have educational need to use the service and that they have been informed of their responsibilities and the consequences of their actions in the event of non-compliance with this policy.

I. Introduction

The Muhlenberg School District employs a system of computer, software, and related devices and equipment to establish local network (LAN) capabilities and access to the Internet by staff and students. LAN and Internet (collectively, the "NETWORK") provide support for administrative and educational purposes.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that all users will be aware of the responsibilities that they are assuming. In general, this requires efficient, ethical, and legal utilization of the network resources

II. Procedures

1. Sponsoring teachers shall read and review the entire "Computer and Network Usage Policy" with students prior to their accessing the network.

2. Before students are issued a logon name and password to use the Internet, a copy of the "Computer and Network Usage Form" signed by parents or guardians must be returned to the sponsoring teacher. Failure to return a completed form indicating approval by the parent or guardian will deny access to the network. Privilege to the network shall be for the term of enrollment in the School District. Network privilege will be suspended or revoked for violation of the "Computer and Network Usage Policy" or by written request from the parent or guardian.
3. Copies of the "Computer and Network Usage Policy" shall be sent with the "Computer and Network Usage Form" to the student's home for review by parents/guardians and students and shall be posted in those areas where computers are connected to the network.
4. The sponsoring teacher shall provide a copy of the signed permission form to the school office and to the system operator.
5. Each building will maintain a list of all active Internet accounts.
6. Classroom teachers are responsible for determining if a signed copy of the permission form is on file before allowing students to access the network.
7. Failure to follow policy guidelines will result in appropriate disciplinary action as defined by the Muhlenberg School District Disciplinary Code.

III. Educational Purpose

1. The purpose of the School District computers and the Internet service is to support research and education in and among educational institutions around the world by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the School District. Use of any other organization's network or computing resources must comply with the rules appropriate for that network.
2. The School District computers and Internet service have been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development and limited, high-quality personal research as long as such personal use does not interfere with system operations and other system users.
3. The School District computers and Internet service have not been established as a public access service or a public forum. The School District has the right to place reasonable restrictions on the material you access or post through the system.
4. The School District computers and Internet may not be used for commercial purposes. Students may not offer, provide, or purchase products or services through the School District computers or Internet.
5. Students may not use the School District computers or Internet for political lobbying. Students may use the system to communicate with elected representatives and to express your opinion on political issues.
6. The School District computers and Internet are considered a limited forum, similar to the school newspaper. The School District may restrict your speech for valid educational reasons.
7. Students are expected to be familiar with the School District's policy concerning student computer and Internet use.

IV. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or employ any other inappropriate language.
3. Do not reveal any personal addresses, phone numbers, or personal information about students, teachers, staff or yourself.
4. Do not use the network in such a way that the use of the network by others is disrupted.
5. All communications and information accessible via the network should be assumed to be private property.
6. The service provider and the School District may occasionally require new registration and account information for continuation of the service. Students must notify the service provider and the School District of any changes in your account information (address, etc.). Currently, there are no user fees for this service.

V. Unacceptable Uses

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the School District computers or Internet or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." "Hacking" is illegal.

- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the School District computers or Internet to engage in any other illegal act, including but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity or threatening the safety of person.
- d. Vandalism of any form shall not be tolerated. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any agency or other networks that are connected to the School District computers or Internet. This includes, but is not limited to, the creation of computer viruses. Vandalism shall also include any actions that cause physical damage to property belonging to the school district or the provider.
- e. Transmission or copying of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material that is protected by trade secret.
- f. Copying copyrighted software and the illegal installation of copyrighted software for use on School District computers is prohibited.
- g. File-sharing or downloading file-sharing programs (e.g., Kazaa, Morpheus) is prohibited.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the School District's virus protection procedures in downloading.
- d. You will not bypass or attempt to bypass the school's filtering system.

4. Inappropriate Language (Restrictions against inappropriate language apply to public messages, private messages and material posted on Web pages.)

- a. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- b. You will not post information that could cause material damage and a danger of disruption either directly or indirectly, while on-campus or off-campus.
- c. You will not knowingly or recklessly post personal attacks, harassment, or false or defamatory information about a person or an organization.
- d. You will not post personal views as representing those of the school district.

5. Respecting Resource Limits

- a. You will use the system only for educational purposes, career development and limited, high-quality personal research.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Use is restricted to district-approved activities. Use for other purposes (e.g., commercial and non-profit activities, product advertisement, political lobbying, religious activities) is prohibited.

6. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask for assistance.
- c. Computer software is to be considered the property of others and is protected by copyright and shall only be used in accordance with licensing agreements. Software on school computers may not be copied either onto personal diskettes or onto other computers through electronic mail or bulletin boards. Copies of software may not be given, sold, or lent to other parties without the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.

7. Inappropriate Access to Material

- a. You will not use the Internet to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The School District fully expects that you will follow your parent's instructions in this matter.

VI. Search and Seizure

- 1. You should expect no right of privacy in the contents of your personal files on the School District system and records of your online activity.
- 2. Routine maintenance and monitoring of the computer system and Internet may lead to the discovery that you have violated this Policy or the law. Illegal activities may be reported to the authorities.
- 3. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the law. The investigation will be reasonable and related to the suspected violation.
- 4. The School District has the ability to and may monitor all information and data stored or transmitted on the School District computers.
- 5. Your parents have the right at any time to request to see the contents of your files in compliance with the Electronic Communications Privacy Act.

VII. Miscellaneous

1. Privilege. The use of the Internet is a privilege, not a right, and inappropriate use will result in your account being terminated, future access suspended or denied, and/or appropriate discipline as defined by the Muhlenberg School District Disciplinary Code. Each student who receives an account will be instructed by the sponsoring teacher as to the proper use of the network as outlined in the Computer and Network Usage Policy. The system administrator or attendant faculty member will determine what is appropriate use. The faculty, administration and staff of the School District may request the system administrator to deny, revoke, or suspend specific user accounts.
2. Warranties.
 - a. The School District and the service provider make no warranties of any kind, whether expressed or implied, for the service that it is providing.
 - b. The School District and the service provider will not be responsible for any damages you suffer. This includes loss of data and service interruptions of any kind. Use of any information obtained via School District computers, Internet service or service provider is at your own risk.
 - c. The School District and the provider specifically deny any responsibility for the accuracy or quality of information obtained through this service.
 - d. The School District will not be responsible for financial obligations arising through the unauthorized use of the service.
 - e. You can be held financially responsible for any harm to the system as a result of intentional misuse.
3. The Muhlenberg School District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the Internet.
4. The School District will make determinations on whether specific uses of the network are consistent with acceptable use practice.
5. The School District reserves the right to log Internet use and monitor fileserver space utilization by users.
6. The School District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity.
7. Acceptance of Terms and Conditions. All terms and conditions as stated in this document are applicable to the Muhlenberg School District and the service provider, in addition to the Internet. All terms and conditions as stated in this document are applicable to all Muhlenberg School District students. All terms and conditions as stated in this document extend not only to on-campus use but to off-campus use as well. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and the United States of America.

STUDENT ATTENDANCE

I. Definitions:

- A. Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which may be no later than at the age of 8 years, until the age of 17 or graduation from high school, whichever occurs first (District Policy 3.27).
- B. Excused absences may include the following:
 1. Illness
 2. Quarantine
 3. Death in the immediate family
 4. Authorized school activities
 5. Impassable roads
 6. Participation in Agricultural Fairs in conformity with Section 1329(b) of the Public School Code (24 P.S. 13.1329(b)).
- C. Unexcused absence - A student who is of compulsory school age is unexcused unless a valid excuse is provided.
- D. Unlawful absence – A student who is between the ages of 8 and 18 is unlawfully absent unless a valid excuse is provided.

II. Reporting of Attendance

- A. Elementary and secondary teachers shall report daily attendance through a designated procedure.
- B. A principal or teacher may excuse a student for temporary absences upon receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.
- C. The principal shall be responsible for immediately reporting to the Assistant Superintendent problems involving the student body, such as:
 1. High percentage of absenteeism.
 2. High incidence of childhood disease/illness.
 3. Other unusual patterns of absenteeism.
- D. The principal or designee shall notify the Attendance/Truancy Officer of any absent student:

1. Who is suspected of being truant.
2. Whose parents cannot be contacted.
3. Who has a pattern of poor attendance.

III. Follow-up of Student Absence

- A. The principal shall designate personnel who may call the student or parents to determine the reason for the student’s absence. The call shall be made in cases involving an absence of three (3) consecutive days.
- B. Following each term of absence, an excuse blank signed by the student’s parent or guardian shall be submitted to the building attendance office for processing.
- C. A doctor’s note may be required for any term of absence.
- D. The Attendance/Truancy Officer, hired by the board, shall:
 1. Follow up on principal referrals by obtaining information regarding student absenteeism.
 2. Report the status of each referral to the principal or designee prior to the close of the school day if possible.
- E. In cases of truancy, the Student Discipline and Punishment Policy 3.5 shall be followed regarding truanancies and other unexcused absences.

IV. Unexcused/Unlawful Absences

- A. The principal or designee makes the decision declaring absences as “unexcused” or “unlawful” based upon information received from all available sources and records absences through designated child accounting procedures.
- B. In the event a student accumulates 3 days of unexcused and/or unlawful absence in a school year, the principal or designee shall send a first notice to the parents/guardians with a copy retained in the student’s attendance file.
- C. In the event a student accumulates 5 days of unexcused and/or unlawful absence in a school year, the principal or designee shall send a second notice to the parents/guardians with a copy retained in the student’s attendance file.
- D. For each incident of unlawful absence thereafter, the principal may direct the Attendance/Truancy Officer to issue a citation to the parents or the student with the District Justice.
- E. The principal or designee and the Attendance/Truancy Officer shall attend citation hearings as scheduled by the District Justice.
- F. Student(s) whose absence(s) is (are) declared unexcused/unlawful will not receive credit for any school work assigned on that date(s). Students will receive a zero (0) for any assignments due, class work, or assessments missed on the unexcused/unlawful day (s).

V. Chronic Cases of Unexcused/Unlawful Absenteeism

- A. The principal or designee shall consult with the counselors to formulate a plan for improving the student’s pattern of attendance.
- B. If the school’s efforts to improve the student’s attendance pattern are unsuccessful, the principal or designee may refer the case to one or more of the following agencies or programs:
 1. Alternative Education Program
 2. Berks County Children and Youth Social Service Agency
 3. Family Services
 4. District Justice
 5. Local Police
 6. Other
- C. The principal or designee shall report the status of cases to the Assistant Superintendent on an on-going basis.

DRUG/ALCOHOL

The Muhlenberg School District recognizes that the abuse of drugs and alcohol is a continuing problem facing the schools, the home, and the community. The Superintendent of Schools is responsible for the development and implementation of a K-12 drug and alcohol education program. Such a program should have input from both school and community resources.

The possessing, using, selling or buying of drugs, look-alike drugs, controlled substances, contraband, and alcohol or alcoholic beverages is prohibited on school grounds at any time and at any function sponsored by the School District regardless of location.

I. Formulation and Application

- A. The students, parents, 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. These 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 of 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 of a student and/or of items in the student's possession or within 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 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 his/her designee.
- I. These procedures shall be in effect whenever a student is under the school's jurisdiction, including participation in field trips, sports, and all other extra curricular activities. The rules apply whether a student is an active participant or is a spectator/guest at such functions. Administrative Procedures regarding Drug/Alcohol [3.4B](#)

II. Classification and Implementation

A. Student Seeking Help

- 1. Every effort shall be made to gain the student's consent to notify the parents, 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 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 achieved 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 any 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.
- 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 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. Administrative Procedures regarding Drug/Alcohol [3.4C](#)

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 parents shall be notified, and, following an informal hearing and conference, the student shall be given a one to ten day suspension from school depending upon 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 parents shall be notified and referral shall be made to the principal for a decision as to the length of 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 one calendar year or more unless recommendation of the principal provides an alternative. Application for readmission at the conclusion of this period will be reviewed by the Superintendent and/or his 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 Usage

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 drugs and will determine whether an arrest or referral to a judiciary 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. Parents and the local police shall 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 a period of up to one 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. Administrative Procedures regarding Drug/Alcohol 3.4D
5. Application for readmission will be reviewed by the Superintendent and/or the designated committee.

F. Discovery of Drugs

1. Drugs found anywhere on the school premises shall be given promptly to law enforcement authorities.
2. A receipt for same shall 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 measures 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 immediate assistance in an investigation of the matters. (See I.F.)