

Student/Parent  
**HANDBOOK**

**Muhlenberg Junior High School**  
Muhlenberg School District  
Reading, PA 19605



2022-2023

**Mission Statement of the Muhlenberg School District**

Excellence in Action  
*Equipping, Engaging, Empowering*

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#### **Board of School Directors**

Garret Hyneman, President  
Otto W. Voit, III, Vice President  
Richard E. Hoffmaster, Treasurer  
Cindy L. Mengle, Secretary  
Janet Howard, Assistant Secretary

#### **Members**

Kristyna Eagle  
J. Tony Lupia, Jr.  
Mark J. Nelson  
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## **VISION STATEMENT OF THE MUHLENBERG SCHOOL DISTRICT**

The Muhlenberg School District is committed to guiding all students on a path of excellence with active and purposeful learning experiences, a growing and comprehensive curriculum, collaborative and innovative staff and creative use of technology and resources coupled with an unrelenting desire for success.

## **VALUES & BELIEFS**

- Students learn differently.
- Students learn best with challenging and relevant curriculum.
- Students thrive in a safe learning environment
- Teachers lead learning through passion, perseverance and personality.
- Teachers create a culture of high expectations.
- Teachers are inspirational role models.
- Students, parents and families, the school, the school board, the community and business leaders create partnerships that drive students' success.
- An informed and involved learning community is essential to the development of strong educational partnerships and quality programs.
- The learning community equips, engages and empowers learners.

## SCHOOL HOURS

Students Admitted into School:	7:15 am
MJHS School Hours:	7:30 am to 2:50 pm
Late to School/Tardy:	7:40 am
Student Dismissal:	2:50 pm

## COVID-19

**Pandemic** (COVID-19) - Muhlenberg School District follows all recommended federal, state and local guidelines in the event of pandemic or related viruses. See Pennsylvania Department of Health Guidelines for Schools. [.https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx)

### STUDENT ATTENDANCE/COMPULSORY SCHOOL AGE (REFERENCE POLICY 204)

As defined in the Pennsylvania Public School Code §1326, 1327, compulsory school age is the period of a child's life from the time he or she enters school, which shall be no later than the age of 8 years, until the age of 17. Children of school age are expected to attend school regularly.

### ABSENCE FROM SCHOOL (REFERENCE POLICY 204)

An excused absence includes illness of a pupil, quarantine, death in the immediate family, impassable roads, and exceptional urgent reasons that affect the child.

If your child is too ill to attend classes, please call or email the school between 7:30 a.m. and 9:00 a.m. to report the absence. Calling a student off is not an official excuse from school. We must have documentation indicating the absence in order for it to be considered excused. If the student is to be absent more than one day, homework assignment requests should be made by contacting your child's school counselor.

If an absence is expected to last for an extended period of time, parents should notify school administrators. Excuse blanks can be found on the district website. There are 3 ways to submit attendance:

1. [Physical Excuse Blank](#)
2. [Virtual Excuse Blank](#) and [Spanish Virtual Excuse Blank](#)
3. Email attendance secretary: keiperp@muhlsdk12.net

### EDUCATIONAL TOURS/TRIPS (REFERENCE POLICY 204)

Requests for educational trips to be taken on school time must be submitted in writing to the building principal at least one week in advance of the scheduled trip. Request letters must include the dates of absence, the destination, and a statement of educational benefit to the student. Educational trip forms can be found on the MSD website. Please fill out the form and email to the attendance secretary. A picture may be taken and emailed to the attendance secretary. A parent/guardian signature is required for absence to be approved.

The principal may approve student trips with families of up to but no more than 5 days of school. No more than three

such trips will be approved in one school year. The 5-day limit shall apply to the accumulated total of approved trips. Parents will be provided written notification for any trips not being approved.

### **SPECIAL NOTE:**

**EDUCATIONAL TRAVEL WILL NOT BE APPROVED FOR ANY STUDENT DURING STATE MANDATED TESTING IN A TEST-TAKING GRADE.**

### **MEDICAL AND DENTAL APPOINTMENTS**

Written requests for a child to leave school early for a medical or dental appointment must be sent to the school prior to or on the day of the scheduled appointment. The child will be excused only for the amount of time necessary, not the entire day. Unless an emergency situation exists, we encourage you to schedule appointments after 2:50 p.m. If a student misses their assigned period for an appointment and the school was not notified previously, the student will be considered absent.

### **EXCUSE BLANKS - ABSENCE FROM SCHOOL**

Excused absences include illness of a pupil, quarantine, death in the immediate family, impassable roads, and exceptional urgent reasons that affect the child. Parents/Guardians have 3 options to submit an excuse blank:

Email to the attendance secretary, virtual excuse blank via Google Form the school's website, and/or paper excuse (found on the district website) can be printed, scanned (a picture of the excuse blank) can be emailed email within three (3) school days of the absence and shall be informed that if they fail to provide a written excuse within three (3) school days of the absence, the absence would be permanently counted as unlawful or unexcused.

1. [Physical Excuse Blank](#)
2. [Virtual Excuse Blank](#) and [Spanish Virtual Excuse Blank](#)
3. Email attendance secretary: keiperp@muhlsdk12.net

Unexcused Absences are: parental neglect including visiting (other than planned vacations), oversleeping, missing the bus, and other reasons such as truancy, and illegal employment.

When a student has missed ten days of school, excluding approved family trips or days excused by a doctor's note, parents will be notified in writing that for each subsequent absence a doctor's note will be required. If compulsory attendance laws are violated, the parent or guardian is subject to arrest and/or fine. Please refer to <http://www.muhlsdk12.org> for additional school attendance policy information.

### **UNEXCUSED ABSENCES FROM SCHOOL**

#### Three (3) Unexcused Absences:

- One detention
- Letter sent to home address within ten (10) days of the third absence

#### Six (6) Unexcused Absences:

- Considered habitually truant
- Two detentions
- School Attendance Improvement Conference established between school and parent/guardian and within ten (10) days of the sixth unexcused absence
- Student referred to a school-based or community-based attendance improvement program

Ten (10) Unexcused Absences:

- Three detentions
- The school may file a citation against the parent/guardian or the student

**STUDENT ADMISSION/WITHDRAWAL**

Enrollment procedure involves a parental visit to the school office to complete health and family history forms and to submit a transfer sheet from the previous school district attended. When withdrawal is necessary, parents must visit the school office to sign release of records and withdrawal forms so that the child's records can be forwarded to the new school. Please schedule a time with the Guidance Secretary.

**HALL PASS**

For safety reasons, the location and attendance of all students must be known. All students are to follow their assigned schedule and be in attendance at their assigned class during the school day. We do recognize that some exceptions exist (e.g. restrooms, nurse, office, etc.). For these exceptional reasons, students must sign-out/in using school procedures and gain permission from respective teachers or staff.

Students not being in their assigned location at their scheduled time, without permission, could receive consequences for “*outside assigned area.*”

**LUNCH SCHEDULE**

Lunch periods will run from 4th period to 8th period, 10:30 a.m. to 2:06 p.m.. Lunch should be eaten during your scheduled period. Please see the district website for information regarding school breakfast and lunch menu. If you would like to apply for Free and Reduced Lunch Meals, please contact the Muhlenberg School District Food Services Office at 610-921-8000 x 3514

**FOOD & MEALS**

All students are provided breakfast and lunch according to the district breakfast/lunch schedule. Students have the option to pack food or drink as an alternative to school meals. **Students are never permitted to leave school premises for food or drink or receive any food or drink product from any delivery person or service during school hours.**

For the health and safety of all students, it is sometimes necessary for the Food Service Department and/or administration to limit or contain certain foods or ingredients without prior notice. For the health and safety of all students, food that is not clearly labeled with precise ingredients is subject to the same limitations and containment without prior notice.

**TOYS IN SCHOOL**

Toys are NOT permitted in school. Toys causing disruption to the instructional day will be confiscated and will result in the following consequences: First minor offense: The teacher will ask the student to put the toys away. Further offenses: Toy will be confiscated and a phone call will be made to the parent/guardian indicating the disruption. The Assistant Principal will be notified for non-compliance.

Devices identified as “fidget toys” and used for the purpose of personal health and/or learning can be permitted when prescribed by a healthcare or school professional.

**SPECIAL ATTENTION:**

**NEITHER STAFF NOR ADMINISTRATION WILL INVESTIGATE ANY LOST, STOLEN OR**

## **BROKEN TOYS THAT ARE OTHERWISE NOT PERMITTED IN SCHOOL**

### **SPECIAL ATTENTION:**

**TOY GUNS, TOY WEAPONS, LOOK-ALIKES OR ANY OBJECT USED TO IMITATE A WEAPON ARE TREATED UNDER THE SAME PROVISIONS AS THE DISTRICT WEAPONS POLICY, INCLUDING THE POSSIBLE CONSEQUENCE OF FULL EXPULSION FROM SCHOOL. TOY GUNS, TOY WEAPONS AND LOOK-ALIKES ARE NEVER PERMITTED ON THE BUS, IN SCHOOL OR ON SCHOOL PROPERTY.**

### **CELL PHONES/OTHER ELECTRONIC DEVICES (POLICY 237)**

Responsible use of cell/mobile phones can be a valuable learning tool. They can also pose a clear distraction from the instructional and learning process.

Personal cell/mobile phones and all personal electronic devices (e.g., earpods, etc.) will not be used during the student school day (7:40 am to 2:50 pm) without explicit permission from both a teacher and administration. Without the explicit permission from a teacher and administrator, all cell/mobile phones and other personal electronic devices must be stowed and secured in the student's assigned locker during the school day (7:40 am to 2:50 pm). Mobile/cell phones should not be on a student's person during the school day. Cell phones or other personal electronic devices disrupting the instructional or learning process can be confiscated for the duration of the day by teacher, staff or administration.

Personal cell/mobile phones can be used on school buses if approved by the bus driver and used responsibly

### **SPECIAL ATTENTION:**

**PHONE CALLS, TEXT MESSAGES OR ANY PERSONAL COMMUNICATION ACROSS PERSONAL STUDENT DEVICES IS NEVER PERMITTED DURING THE INSTRUCTIONAL SCHOOL DAY. STUDENTS NEEDING TO CONTACT PARENTS/GUARDIANS MAY AT THE MAIN OFFICE. PARENTS NEEDING TO REACH STUDENTS DURING THE SCHOOL DAY SHOULD CALL THE MAIN OFFICE.**

Live Zoom sessions will not be recorded by any student with any device as this violates a student and teacher's privacy.

The following consequences will be assigned regarding personal mobile/cell phone usage not consistent with guidelines of this Handbook:

- 1st Offense- Staff and/or administration will request to have the device be immediately put away to the student's assigned locker and turned off.
- 2nd Offense- Device will be confiscated by staff and/or administration. Parent/Guardian will retrieve the device after the conclusion of the school day.
- 3rd and subsequent Offenses- Referral to administration. Possible suspension.

### **SPECIAL ATTENTION:**

**NEITHER STAFF NOR ADMINISTRATION WILL BE RESPONSIBLE FOR OR INVESTIGATING ANY LOST, STOLEN OR BROKEN PERSONAL CELL PHONE OR OTHER PERSONAL ELECTRONIC DEVICE. ALL STUDENTS ARE RESPONSIBLE FOR THEIR OWN PERSONAL ELECTRONIC DEVICES.**



## **CHROMEBOOKS POLICY**

### **1. RECEIVING YOUR DEVICE**

All students 7th-9th grade have their Chromebooks from the 2020-2021 school year. The Chromebook Guidelines and Information document outlines some best practices for students and families to protect the Chromebook investment for the Muhlenberg School District.

### **2. TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken, or fail to work properly, must be reported to their teacher. If the teacher is not able to troubleshoot and provide support, students should then contact the library for support. Help desk hours in the library are from 7:50 am to 11:00 am. Students should not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

#### **2a: General Precautions**

- No food or drink is allowed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels. Please ensure the fan vents are not covered for proper ventilation.
- Chromebooks must have a Muhlenberg School District asset tag on them at all times and this tag must not be removed or altered in any way.
- Chromebooks should never be left in a car, because of the potential for damaging heat, or in any unsupervised area.
- Chromebooks should never be exposed to moisture, including rain. Please ensure that if a student has a backpack that the Chromebook will remain dry in the event of a downpour. Having a large ziplock bag inside of a backpack will help protect the Chromebook in the event of heavy rains.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

#### **2b: Carrying Chromebooks**

- Transport Chromebooks with care, and always carry it with 2 hands
- Do not put the Chromebook in an “over-packed” backpack.
- Students should never carry their Chromebooks while the screen is open. Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Chromebooks should never be taken to the cafeteria. They should be dropped off at the student’s assigned lunch teacher’s classroom.

#### **2c: Screen Care**

The Chromebook screens can be damaged if subjected to rough treatment.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Never use cleaning products containing acetone or ammonia.
- Do not put your Chromebook in a tightly packed backpack.

#### **2d: Chromebook Case Care**

If your Chromebook is encased in a protective plastic case. The case will help with damages to the Chromebook, but the case will not replace proper care and handling of the device.

- Do not lean or put pressure on the top of the Chromebook when it is closed. The case will disperse some pressure, but excess pressure can still damage the screen.
- Do not take the case off the Chromebook. The tabs that hold the protective case on, will not withstand continual removing and putting back on.
- The case is intended to stay on the Chromebook at all times.

### **3. USING YOUR CHROMEBOOK AT SCHOOL**

- Chromebooks are intended for school use only.
- Chromebooks should be used for classwork and classwork only. Please see the acceptable use policy.

Discipline will be applied for students who do not follow the policy.

#### **3b: Chromebooks under repair**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the building staff.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the “loaner” device. The student will pay full replacement cost if it’s lost or stolen.

#### **3c: Charging your Chromebook**

- Chromebooks must be fully charged to use.
- Students need to charge their Chromebooks each evening. An uncharged Chromebook at school without a charger, results in the student completing paper copies of work.
- Repeat violations of this policy will result in disciplinary action.

#### **3d: Backgrounds and Password**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

#### **3e: Sound**

- During live classroom sessions, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

#### **3f: Printing**

- It is highly recommended to use the digital options available on your Chromebook whenever possible to reduce printing expenses.
- A work around for printing can be using email to send an attachment or share the file on Google Drive and open it on a different computer attached to a printer.

#### **3g: Account Access**

- Students will only be able to login to the Chromebook using the “@muhlsdk12.net” Muhlenberg Google Apps for Education account.
- Students should always use the Chromebook with their own account.

#### **3h: Student Access and Monitoring**

The computer is the property of the school, and the school has the right to search the computer at any time.

The District’s filter allows the district to block websites which are inappropriate for students on and off school district property. When not at school, students can access the Internet if Internet access is available to them in

their home or other locations. The district's filter will continue to filter content in locations outside the school district.

Students who access inappropriate sites during the school day or are accessing sites not related to the class they are in will face disciplinary action from the teacher and/or administration. Additionally, students accessing inappropriate materials on their district-owned equipment outside of school will be subject to disciplinary actions. All internet traffic is filtered in the District and on student devices to ensure the safety of our students. However, it is important to note that no filtering solution is 100% effective 100% of the time. If an inappropriate site is accessed by accident, the student must notify the teacher immediately. Additionally, we ask that parents and teachers work with technology staff to provide feedback on the success/failure of the filtering system. Educating students to behave ethically and safely online must be a cooperative effort between parents, teachers and district staff. While using the equipment at home it is the sole responsibility of the parent/guardian to properly monitor and guide their son or daughter on proper use and access of internet sites and resources. We encourage parents to establish clear guidelines for use of equipment at home. It is the student's responsibility to follow rules and procedures for internet usage as set up by his or her household.

#### **4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

- [Google Drive](#) stores a suite of office productivity software (Docs, Slides, Drawings, Sheets, Forms, and more) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online accessible through any device connected to the Internet.
- All file types can be stored online in Google Drive.
- Offline access to your Google Drive files is possible, but you must set it up to allow offline access, <http://goo.gl/dlgCb>

#### **5. OPERATING SYSTEM ON YOUR CHROMEBOOK**

##### **5a: Updating your Chromebook**

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome OS, operating system.
- No need for installs, updates, or re-imaging, you must shut down your Chromebook in order for updates to occur during restart.
- Chromebooks have built in virus protection.
- Additional functionality and improvements to the Chrome OS will continue to occur through automatic updates.

##### **5b: Virus Protections & Additional Software**

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. There is no need to download and install virus protection software, it is built into the Chrome Operating System and automatically updates to the latest security patches.
- Files are stored in the cloud, there's no need to worry about finding or losing your files when using Google Drive and Google Applications.

##### **5c: Procedures for Restoring your Chromebook**

- If your Chromebook needs technical support, all support will be handled through the building library staff.

#### **6. ACCEPTABLE USE**

##### **6a: General Guidelines**

- Students are responsible for their ethical and educational use of the technology resources of the Muhlenberg School District.
- Access to the Muhlenberg School District technology resources is a privilege and not a right. Each student will be required to follow the Acceptable Use Policy.

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

#### **6b: Privacy and Safety**

- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Muhlenberg School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher of the mistake.

#### **6c: Legal Property**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Acceptable Use Policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

#### **6d: E-mail & Electronic Communication**

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

#### **6e: Consequences**

- The student in whose account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use and handling.
- Non-compliance with the policies of this document or the Acceptable Use Policy, will result in disciplinary action.
- Electronic mail, network usage, and all stored content shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

#### **6f: At Home Use**

- The use of Chromebooks at home is encouraged for students.
- Chromebook care at home is as important as in school, please refer to the care section.
- All district supplied Chromebooks will be filtered outside of the school district network.
- All activity on the school district issued Chromebook can be archived and searched, if need be.

### **7. PROTECTING & STORING YOUR CHROMEBOOK**

#### **7a: Chromebook Identification**

- Student Chromebooks will be labeled in the manner specified by the district.
- Chromebooks can be identified in several ways:
  - Record of district asset tag and serial number
  - Individual user account name and password

- Chromebooks are the responsibility of the student, but the property of Muhlenberg School District.

#### **7b: Account Security**

- Students are required to use their “@share.Muhlenbergsd.org” Google Apps for Education account user ID and password to protect their accounts and are required to keep that password confidential.

#### **7c: Storing Your Chromebook**

- When students are not using their Chromebook, they should store them in their locked locker and a secure place outside of the district for students in grades 6-12.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students in grades 7-9 are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle, as the rising temperature can damage the Chromebook.

#### **7d: Chromebooks left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

### **8. REPAIRING/REPLACING YOUR CHROMEBOOK**



#### **8a: Vendor Warranty:**

- The equipment vendor has a one year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the Muhlenberg Junior High School library.
- Theft/fire damage must be accompanied by an official police or fire report. It is the responsibility of the student or parent to provide the district with the official report. However, please submit a support ticket immediately so we may assist in locating and replacing the equipment.
- The Muhlenberg IT Department will assign temporary equipment to the student while the equipment is being repaired.
- Students will be given an invoice and parents will be notified through their primary email on record about the cost of repairs and liability. Liability will be decided by the administration based on the facts submitted.
- Upon completion of repairs, the student must return the loaned equipment, pay for the repairs in full (if not covered by insurance), and pick up their repaired/replaced equipment within 7 calendar days. Borrowed equipment must be returned before picking up repaired equipment.

Disputes about damage costs or liability must be made in writing and sent to the building principal within 7 calendar days of being notified of costs.

Principals and the District IT Director will review disputes and notify the parent/student of the review.

### **Replacement Cost List**

Item	Picture	Cost
Student Chromebook		Up to \$263.00
Genuine AC Adapter  NOTE: All adapter replacements must go through the IT department or the warranty will be void		Up to \$40.00

## 9. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available from the Muhlenberg Junior High Library and the Muhlenberg IT Department.

Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- ALL REPAIRS must be completed by the district technology team.

Log into the following website using your child's username and password to view any fines or account related.

If your Chromebook needs to be repaired, please contact the Muhlenberg Junior High Library.

## 10. CHROMEBOOK FAQs

- [Take a tour of Chromebook](#)
- [Google Chrome Web Browser Help](#)

## 11. Insurance

Students and parents will select one of the options below:

Option 1: No upfront fee, responsible for cost of repair.

Option 2: Insurance cost of \$10.00 per school year will have the below deductible fee schedule.

<b>Deductible Fee Schedule</b>		
<b>Incident</b>	<b>Damage</b>	<b>Cost**</b>
<b>1st</b>	<b>Accidental</b>	<b>\$20</b>
<b>2nd</b>	<b>Accidental</b>	<b>\$40</b>
<b>3rd</b>	<b>Accidental</b>	<b>Full cost of repair or replacement of device</b>
<b>Any</b>	<b>Misuse, Neglect, Intentional Damage, or Loss of Device</b>	<b>Full cost of repair or replacement of device</b>

*If you select Option 2, please bring a check or money payable to the Muhlenberg School District to pay when the laptop is delivered. Cash will be accepted. We will not be able to accept credit card transactions.*

## **12: Unpaid Fees**

All unpaid fees will remain on the student's obligation list and may restrict access to school services and records. Seniors will not be permitted to participate in graduation ceremonies until all fees are paid.

## **TEXTBOOKS**

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

## **CLOTHING WORN TO SCHOOL (REFERENCE POLICY 221)**

Muhlenberg Junior High School students are expected to dress sensibly and appropriately and be in adherence to the Muhlenberg School District Dress and Grooming Policy during in-person and virtual instruction (which can be found on the district website). Students may be asked to change or modify their outfit if it distracts or disrupts the educational process. Parents/Guardians may be called to bring in clothing better suited for the school environment.

Students should dress in a manner that does not disrupt or distract from the instructional or educational process of respective teachers and other students. We encourage students to express themselves while adhering to the following guidelines:

- Shorts/Skirts need to be "fingertips-length" or midhigh and fit properly.
- Cut-off or see-through blouses or shirts; shirts or blouses that are low-cut and too revealing.
- Clothes must cover undergarments, midriff, stomach and waist.
- Tank tops are only permitted if the straps are 2 finger width; No spaghetti straps.
- Off the shoulder shirts and tube tops are not permitted.
- Clothing with offensive symbols, decals, slogans or advertisements for alcohol, tobacco, drugs, hate or as deemed inappropriate by building administration are prohibited.
- Sleeping attire, pajamas and bedroom slippers are not permitted unless part of a school function or activity
- Students may be required to wear certain attire to participate in physical education classes, shops, extracurricular activities, or other classes and situations to ensure the health or safety of the student.

- Standards of dress and grooming may be required for students participating in specific school sponsored activities
- Headgear or headwear of any type including but not limited to hoods/hoodies, hats, caps, bandanas, visors, sweatbands, or sunglasses are not permitted. Bandanas worn as headbands are not permitted. Students may be permitted to wear head coverings for medical/religious reasons or other administrative-approved exceptions.
- No backpacks, purses, fanny packs, or purses may not be carried during the school day.
- Outerwear may not be worn during the school day.
- Wallet chains, sharp medallions, spiked or potentially dangerous jewelry and/or rings, chains which may pose a safety hazard may not be worn.

### **SCHOOL PHOTO IDENTIFICATION BADGES**

In an effort to promote safety of all students, Student Photo Identification badges (ID Badges) will be provided to all students. ID badges MUST be worn by all students in plain sight at all times, except when the wearing of the ID badge is excused for Physical Education, Technology Education, or other activities determined by staff.

### **SCHOOL CLOSING**

Whenever school is closed due to an emergency such as bad weather, it will be announced as early as possible via telephone call and on WRFY-FM, WEEU, and WRAW (local radio stations) and WFMZ (local TV station). Periodically, our schools will have early dismissal for such events as curriculum workshops or parent-teacher conferences. All early dismissals and vacation dates, along with other special dates and events, are listed on the school calendar.

### **SPECIAL NOTE:**

**TO ENSURE YOU ALWAYS RECEIVE OUR AUTOMATED PHONE MESSAGES AND ALERTS, PLEASE MAKE SURE THE SCHOOL ALWAYS HAS AN UPDATED AND VALID PHONE NUMBER FOR ALL PARENTS OR GUARDIANS.**

### **LATE STARTS**

Occasionally weather conditions will necessitate a one-or two-hour delay in opening school. Weather related late starts would be announced via telephone call and on WRFY-FM, WHUM, WEEU, and WRAW (local radio stations) and WFMZ (local TV station).

### **HOMEWORK**

Such assignments benefit students by strengthening skills, stimulating learning, and developing responsibility. The amount of homework assigned is based on age, grade, and level of achievement. Among the purposes of homework are: to enrich or extend what has been learned in the classroom; to practice skills; to read for enrichment or enjoyment; to conduct research as an outgrowth of classroom activities, and to learn how to work independently.

[7th Grade Homework Board](#)

[8th Grade Homework Board](#)

[9th Grade Homework Board](#)

In order for a student to be successful in school, a good working relationship is needed among teachers, parents, and children. Parents can assist students in assuming responsibility for homework by establishing a time and a place at home for accomplishing the assignment and by encouraging their children to submit all assignments on time.

### **VOLUNTEERS**



Any and all volunteers who will be working directly with students or coming in contact with students are required to have all clearances and paperwork on file. Prospective volunteers must send a completed application packet directly to the school principal for review and approval. Volunteer Application packets can be found on the district website: [www.muhsdk12.org](http://www.muhsdk12.org)

### **MEDIA RELEASE**

Each year, Muhlenberg Junior High School students are photographed for inclusion in our school yearbook. Additionally, teachers and/or administrators submit articles about important school events for publication in the school or district newsletter or local newspaper or invite local television stations to videotape and air particular school functions. Parents who do not wish to have their child's name or picture publicized (including in our school yearbook) must come to the Muhlenberg Junior High School office to complete a media release form. Children whose parents have not completed the form may be included in all publications.

### **DISCRIMINATION/HARASSMENT POLICIES**

Muhlenberg School District seeks to establish and maintain an education climate free from discrimination and harassment. Discrimination on the basis of sex or handicap and sexual harassment are prohibited. Muhlenberg School Board policies addressing these issues can be found on our school district website.

### **VIDEO AND AUDIO RECORDINGS**

Muhlenberg Junior High School is equipped with video cameras which record entrance/exit areas and hallways. The images recorded by these cameras may be used by school officials to establish the identity of 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 and may be used as evidence in any disciplinary proceeding conducted by the school district (as set forth in Muhlenberg School District Video and Audio Recordings Policy).

### **DISCIPLINE**

§13-1317 of the Pennsylvania Public School Code states: "Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending the 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."

### **STUDENT DISCIPLINE (POLICY 218)**

The Muhlenberg School Board recognizes the need to maintain an atmosphere conducive to teaching and learning in schools. A central goal is to help students develop self-discipline. Students share with the administration and faculty a responsibility to develop a climate within the school that encourages a positive learning environment. Students whose behavior disrupts the educational process must receive appropriate attention from teachers, counselors, and administrators.

#### **Student Responsibilities**

- Be on time for classes and other school functions
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities
- Arrange to make up work when absent from school
- Respect the rights of other students
- Express ideas and opinions in a respectful manner so as not to offend or slander others
- Respect the rules and authority of teachers, administrators, and all others who are involved in the educational

process

- Be aware of all rules and regulations for student behavior and conduct yourself accordingly
- Assume that until a rule is waived, altered, or repealed, it is in effect
- Be aware of and comply with federal, state, and local laws
- Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process
- Assist the school staff in operating a safe school
- Exercise proper use and care when using public facilities and equipment
- Avoid the use of indecent or obscene language when dealing with other students or school district staff members

### **Student Discipline Options**

These options are not intended to be all-inclusive.

- Teacher-student conference
- Direct contact with parents/guardians via phone
- Teacher-parents/guardians conference arranged by the teacher, counselor, or administrator
- Teacher-counselor-student conference arranged by teacher/counselor
- Teacher-administrator-student conference arranged by teacher/administrator
- Staff conference. The principal or his/her designee may call together staff members who can provide insight into a student's problem
- Detention and/or in-school suspension
- Out of school suspension
- Expulsion

### **Misconduct / Response Structure**

This structure presents a comprehensive series of typical misbehavior that are classified into four levels and arranged in a continuum according to the seriousness of the act and frequency of its occurrence.

While the gravity of an infraction determines its classification, the frequency of the occurrence may require its reclassification and a more severe disciplinary response. For instance, a level I misconduct, though its seriousness remains the same, could be moved to a level II and/or level III if the act occurs frequently and repeatedly enough and if corrective action taken at the appropriate level has failed.

Level I infractions occur mainly in settings under teacher control/supervision. Responsibility for disciplinary action falls primarily on the teacher although other school support personnel may become involved.

Levels II and III infractions are almost always serious enough to require the special attention of the principal, assistant principal, or dean of students.

Level IV acts of misconduct are so serious that they require the involvement not only of the building principal, assistant principal, and/or dean of students but the superintendent, the school board, and law enforcement authorities.

Optional disciplinary responses are included at each level that may be appropriately applied to correct or punish related infractions. These options, which allow the exercise of a certain amount of flexibility and discretion in application, have been selected to fit the seriousness of the misbehavior beginning with the least punitive and progressing through the levels to the most severe. Still, this attempt to match the severity of the disciplinary response with the seriousness of the infraction in some circumstances does not preclude the use of options from a lower level in dealing with higher-level infractions. On the other hand, the more severe options at a higher level are not recommended as a

response to less serious infractions at a lower level unless those offenses have been repeated and lower level alternative actions have failed.

### **Search and Seizure**

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

### **DISTRICT-WIDE WEAPONS POLICY (REFERENCE POLICY 218)**

The possession of weapons or look-alike weapons and any serious acts of violence directed to another person will not be tolerated. 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. Serious acts of violence shall include any type of physical conflict, fighting, attack, or action where there is a possibility or outcome of serious bodily injury. View the weapons policy in its entirety on the district website.

#### **218.1-AR WEAPONS**

##### **A. Student Expulsions**

- The school district shall expel, for a period of not less than one year, a student who violates the Weapons policy by possessing any weapon or look-a-like weapon on any school property, at a school or school-sponsored activity or onto any conveyance providing transportation to a school or school-sponsored activity.
- The expulsion shall be accomplished pursuant to applicable regulations in 22Pa. Code, Chapters 12 and 14.
- The Superintendent or designee may recommend modifications of such expulsion required for a student on a case-by-case basis.
- Even though expelled, students of compulsory school age shall be provided an educational program as required by 22Pa. Code, Section 12.6 (e). The educational program may be provided by alternative education services during the period of the expulsion.
- In the case of an exceptional student, the Superintendent shall take all steps necessary to comply with the Individuals with Disabilities Education Act and Chapters 14 and 15 State Board Regulations.

##### **B. Reporting**

- The Superintendent or his/her designee shall report the discovery of any weapon to local law enforcement officials.
- Principals shall report all incidents involving possession of a weapon to the Department of Education once a year.
  - The reporting requirement shall be fulfilled by entering and submitting all necessary data for each school building as required by PDE.

#### **SPECIAL ATTENTION:**

**TOY GUNS, TOY WEAPONS, OR ANY LOOK-ALIKES USED TO IMITATE A WEAPON ARE TREATED UNDER THE SAME PROVISIONS AS THE DISTRICT WEAPONS POLICY, INCLUDING THE POSSIBLE CONSEQUENCE OF FULL EXPULSION FROM SCHOOL. TOY GUNS, TOY WEAPONS AND LOOK-ALIKES ARE NEVER PERMITTED ON THE BUS, IN SCHOOL OR ON SCHOOL PROPERTY.**

### **JUNIOR HIGH SCHOOL STUDENT DISCIPLINE AND MISCONDUCT/RESPONSE STRUCTURE**

#### **GENERAL GUIDELINES**

- Each offense, major or minor, will be reported to the parent or guardian.

- Corroborated circumstantial evidence warrants an appropriate disciplinary response.
- Students referred to the office for inappropriate action will be counseled by the assistant principal, principal, and maybe guidance counselor before a disciplinary response is made.
- Any offense on school grounds that is considered criminal will involve the police.

### **Level I**

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

### **Level II**

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

<b>Student Action</b>	<b>Procedures</b>	<b>Disciplinary Responses</b>
Defiant behavior (22)	Teacher refers the student to the principal/assistant principal/dean of students. Conference if appropriate.	A. Detention. (11) B. Behavioral contract. (21)
Disruptive behavior/ inappropriate language (23)	Teacher refers the student to the principal/assistant principal/dean of students. Conference if appropriate.	A. Detention. (11) B. Behavioral contract. (21)
Use of tobacco products on school property. Possession of tobacco products on school property (Age 21 & under) (S50)	Staff member who sees a student with a tobacco product refers the student to the office.	A. First offense: one day in-school suspension (13) + detention (11). Citation issued as per policy (21) and Act 145 or anti-smoking counseling at student expense in lieu of citation (21).  B. Second offense: two days of suspension (13) + detention (11). Citation issued in accordance with Act 145 (21). C. Activity restriction. (09) D. school suspension. (13)
Minor vandalism \$25.00 or less valuation (26)	Staff member refers the student to the principal/assistant/dean of students.	A. Restitution or restoration of damaged property. B. 1-3 days of school suspension. (13)
Unacceptable behavior or action associated with lunch in the cafeteria (27)	Cafeteria supervisor observes student action and discusses inappropriate behavior with a student. Serious repeaters are referred to the principal/assistant/dean of students.	A. Restricted from the café for lunch for a specified amount of time depending on severity (08). B. Student will be responsible for bringing his/her own lunch to school on the days of restriction (10).
Minor Theft (less than \$10.00 valuation) (28)	Staff member observing behavior immediately brings the individual to the office. Staff members report suspicious individuals and all pertinent information to the principal/assistant/dean of students. Principal/assistant/dean of students attempts to substantiate facts. Parents/guardians are notified.	A. Detention (11) + restitution. B. One to three days of school suspension (13) plus detention (11). Restitution contingent upon value. C. Activity restriction (09).

Gambling (28)	Staff member observing behavior immediately brings individual(s) to the office, or staff member reports suspicious individuals and all pertinent information to the principal/assistant principal/dean of students who attempts to substantiate the report. Parents/guardians are notified.	A. First offense: detention. (11) B. 2 <sup>nd</sup> offense: one to three days of school suspension (13) + detention (11). C. 3 <sup>rd</sup> offense: school suspension (13) or one to three days out-of-school suspension (18). Referral to appropriate agency (17).
Unauthorized Use of an Electronic Devices – Chromebooks, mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's)	Staff member observing the device immediately notifies the principal/assistant.	A. First offense: temporary confiscation of device. Device returned to the student at the end of the day.  B. Second offense/subsequent offenses: confiscation of device. Device returned to the parent at the end of the school day. Further disciplinary consequences could be imposed.  C. Third Offense/Subsequent offenses: confiscation of device. Device returned to parents at the end of the school day. Further disciplinary action such as detention or suspension will occur.  D. Use of an electronic device during a safety drill that presents a safety concern will result in discipline such as detention or suspension.  E. Misuse of school property will result in discipline depending on the severity. Possible discipline includes restitution, detention, suspension or expulsion.
Leaving building without permission (30)	Staff member notifies the office.	A. One to three days of school suspension (13) + detention (11). B. 2 <sup>nd</sup> offense, out-of-school suspension.
Hitting, slapping, kicking, pushing (24)	Staff member observing behavior confers with the student, and depending on severity, refers the student to principal/assistant principal/dean of students..	A. First offense: conference with students involved (1); conference with parents (2); one or more detentions (11); one or more days of school suspension (13) + detention (11). B. Subsequent offenses: detention, in-school suspension (13), or three or more days out-of-school suspension (18). C. Police Notification (20).
Bullying/harassment of another student (Harassment as per PA Crimes Code Definition) School Policy), sexual harassment/racial harassment/ethnic intimidation/violation of nondiscrimination policies (S14-16/S27)	Staff member observing behavior immediately refers the student to the principal/assistant principal/dean of students.  Student files incident report with principal/designee.	A. First offense: one or more days of school suspension (13) + detention (11); three or more days out-of-school suspension depending on severity (18); notification of parents (2); possible notification of police (20). B. Subsequent offenses: three or more days out-of-school suspension (18). C. Referral to Alt. Ed. (19)

Possession/use of incendiary devices (lighters, matches, firecrackers, fireworks, smoke bombs, etc.) (32)	Staff member observing behavior immediately refers students to the principal/assistant principal/s of students..	A. Permanent confiscation of devices. (lighters, matches) B. (Fireworks, firecrackers, smoke bombs, etc.) One or more days of school suspension (13) + detention (11). C. Notification of parents (2). D. Three or more days out-of-school suspension (18) depending on the severity of the situation. E. Notification of police (20).
Unauthorized access/inappropriate use of internet (33)	Staff member refers the student to the principal/assistant principal/dean of students..	A. Temporary withdrawal or suspension of access privileges (8). Notification of parent/guardian (2). B. One to three days of school suspension (13) + detention (11). C. One to ten days out-of-school suspension (18) depending on severity. D. Notification of police (20).
Unauthorized access/inappropriate use of intra/inter-district computer network (33)	Staff member refers student principal/assistant principal/dean of students	A. Temporary withdrawal or suspension of access privileges (8). Notification of parent/guardian (2). B. One to three days of school suspension (18) + detention (11) or school suspension (13). C. One to ten days out-of-school suspension (18), depending on severity. D. Notification of police (20).
Unauthorized/illegal copying of computer file(s) and/or software (33).	Staff member refers a student to the principal/assistant principal/dean of students.	A. Temporary withdrawal or suspension of computer access privileges. Notification of parent/guardian. B. One to three days of school suspension (13) + detention (11) or school suspension (13). C. One to ten days out-of-school suspension (18). D. Notification of police (20).
Falsifying/changing school records/documents (34)	Staff member refers the student and all pertinent information to the principal/assistant principal/dean of students.	A. One to three days of school suspension (13) + detention (11). One to ten days out-of-school suspension (18), depending on the severity of the offense. B. Notification of police (20).
Conspiracy/complicity with other student(s) to commit an offense (35)	Staff member refers the student and all pertinent information to the principal/assistant principal/dean of students.	A. One to three days of school suspension (13) + detention (11) or school suspension (13). B. One to ten days out-of-school suspension (18) depending on the severity of the offense committed and the role of the co-conspirator/accomplice.

### **Level III**

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

<b>Student Action</b>	<b>Procedures</b>	<b>Disciplinary Responses</b>
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Truancy/unexcused absences/cutting class (60/37)	Principal/assistant principal/dean of students contacts the parent/guardian by phone.	A. Detention for each period missed for each offense (11). B. Activity restriction as per eligibility policy (9). C. Out-of-school suspension for repeated behavior of
Fighting (S17)	The staff member who observes the fight contacts the office immediately and attempts reasonable means to end the fight. School nurse consulted if necessary.	A. One to ten days out-of-school suspension (18). B. Police may be contacted and charges filed depending on the severity (20).
Serious disruptive and/or defiant behavior at activities (40)	Staff members who refer students to the principal/assistant principal/dean of students.	A. Suspension from participation in and attendance at home or away athletic or social events at least for the balance of the season; at most, for the balance of the school year (8). B. Police may be notified (20).
Serious disruptive and/or defiant behavior in school (41)	Staff members refer a student to principal/assistant principal/dean of students.	A. One to ten days out-of-school suspension. (18) B. Police may be notified. (20)
Inappropriate language/behavior directed towards staff (42)	The staff member refers the student to the principal/assistant principal/dean of students.	A. One to ten days out-of-school suspension depending on severity. (18) B. Activity restriction. (9) C. Police may be notified. (20)
Indecent exposure (S11)	The staff member refers/accompanies the student to the principal/assistant principal/dean of students.	A. One to ten days out-of-school suspension. (18) B. Police may be notified. (20) C. Expulsion – depending on severity.
Harassment/bullying of a staff member/school district employee (Harassment as per PA Crimes Code Definition).	The staff member refers the student to the principal/assistant principal/dean of students.	A. One to three days school suspension (13) + detention (11) or school suspension (13). B. One to ten days out-of-school suspension depending on severity. (18) C. Notification of police. (20) D. Suspension/removal from athletics/activities. (8)
Possession of pornography	The staff member refers the student to the principal/assistant principal/dean of students.	A. One to three days school suspension (13) + detention (11) or school suspension (13). B. One to ten days out-of-school suspension depending on severity. (18). C. Notification of police. (20) D. Suspension/removal from athletics/activities. (8)
Improper use of an electronic device- mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's).	The staff member refers the student to the principal/assistant principal/dean of students.	A. Parent Contact B. Detention(s) C. School suspension D. One to ten days out-of-school suspension depending on severity. (18) E. Notification of police. (20)

**Level IV**

Acts of such serious nature that the learning climate of the school will be jeopardized by the presence of the student.

<b>Student Action</b>	<b>Procedures</b>	<b>Disciplinary Responses</b>
Chronic truancy. (TRUAN)	Assistant principal/dean of students contacts parents/guardians.	A. School suspension. (13) B. Ten days out-of-school suspension and/or notice of withdrawal from the rolls. (18) C. Suspension/removal from athletics/activities. (9) D. Citation forwarded to district magistrate. (21)
Major theft (greater than \$10.00 valuation) (S25)	Staff member observing an individual in an act of stealing or in possession of stolen goods reports to the principal/assistant. Principal/assistant principal/ dean of students attempts to substantiate information.	A. One to three to full ten days out-of-school suspension (18) and/or expulsion. B. Restitution/replacement of missing items. C. Police will be notified and charges filed. (20)
Bomb threat, arson, false alarm (S35)	Staff member reports suspicions of students observed to the principal/assistant principal/dean of students. Administration attempts to substantiate facts. Police notified. Due process hearing before the school board.	A. Expulsion and/or alternative education (19). B. Police will be notified. (20) C. Suspension/removal from athletics/activities. (9)
Serious act of violence directed against another person (S1-S4)	Observing or involved staff member attempts to bring the student under control by reasonable means. Student is referred to the principal/assistant principal/dean of students.	A. Full ten days out-of-school suspension (18). Possible alternative education placement (19) and/or expulsion (depending on severity). B. Police will be notified and charges filed. (20) C. Suspension/removal from athletics/activities. (9)
Drugs & Alcohol	(See policy)	(See policy)
Possession of weapons or look alike weapons (S39-S46)	The observing staff member should immediately bring the individual to the office and/or immediately contact the principal/assistant principal/dean of students. A weapon shall include but not be limited to any knife, cutting instrument tool, nunchuck, stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.	A. Full ten days out-of-school suspension. (18) Alternative education placement (19) and/or expulsion. B. Suspension/removal from athletics/activities. (9) C. Police will be notified and charges filed. (20)
Assault of a school district employee (S3-S4)	Employee immediately notifies the principal/assistant principal/dean of students.	A. Ten days out-of-school suspension (18) and/or expulsion. B. Police notification. (20) C. Suspension/removal from athletics/activities. (9)
Personal threats made against a staff member or school district employee (S22)	Employee immediately notifies the principal/assistant principal/dean of students.	A. One to ten days out-of-school suspension based on severity. (18) B. Expulsion or alternative education. (19) C. Police notification. (20) D. Activity restriction. (9)



Possession/sale of stolen property	Staff member notifies the principal/assistant principal/dean of students.	A. One to ten days out-of-school suspension based on severity. (18) B. Notification/referral to police. (20) C. Activity restriction. (9) D. Alternative education placement (19) or expulsion.
Extortion (57)	Staff member notifies the principal/assistant principal/dean of students.	A. One to ten days out-of-school suspension based on severity. (18) B. Notification/referral to police. (20) C. Activity restriction. (9) D. Alternative education placement (19) or expulsion.

## DRUGS AND ALCOHOL

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

### I. Formulation and Application

A. The students, parents/guardians, staff, and Board of School Directors of the Muhlenberg School District, being concerned with the welfare and future of the student body, hereby formulate and implement these alcohol and drug abuse procedures in the hope that they will motivate community support for a community problem. We start at the school level because we sincerely believe that mind-altering substances have no value in an educational program. Clear heads and healthy bodies are necessary attributes for achieving the most value from the learning process.

B. The procedures will apply to all dangerous drugs, look-alike drugs, contraband, controlled substances and devices including without limitation those defined by the Controlled Substances, Drug, Device and Cosmetic Act 1972, P. L. 233, No. 64 (Section 4, Schedules of Controlled Substances) and any future amendments to this act.

C. These procedures will apply to alcohol and alcoholic beverages as defined in Section 6308 of the Pennsylvania Crimes Code and any future amendments to this code.

D. School officials shall be permitted to conduct a search and/or of items in a student's possession or without the student's control as per Policy 226, Searches.

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 210 Use of Medications).

- Students must have authorization from a medical doctor for use of prescription drugs.
- 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 210 Use of Medications for details.
- 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 the building principal/assistant principal or designee.

I. These procedures are in effect whenever a student is in the school's jurisdiction including participation in a field trips, sports, and all other extracurricular activities. The rules apply to students whether they be active participants or guests/spectators at such functions.

### II. Classification and Implementation

#### A. Student seeking help:

1. Every effort shall be made to gain the student's consent to notify the parent/guardian or at least consent to referral for treatment.
2. The Pennsylvania Drug and Alcohol Abuse Control Act #63 (1690.112. Consent of minor) states: "notwithstanding any other provision of law, a minor who suffers from the use of a controlled or harmful substance may give consent to the furnishing of medical care or counseling related to diagnosis or treatment. The consent of the parents or legal guardian of the minor shall not be necessary to authorize medical care or counseling related to such diagnosis or treatment. The consent of the minor shall be valid and binding as if the minor had reached his majority. Such consent shall not be voidable nor subject to later disaffirmance because of minority. Any physician or any agency or organization operating a drug abuse program who provides counseling to a minor who uses controlled or harmful substance may, but shall not be obligated to inform the parents or legal guardian of any such minor as to the treatment given or needed." Thus, the Pennsylvania Drug and Alcohol Abuse Act protects the right of the school to refer consenting students for treatment without parental knowledge or consent. It should be remembered, however, that the School Board recommends that all reasonable attempts be made, with the consent of the students, to involve parents at the earliest practical time.
3. Parents of a minor student will be notified if it is necessary for the student to receive emergency care (See Policy 210.2, Medical Attention for Students).
4. Strict confidentiality shall be maintained and the lines of communication between student and confidant must be kept open.
5. The student shall be advised that any future use, possession, or transfer of illegal drugs will not be condoned, and that information concerning any such future activity will not be treated confidentially.

#### **B. Suspicion of Usage:**

1. When a student exhibiting unusual behavior is suspected of being under the influence of drugs or alcohol, an investigation shall take place immediately.
2. The school nurse will complete a confidential "Health Assessment When Questioning Substance Use" (Attachment A). This assessment will become part of the student's permanent school health record and information obtained may be used in the decision-making process for the student's disposition.
3. When the investigation warrants, parents of a child who is exhibiting unusual behavior shall be notified and asked to come to the school. Following a discussion with school personnel, parents will decide whether to take the child for further assessment or treatment.
4. If it has been ascertained that the student's behavior was the result of illegal drugs and/or alcohol, the parents and the student will be notified of the sections of this policy which deals with disciplinary procedures and actions implemented by the district including but not limited to referral to Student Assistance Program (SAP), Student Policy 3.33

#### **C. Actual Usage:**

1. When there is reasonable evidence that a student is under the influence of, or is involved in the use of a drug or an alcoholic beverage, and this is his/her first offense, the parent/guardian shall be notified, and the student shall be given a one to 10-day suspension from school depending on the situation. The informal hearing and conference will be conducted in conjunction with Chapter XII of the regulations of the Pennsylvania State Board of Education. During this suspension, it is recommended that the student seek counseling and/or treatment from any one of the various licensed agencies or licensed individuals who offer help in this area.
2. At the second offense, the parent/guardian shall be notified and referral shall be made to the principal for a decision as to the length of the suspension pending treatment. The principal will notify the Superintendent regarding his/her decision.
3. For habitual offenses, the penalty may be exclusion from school for a period of up to 1 calendar year or more unless recommendation of the principal provides an alternative. Application for readmission at the conclusion of this period will be reviewed by the Superintendent/designated committee, and a report with a recommendation forwarded to the Board of Education.
4. Law enforcement authorities may be contacted in any of the above situations.

**D. Possession Without Actual Use:**

1. When a student is found in possession of suspected drugs, a 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 judicial agency will be made.
2. If, except as to look-alike drugs, the result of the analysis is negative and no further legal action is taken, all records as to the identity of the student shall be destroyed.
3. If the result of the analysis is positive or look-alike drugs are involved, steps shall be taken as in Section C, (Actual Usage).

**E. Selling or Buying:**

1. It is not the intent of these regulations to distinguish between a seller and a buyer. However, individual situations may result in such a distinction being made.
2. Parent/guardian and local police may be contacted. The decision regarding those involved will be at the discretion of the law enforcement authorities.
3. When there is reasonable evidence that a student is guilty of buying or selling, those involved may be excluded from school for up to 1 calendar year.
4. An individual case may be reviewed, and readmission before the complete calendar year has elapsed may be granted if sufficient evidence exists that rehabilitation has taken place, and that further exclusion is detrimental to the welfare of the student.
5. Application for readmission at any time will be reviewed by the superintendent/designated committee.

**F. Discovery of Drugs:**

1. Drugs found anywhere on the school premises are to be given promptly to law enforcement authorities.
2. A receipt for the exchange must be obtained from such authorities.

**G. Apprehended by police for Distributing Illegal Drugs, Contraband and or Marijuana:**

1. If a Muhlenberg School District youth is apprehended by the police for activities involving suspicion of use, possession, or the buying or selling of illegal drugs, look-alike drugs, marijuana, or alcohol while the student is under the jurisdiction of the school district, and if the principal is notified by law enforcement officials, the student will be subject to disciplinary measure of Section II, subsections B, C, D, E, and F of this policy.

**H. Discovery of Drugs by Staff Members:**

1. If a staff member discovers the use or sale of drugs, look-alike drugs, controlled substances, alcohol, or contraband during the performance of duties, he/she will attempt to identify the students, isolate and detain the students, and seek immediate assistance in an investigation of the matter (See I.F.)

Student Action	Procedure	Disciplinary Action
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<p>Possession of marijuana, illegal drugs, look-alike drugs, contraband and/or alcohol.</p>	<ol style="list-style-type: none"> <li>1. School authorities have the right to search the locker of any student whom they suspect of possessing any unlawful substance.</li> <li>2. Staff members report all pertinent information to the Principal/Asst. Principal and attempts to detain and isolate the individual.</li> <li>3. Principal/Asst. Principal initiates an investigation.</li> <li>4. When the investigation warrants: Law enforcement officials will be contacted. Parents are notified.</li> <li>5. Before returning to school, a hearing will be conducted with the parent, student, Principal, Asst. Principal (first offense)</li> </ol>	<ol style="list-style-type: none"> <li>1. 1 to 10 day OSS</li> <li>2. Activity restriction as per Code of Responsibility.</li> <li>3. Referral to SAP and/or agency for drug counseling/treatment.</li> <li>4. Alternative Education</li> <li>5. Expulsion up to 1 calendar year depending upon severity.</li> </ol>
<p>Use of marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.</p>	<ol style="list-style-type: none"> <li>1. Staff members will attempt to detain and isolate the individual and summon the Principal/Asst. Principal.</li> <li>2. Principal/Asst. Principal notes report of observation and initiates an investigation.</li> <li>3. School nurse conducts a Health Assessment.</li> <li>4. Law enforcement officials are notified.</li> <li>5. Parents are notified and the student is detained until police arrive.</li> <li>6. In the event of expulsion, the student is given a full due process hearing before the Board.</li> </ol>	<ol style="list-style-type: none"> <li>1. 1 to 10 days OSS</li> <li>2. Activity restriction as per Code of Responsibility.</li> <li>3. Referral to SAP and/or agency for drug counseling/treatment.</li> <li>4. Alternative Education.</li> <li>5. Expulsion up to 1 calendar year depending on severity.</li> </ol>
<p>Suspicion of Using Marijuana, Illegal Suspicion of Using Marijuana, Illegal Drugs, Look-alike Drugs, Contraband, and/or Alcohol</p>	<ol style="list-style-type: none"> <li>1. Staff member reports observation of student actions and behavior to principal/asst. principal.</li> <li>2. Principal/Asst. Principal notes report of observation and initiates an investigation.</li> <li>3. School nurse conducts a Health Assessment.</li> <li>4. Principal/Asst. principal confers with the student/s.</li> <li>5. When the investigation warrants, Principal/Asst. Principal notifies parents.</li> </ol>	<ol style="list-style-type: none"> <li>1. Student is sent home with a parent.</li> <li>2. Referral to guidance.</li> <li>3. Referral to SAP and/or outside agency for drug counseling/treatment.</li> </ol>
<p>Suspicion of distributing marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.</p>	<ol style="list-style-type: none"> <li>1. Staff member reports all pertinent information to the principal/assistant.</li> <li>2. Administration attempts to substantiate information.</li> </ol>	<ol style="list-style-type: none"> <li>1. Close surveillance of student's activities during the school day.</li> </ol>
<p>Distribution of marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.</p>	<ol style="list-style-type: none"> <li>1. The staff member/s who observes distribution will attempt to detain and isolate individuals and contact the principal/asst. principal.</li> <li>2. Law enforcement officials will be notified.</li> <li>3. Parents/guardians are notified and the student/s is detained until police arrive.</li> <li>4. The Student/s is given a full due process hearing before the school board.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension and/or expulsion depended upon severity.</li> </ol>

## Qualifications

A. In establishing guidelines for action, it is acknowledged that generalizations may be invoked in writing procedures such as those outlined above.

B. It must be understood that the concern for the well-being of the individuals involved in any of the actions described herein must be weighed against concerns for the well-being of the student body at large.

C. Therefore, it must be recognized that appropriate discretionary action on the part of those charged with carrying out the punitive process must not be prohibited by these guidelines.

D. It is suggested, however, that such diversions from the established procedures should be the exception rather than the rule.

## SUSPENSION AND EXPULSION (Reference Policy 233)

Exclusion from school may take the form of suspension or expulsion

- Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
- Expulsion is exclusion from school by the Board of Education for a period exceeding 10 consecutive school days and may be permanent expulsion from the school rolls.

### Suspension Procedures

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

- Theft of school or personal property.
- Physical attack or threat to a student or staff member.
- Smoking on school property or during school activities.
- Drug or alcohol possession, use or sale (see Policy 227 – Controlled Substances/Paraphernalia)
- Chronic cutting of school, class or other scheduled activities.
- Chronic lateness to school, class or other scheduled activities.
- Willfully damaging or destroying school or personal property.
- Verbally abusing (obscenity, threats) a staff member or student.
- Refusing to serve detention.
- Leaving school grounds without permission during the school day.
- Any activity performed on school property or during school activities which is considered criminal under local, state, or federal law.
- Refusing to comply with reasonable instructions of a staff member or published school rules. General rules and regulations may be found in student handbooks, teachers' manuals, or other school publications. Elementary teachers are responsible for making their students aware of school rules.
- Willfully disrupting the normal operation of the school.

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

- Parents/guardians will be contacted and notified of the reason(s) for the suspension.
  - Parents/guardians will be requested to remove the student from the school as soon as possible.
  - If contact is not made with a parent/guardian or if the student is not removed from the school, the student shall remain in school until the close of the school day, under the supervision of an administrator or a designated staff member.
- A letter will be sent to the parent/guardian stating the reason(s) for suspension, length of suspension, and the date and time for a conference.
  - A copy of the letter will be given to the student to take home to his/her parents/guardians.
  - Copies of the suspension letter must be filed with the office of the Assistant Superintendent and the office of the Principal.
- No suspension shall exceed three consecutive school days unless an informal hearing has been held with parents/guardians within the three day period for the purpose of extending the suspension period.
- Such informal hearings shall take place as soon as possible after the suspension and the district shall offer to hold it within the first five (5) days of the suspension. No student shall ever be suspended for more than ten

consecutive school days without Board approval.

- If a student's suspension from school is extended to include the maximum of ten school days, a second parent/guardian conference must be scheduled no later than the tenth day of suspension for the student's re-admittance to school on the eleventh day.
- If a parent/guardian refuses to appear for a scheduled conference within the three days, the principal may readmit the student. If, however, the offense warrants the extension of suspension beyond the original conference date, the principal will:
  - notify the parent of the extended time period via mail;
  - continue efforts to establish a parent conference and document those efforts;
  - Notify the appropriate supervisor of the status of the case on a daily basis.
  - Requirement for Reinstatement
- Number of Days of Out-of-School Suspension
  - 3 - Informal hearing with Principal/Assistant Principal
  - 5 - Reinstatement meeting with Principal
  - 10 - Reinstatement meeting with Assistant Superintendent

## **HEALTH SERVICES**

### **Illness During School Hours**

If a student becomes ill during school hours, the teacher to whom the student is assigned will issue a pass slip to the nurse's office or, in her absence, to the main office. If it is necessary for the student to go home, the Health Services nurse will contact the student's guardian. Any student who is dismissed due to illness must have a guardian sign out in the office before leaving the building. Students may not dismiss themselves from school for reasons of illness. This process must take place through the Health Services office.

If your child is sick, do not send him or her to school. Call the Health Services office and talk with the nurse if you have any questions about your child's illness. A parent/guardian will be notified if a child is obviously ill or has a temperature of 100 degrees or above.

Any child having signs or symptoms of an infectious condition may be excluded from school until he or she presents evidence from a medical provider that the condition is not infectious or that recovery has occurred. Some of the more common infectious conditions, which may require a note from a medical provider before a student may return to school, are conjunctivitis or pink eye, impetigo, ringworm, and scabies.

Any child found to be infested with head lice (pediculosis) will not be excluded from school as per recommendations from the U.S. Center for Disease Control, the American Academy of Pediatrics, the PA Department of Health and the National Association for School Nurses.

### **First Aid**

Licensed Health Services nurses are available to provide immediate, temporary medical care for your child in the event of an accident or sudden illness at school. If further treatment is required, the parent/guardian will be required to pick their child up from school. In the event of an emergency 911 will be called and the child will be transported to the hospital.

### **Physical Examinations (Policy 209)**

Pennsylvania school law requires that all children have a medical examination upon admission to school (kindergarten or first grade), again in the sixth grade and in 11th grade. The family medical provider or school physician/certified registered nurse practitioner may perform this examination. Should the school physician/nurse practitioner discover

any medical issues that require further evaluation, the parent/guardian will be notified and encouraged to follow up with their family medical provider. The school will supply the necessary forms when the parent/guardian elects to have the examination done by their family medical provider.

### **Dental Examinations (Policy 209)**

School law requires children to have dental examinations on admission to school(kindergarten or first grade) and again in third grade and seventh grade. Either the school dentist or family dental provider may perform this examination. The school will supply the necessary forms when the parent/guardian elects to have the examination done by their family dentist. If a defect is found by the school dentist, the parent/guardian will be notified and encouraged to seek treatment by the family dentist. No treatment will be performed by the school dentist.

### **Other Examinations**

(Policy 209) Hearing examinations are performed in kindergarten, grades one, two, three, seven and eleven. A hearing exam may be performed at any other time deemed necessary during the school year. Height, weight and vision testing is completed annually on all students (K – 12). Parents/guardians are notified of any conditions needing further professional evaluation.

### **Medication Policy**

With the exception of a life-threatening emergency, school personnel, other than licensed Health Services nurses, will not administer individually prescribed medications or over-the-counter medications to students during school hours. Parents or guardians may choose to come to the nurse's office to personally administer medication to their child that needs to be taken during school hours. OR the parent/guardian may send prescribed medication to be administered in school as per the Muhlenberg School District Medication Administration policy. Over the-counter medications available through the Muhlenberg School District Standing Medications Orders, issued by the school physician, (such as pain relieving medication, cough medication, medication for stomach upset and emergency medications etc.) shall not be given without the prior permission of parent/guardian except in the event of a life threatening emergency. Medication Authorization forms are available through the MSD Health Services website or in any of the MSD the health rooms.

## **ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

In order to contribute to the welfare of the extracurricular activity, the student must recognize and willingly assume certain responsibilities as a student athlete or activity participant. As representatives of the Muhlenberg School District and its programs, participants are expected to exhibit exemplary behavior in and out of school. Extracurricular activity is defined as an activity covered by the provisions of Section 511 of the School Code that is sponsored or approved by the board of school directors, is conducted partially or entirely outside the regular instructional day schedule and is available to students enrolled in the district's schools who voluntarily elect to participate, subject to the eligibility requirements of the activity.

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

All students participating in Muhlenberg School District extracurricular activities are governed by the Student Discipline and Punishment, Policy, and the Student Athlete/Activity Participant Code of Responsibility. Any violation of the student discipline code on school property or while actively participating in or traveling to or from school or to or from an organized extracurricular activity may result in the forfeiture of the privilege of participation on a Muhlenberg athletic team or related activity.

If a violation of the discipline code involves a one to ten day out-of-school suspension, the participant will not practice

or compete on those days. While head coaches and activity sponsors may assess penalties for participants in violation of team or activity rules and regulations, the building principal or designee may declare a student ineligible from participation in extracurricular activities because of conduct or behavior unbecoming of a student athlete or activity participants.

I. Specific actions defined herein may result in suspension or dismissal from participation in extracurricular activities at the discretion of the Principal/Designee. Permanent prohibition from extracurricular activities may occur for any subsequent violations:

- Providing, selling, being in the possession of, or being under the influence of alcohol, drugs, narcotics, prescription medication exceeding the amount prescribed, other controlled substances or over-the-counter medications in accordance with MSD policies 227 “Controlled Substance/Paraphernalia” and 210 “Use of Medications.”  
Prom/Graduation restriction if offense is committed during the 2<sup>nd</sup> semester.
- Possession of or use of tobacco products (snuff, chewing tobacco included).
- Damaging or stealing school, community, or private property.
- Being disciplined in level four of the discipline code. Students assigned to alternative education programs are ineligible to participate in extracurricular for the duration of the assignment.
- Follow District Attendance Policy and Administrative Regulations.
- A total of 10 tardies constitutes a first offense; 15 tardies constitute a second offense; 20 total tardiness will constitute a third offense; in one school year.
- Two out-of-school suspensions in one school year.

II. **Students shall arrive no later than the end of the first period in order to be eligible to participate in any extracurricular activity on that day.** The building principal must approve any exception to this rule.

III. Each student is responsible for school issued equipment and is responsible for properly securing equipment in an assigned locker. Each athlete or activity participant is responsible for reporting to the head coach, activity advisor, or equipment manager any equipment that is damaged, in need of repair or replacement for safety or other reasons. Any athlete or activity participant who has not returned any item of school issued equipment or has any other obligations will not be eligible for awards or other recognition activities and may not participate in other athletic programs or activities until cleared.

IV. Students are not eligible to participate in any interscholastic contest if they attain the age of 19 before June 30, immediately preceding the school year. (15<sup>th</sup> birthdays where interscholastic competition is limited to grades 7 and 8; 16<sup>th</sup> birthdays where interscholastic competition is limited to grades 7 through 9.)

V. Students must retain an amateur status in order to be eligible to participate in any contest.

VI. A physical examination is required before participation in any sport is permitted.

VII. All students participating in interscholastic activities must adhere to the Muhlenberg School District and Pennsylvania Interscholastic Athletic (P.I.A.A) academic rules on eligibility. According to Article IX, Sections 1 – 4 of the PIAA by-laws:

- A pupil must pursue and maintain an acceptable grade in a full time curriculum defined and approved by the principal.
- Eligibility shall be cumulative from the beginning of the grading period and shall be reported weekly.
- A pupil must have passed at least four full credit subjects or the equivalent (4 credits) during the previous grading period.
- Parents of Home Education and Charter school students are responsible for providing transportation to and from Muhlenberg School District for participation in activities.
- Muhlenberg School District shall permit a resident child who is enrolled in a Home Education program or Charter School to participate in any activity that is subject to the provisions of Section 511 including, but not limited to, clubs, musical ensembles, athletics and theatrical productions provided that the child:
  - Meets the eligibility criteria, or their equivalent, for participation in the activity that apply to students enrolled



in the school district.

- Meets the try-out criteria, or their equivalent, for participation in the activity that apply to students enrolled in the school district.
- Complies with all policies, rules and regulations, or their equivalent, of the governing organization of the activity.

IX. Where the activity requires completion of a physical examination or medical test as a condition of participation and the school district of residence offers such physical examination or medical test to students enrolled in the school district, the school district shall permit a child who is enrolled in a Home Education program or Charter School to access such physical examination or medical test. The school district shall publish the dates and times of such physical examination or medical test in a publication of general circulation in the school district and on its publicly accessible internet website.

X. The school district may charge the charter school for charter student participation in extracurricular activities, since these costs are part of the per-pupil payment that is paid to charter schools. This fee is on a “cost basis,” with the school district neither losing nor making money, as determined by the school district using the expenses of each activity, including coach or director, uniforms, transportation and miscellaneous costs.

### **ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES QUALIFICATIONS**

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

**\*\*See the Muhlenberg School Districts COVID-19 Athletics Plan for updates on athletics.**

### **GRADES**

Periodic reports of student achievement are given at the end of each marking period in each of the subjects in which students are enrolled in.. The grade assignments are given in actual percentage grades on the report cards. Grades are reported via the Home Access Center. Grades are established based on the following key:

#### **Students in grade 9:**

Numerical Grade Range	Letter Equivalent	Quality points
	<u>Letter grade</u>	<u>Percentage</u>
	<u>Grade point average</u>	
	A+	97% - 100%
	A	93% - 96%
	A-	90% - 92%
	B+	87% - 89%
	B	83% - 86%
	B-	80% - 82%
	C+	77% - 79%
	C	73% - 76%
	C-	70% - 72%
	D+	67% - 69%
	D	63% - 66%
	F	≤ 62%

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

Report Cards - Report cards are issued approximately six school days beyond the end of each marking period. Report cards show numerical grades representing the percentage earned for each class according to the scale listed above. Report cards may also show appropriate comments from individual teachers about the progress of a particular student.

Minimum failing grade: Report card will reflect actual percentage grades earned in each class with the exception of a minimum failing grade of 50% for the first marking period at the principal’s discretion.

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

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

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

Honors - Grade point equivalents for the awarding of academic honors are as shown below:

High Honors – 3.7

Honors - 3.4 -- 3.699

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

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

1) Class Rank is based on a GPA calculated in the following manner:

- 4 point system is in effect for grade values (see Grades & Grade equivalents) plus, add .1 for each AP course plus, add .035 for each Honors course
- Class rank is not applicable until the student's senior year.

## **GUIDANCE**

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

## **BULLYING/HARASSMENT (REFERENCE POLICY XXXX)**

The safety of our students and staff is a top priority. This includes safeguarding all students from undesired harassment and bullying to ensure that the educational process and environment is not impeded or affected for successful learning. Refer to Board Policy for specific language, however, bullying and harassment includes

but no limited to physical, verbal, social, mental, emotional, cyber and sexual. Willful bullying and harassment will be addressed swiftly and aggressively by staff and administration upon notification. Prevention and consequences for bullying and harassment can include law enforcement.

### **SPECIAL ATTENTION:**

ANY STUDENT EXPERIENCING BULLYING OR HARASSMENT SHOULD IMMEDIATELY NOTIFY A TEACHER, STAFF MEMBER, ADMINISTRATION AND PARENTS OR GUARDIANS FOR SWIFT RESOLUTION.

### **Bullying Defined**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

### **Cyberbullying**

Cyberbullying across school-owned devices will be investigated by administration and subject to consequences according to school procedures and district policy.

All parents and guardians should be aware of student activity on all personal social media platforms. Cyberbullying across personal social media platforms will be investigated by administration if it affects the safety or learning process of any student at school. Any new information obtained regarding cyberbullying across personal social media platforms will be referred to parents and/or guardians and, if necessary, the student's counselor or law enforcement for any potential criminal activity.

For more information and resources about bullying and/or harassment: [www.stopbullying.gov](http://www.stopbullying.gov)

### **Safe2Say Something**

*Safe2Say Something* is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. To refer an anonymous tip or report to Safe2Say:

Phone: 1-844-SAF2SAY  
Email: [www.safe2saypa.org](http://www.safe2saypa.org)

### **HAZING**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from

hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

#### **PENNSYLVANIA SCHOOL CODE 24 PS 13-1317**

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

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

#### **STUDENT COMPLAINT PROCESS**

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.

A. For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

- Specific nature of the complaint and a brief statement of relevant facts.
- Manner and extent to which the student believes she/he has been adversely affected.
- Relief sought by the student.
- Reasons why the student feels entitled to the relief sought.

B. The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.

C. At each level the student shall be afforded the opportunity to be heard personally by the school authority.

D. At each step the school authority hearing the complaint may call in the student’s parent/guardian.

E. The student may seek the help of a parent/guardian at any step.

## **VIDEO AND AUDIO RECORDINGS**

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

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

- The district may place video cameras and/or audio recording devices on school and for school-related activities.
- All video and audio recordings created are the property of the school district and may be used as the district deems appropriate.
  - The video cameras or audio recording devices may or may not be monitored.
  - 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.
  - 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.
  - The images or sounds recorded by these devices may be used by school officials as evidence at any disciplinary proceedings conducted by the school district.
  - The images or sounds recorded by these devices may be provided to appropriate law enforcement agencies at the discretion of the Superintendent.
  - 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.

### Procedures

- Public Notice
  - Students, parents, employees, chaperones, and members of the general public will be notified that the district monitors conduct through the use of recording devices.
  - Notification will be accomplished through various means.
    - Posted on school property and on transportation vehicles.
    - Included in school handbooks.
    - Distributed through district newsletters.
  - Expectation of privacy
    - Notification is provided so that individuals do not have a false expectation of privacy while on school property or vehicle, or while participating in school-related activities.
    - Notices will not identify the location of recording devices.
    - Recording equipment will not be placed in locker rooms or restrooms 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 needs and develop appropriate controls concerning access to the recorded images.

## **WORKING PAPERS**

Working papers can be obtained through the High School main office between the hours of 7:30-3:30 using Pennsylvania guidelines.

## **HANDBOOK ACKNOWLEDGEMENT**

**PLEASE SUBMIT THE FOLLOWING GOOGLE FORM ACKNOWLEDGING**

**BOTH THE PARENT/GUARDIAN AND STUDENT HAVE REVIEWED THE HANDBOOK:**

[MJHS 2022-2023 Parent/Guardian and Student Handbook Sign-off Form](#)

[Spanish MJHS 2022-2023 Parent/Guardian and Student Handbook Sign-off Form](#)



