

# 2024-2025 Student Handbook

## Muhlenberg High School Muhlenberg, PA



Excellence in Action  
*Equipping, Engaging, Empowering*

Muhlenberg High School  
400 Sharp Ave  
Reading, PA 19605  
Phone 610-921-8078  
Fax 610-921-7925

Mr. Haniff L. Skeete, Principal - [skeeteh@muhlsdk12.net](mailto:skeeteh@muhlsdk12.net)  
Mr. Kevin Vanino, Vice Principal - [vaninok@muhlsdk12.net](mailto:vaninok@muhlsdk12.net)  
Lori Morris, Assistant Principal - [morrisl@muhlsdk12.net](mailto:morrisl@muhlsdk12.net)  
Mr. Aaron Kopetsky, Assistant Principal - [kopetskya@muhlsdk12.net](mailto:kopetskya@muhlsdk12.net)  
Mrs. Lauren Heydt, Licensed School Social Worker - [heydtl@muhlsdk12.net](mailto:heydtl@muhlsdk12.net)  
[Website: www.muhlsdk12.org](http://www.muhlsdk12.org)  
Twitter: @MuhISD  
Instagram: @gomuhls

2024-2025 Muhlenberg High School Handbook

Sign and return to your homeroom teacher by September 3, 2024, indicating that you have read and understand the policies in the Student Handbook located on the school district website at ([www.muhsdk12.org](http://www.muhsdk12.org)); High School - About Us - Student Handbook.

Student Name \_\_\_\_\_  
(Print)

Student Signature \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_  
(Print)

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

Daytime phone \_\_\_\_\_ Date \_\_\_\_\_

Check box if you do not have internet access and are requesting a hard copy handbook.

**\*Failure to complete and return this form may result in the student being excluded from activities such as clubs, field trips, homecoming and prom.**

# VISION STATEMENT OF THE MUHLENBERG SCHOOL DISTRICT

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.

## ALMA MATER

Our thoughts are held in loving thrall

To this, our honored Hall.

Within these walls, we've pondered o'er

The paths that lead to ALL.

The best that wisdom gives, we've got;

The prize belongs to all.

Our loyal friendship's flower divine

That bides in Blue and Gold

*Chorus*

Then here's a rousing shout to her

And to her colors bold.

We'll all be true and loyal to

The noble Blue and Gold.

# BELL SCHEDULE



## MHS Bell Schedule

<b>Arrival</b>	<b>7:25 AM</b>
Warning Bell	7:38 AM
Homeroom/Muhl Time	7:40 - 8:04 AM (24 Min)
Period 1	8:08 - 8:48 AM
Period 2	8:52 - 9:32 AM
Period 3	9:36 - 10:16 AM
Period 4	10:20 - 11:00 AM
Period 5	11:04 - 11:44 AM
Period 6	11:48 - 12:28 PM
Period 7	12:32 - 1:12 PM
Period 8	1:16 - 1:56 PM
Period 9	2:00 - 2:40 PM
Dismissal	2:40 PM

## CTC Bus Runs

AM CTC Dismissal	7:35 AM
PM CTC Dismissal	11:04 AM
AM CTC HR	11:38 - 11:44 AM



## ACTIVITIES

Muhlenberg High School provides a wide range of co-curricular activities. In addition, the school sponsors class organizations at each grade level. Below is a list of activities students can participate in at MHS.

### Clubs

Academic Challenge	Leo Club	Spanish Club
Aavidum	Majorettes	Spring Musical
Anime Club	Marching Band	Stage Crew
Art/Photography Club	Model UN Club	Student Council
Audiovisual Crew	National Honor Society	Yearbook
Color Guard	One by One	STAR
General & Concert Chorus	Peer Tutor	Swole Patrol
Dance Club	Reading Olympics	Tabletop Games
Fashion Club	SADD/Busted	Film Club
Future Business Leaders	Science Club	

### Sports

Baseball	Football	Tennis
Basketball	Golf	Track & Field
Bowling	Lacrosse	Unified Sports Track
Cheerleading	Soccer	Volleyball
Cross Country	Softball	Water Polo
Field Hockey	Swimming	Wrestling

## ALTERNATIVE EDUCATION

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

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

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

## ANNOUNCEMENTS

Announcements are made daily. If you want an announcement made, prepare it in advance, have it signed by the faculty sponsor, and submit it to the television studio. Please remain quiet during announcements.

## ASSEMBLIES

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

## ASSESSMENTS & TESTING

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

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

The testing program can include competency exams (Keystone Exams) in the subject areas of Algebra, Literature, and Biology, as well as other testing programs administered on an as needed basis. Benchmarking tests are taken throughout the school year for grades 10 and 11. All students are required to participate in the appropriate testing program and are encouraged to do their best on the tests.

## ATTENDANCE

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

### Excused Absences

If a student is unable to attend school, the student's parent/guardian must call the Attendance Office at (610) 921-8078, extension 4113, before 9 a.m. on the day of the absence to report his/her child absent from school.

- Students must follow up all absences with an excuse blank or parent note within three school days of the absence.
- Excuse blanks are available in the high school office, from classroom teachers, and on our district website ([www.muhsdk12.org](http://www.muhsdk12.org)). These notes are required by law to verify absences, and they must be signed by a parent/guardian. Students are not permitted to sign their own excuse blanks regardless of age.
- Absences of three or more consecutive days due to illness must be verified with a doctor's excuse.
- Students will be granted up to five excused days for bereavement purposes.
- Once a student accumulates a total of 10 excused absences, the parent/guardian of that student will receive an Excessive Absence letter. All future absences from that point must be followed up with a doctor's note in order for that absence to be considered excused.

## Unexcused Absences

- If an excuse blank or note is not submitted within three days following the return to school, the absence becomes unexcused.
- The issuing of a citation with the District Justice may result in fines of up to \$300.00/day for students of 18 years of age and younger; additionally, these students may lose their driver's license for up to six months.
- Students with chronic attendance issues will meet with the high school's attendance committee to discuss the importance of regular school attendance as well as solutions that will improve the students' attendance record. Parents/Guardians of these students will attend such meetings as well. In addition, a Student Attendance Improvement Plan (SAIP) will be implemented and a Student Attendance Improvement Conference (SAIC) will be held.
- Consequences for the accumulation of unexcused absences are as follows:

Unexcused Absences	Consequences
3	A letter sent to home address within ten (10) days of third absence
6	Considered habitually truant. A School Attendance Improvement Conference established between school and parents within (10) days of 6 unexcused absences. Students referred to school based or community based attendance programs.
10	A citation may be filed by the school*
15	<b>Loss of Prom Privileges</b> and/or Participation in Co-Curricular Activities & Field Trips
20	A citation may be filed by the school*
25	A citation may be filed by the school* Possible Loss of Participation in Commencement Ceremonies for Seniors

\*For students of compulsory school age (up to/including age 18)

## Make-Up Work

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

## College Visitations and Educational Trips

- Students who plan to miss school for college visitations must bring in a note from a parent/guardian requesting permission for such absences.
- This request must be submitted to the Attendance Office at least one week before the intended visitation. **College documentation will credit the student as a full day in attendance. Otherwise, it will be considered an excused absence. Only 5 days are permitted each school year for such visitations**
- Students who plan to miss school for an educational trip must bring in a note from a parent/guardian requesting permission for such an absence. This request must be submitted to the Attendance Office at least 10 days

before the intended trip. **Students may be excused from school no more than 5 school days for educational trip purposes.**

## Illness During the School Day

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

## Tardy/Late to School

- Students who are not in their homeroom by 7:40 a.m. are considered to be late to school and must sign in at the tardy desk located outside the Main Office. Students will then be given a pass to report to class.
- An accumulation of excused tardies to school will result in a student needing to provide a doctor's note.
- Students who participate in co-curricular activities will be not allowed to participate in the day's activity if they arrive at school after Period One without a valid excuse note (i.e. doctor's note, court subpoena).
- **Consequences for the accumulation of unexcused tardies to school are as follows:**

<b>Unexcused Tardies</b>	<b>Consequences</b>
5	1 Detention
10	2 Detentions/activity restriction – 2 weeks
15	3 detentions/activity removal ( <b>No Prom</b> )
20	4 detentions/activity removal
25	5 detentions/activity removal

## Tardy/Late to Class

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

## Early Dismissals

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

## **BUILDING SECURITY- AUDIO/VIDEO SURVEILLANCE**

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

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

## **BUSSING**

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

### **School Bus Regulations**

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

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

- Pupils shall line up to get on the bus, avoid pushing and shoving, and take seats on the bus immediately upon boarding following the seating procedures.
- Pupils shall not tamper with the bus or any of its equipment.
- Pupils shall observe orderly conduct on the bus and shall refrain from the use of profane and indecent language.
- Pupils shall not talk to the bus driver while the bus is in motion.
- Pupils shall not board/disembark their bus at other than their assigned stops and shall only ride their regularly assigned school bus.
- Pupils shall not play games on the street or highway while waiting for the school bus, nor shall they trespass or cause damage to any property in the vicinity of the bus stop.
- Pupils shall be on time for the school bus.
- Pupils shall not bring pets to school on the bus.
- Pupils shall not eat or drink on the school bus.
- Pupils shall cooperate with and obey the school bus driver at all times.
- Pupils shall not deposit any paper or trash on the seats or anywhere else on the bus.
- Pupils shall not make terroristic threats, speak inappropriately, gesture, stare down or use facial/body expressions to convey defiance or dissatisfaction with the bus driver or aide.
- Pupils shall adhere to the Muhlenberg School District Policy 227 on Controlled Substances/Paraphernalia.
- Pupils shall adhere to the Muhlenberg School District Policy 218.1 on Weapons.
- Pupils shall adhere to the Muhlenberg School District Policy 222 on Tobacco Use.
- Students shall adhere to the Muhlenberg School District Policy 218 pertaining to Student Discipline.
- Students shall adhere to Muhlenberg School District Policy 237 pertaining to Electronic Devices.

### **Bus Routes**

- Transportation routes, stops and schedules are designed to move eligible children safely and expeditiously.

- All bus assignments are permanent and non-transferable.
- Bus drivers are not permitted to accept any requests for transportation changes.
- Exceptions may apply to alter transportation in cases involving residency changes, students placed by the District in outside placements, issues pertaining to the safety of students and short term emergency situations.
- All requests to alter transportation must be presented by the parent or legal guardian in writing and in person to the School Principal five (5) days prior to the effective date of the change, unless the request is an emergency, then three (3) days is sufficient.
  - The Home and School Visitor may be directed by a principal to provide transportation for one or two days under circumstances when three days advance notice is impossible.
  - Altering transportation for emergency purposes shall last no longer than five (5) school days unless approved by the School Principal.
  - Principals, in collaboration with the Coordinator of Buildings, Grounds and Transportation will make the final decisions regarding requests to alter transportation. The validity, fairness and reasonableness of the request will be considered.
  - The parent/guardian will be informed by the principal of the final decision regarding a request for changed transportation.
  - At the conclusion of the emergency, parent/guardians must contact the school principal in order for regular bus services to resume.

## **Denial of Transportation**

Transportation Services will not be provided for the following:

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

## **Carrying of Objects on Buses**

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

## **Transportation Video/Audio Monitoring**

### **Authority**

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

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

## **Delegation of Responsibility**

Upon approval by the Transportation Coordinator or authorized designee, the video/audio monitoring device will be installed, operated, and maintained by the Transportation Department. The device will be installed on an as needed basis. A warning (via a posted decal in buses and publication in school handbooks) will inform riders that a video/audio monitoring system may be used at any time. Access to the camera and tapes will be limited to the Transportation Coordinator or designee.

Tapes will be erased and re-recorded if no incidents occur over a two-week schedule. Tapes documenting incidents will be made available to the appropriate school administrators after review by the Transportation Coordinator.

## **Misbehaviors on Busses**

### *Level I Offenses*

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

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

### *Level II Offenses*

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

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

### *Level III Offenses*

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

## CAFETERIA

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

- Remain Seated
- Keep Chairs Out of the Aisle
- Clean Up Your Space
- Respect Yourself and Others
- Help Maintain A Safe Environment

## CAREER & TECHNOLOGY CENTER

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

## COUNSELING DEPARTMENT

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.

## DANCES

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

- Rules: All school rules are in effect at all school-sponsored activities including dances and the prom.
- Eligibility: Students listed on the weekly ineligible list for academics and students on the restriction list for behavior reasons may not attend school dances. Students who obtain 15 or more unexcused absences, and or 15 or more unexcused tardies to school, are ineligible for all dances including the prom and homecoming.
- Identification: Students and guests need to carry a picture identification card for admission to MHS sponsored dances. Either a school ID card or driver’s license will qualify a student for admission to the dance. Students should be prepared to have their ID cards collected at the door by the administrator or chaperone in attendance at the dance. Cards will be returned at the end of the dance or when the student leaves.
- Administrators or chaperones have the right to deny any person entrance to the dance.
- Dances are limited to students attending Muhlenberg High School (Grades 10 through 12). 9th Grade students are not permitted to attend high school dances.
- Guests: All non-MHS students/graduates are not permitted at dances, except for the junior/senior prom.
- Re-entry: Students leaving prior to the end of any dance without permission from the administrator or chaperone in charge may not re- enter the dance.

- Smoking: Dances, including the prom, are school-sponsored activities. Even though the dance may occur away from school premises, the rules for smoking and subsequent penalties remain in effect.
- Driving: Dances shall be scheduled so that they conclude in adequate time for students to safely travel to home at the conclusion of the dance in accordance with state driver's license regulations (HB 10, PN 2065).

## Prom

- Students who attend the prom shall be high school students (Grades 10-12, not exceeding age 20).
- 9th grade students from MSD and/or any other school are not permitted to attend the Junior/Senior Prom.
- Non-MHS guests must submit the appropriate Guest Form to be approved as a guest. The administrator may make an inquiry to the guest's school. Students will be given advance notice that guests are not permitted at the Prom in the event this situation should occur. Students with non-MHS dates/guests who have not pre-registered their guests will be restricted from entering the prom. Administrators or chaperones have the right to deny a person entrance to the prom.
- **Students who obtained 4 or more days of Out of School Suspension are ineligible for the prom.**
- **Students who obtained 15 or more unexcused absences from school are ineligible for the prom.**
- **Students who obtained 15 or more unexcused late to school are ineligible for the prom.**
- **Students who are absent or late (after period 1) on day of prom are ineligible for prom.**

## DISCIPLINE

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

### General Guidelines

1. Each offense, major or minor, will automatically be reported to parents via phone call or mailing.
2. Corroborated circumstantial evidence warrants appropriate disciplinary response.
3. 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.
4. A student may be restricted from the library and commons during study periods for a specified amount of time; however, a student with a research pass may go to the library.
5. Any offense on school grounds that is considered criminal will involve the police.

## Code

### Student Responsibilities

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

- M. Exercise proper care when using public facilities and equipment.
- N. Avoid the use of indecent or obscene language when dealing with other students or school district staff members.

### **Student Discipline Options**

- A. Student-teacher conference.
- B. Contact with parent/guardian by phone.
- C. Teacher-parent conference arranged and conducted by teacher, counselor, or administrator.
- D. Teacher-counselor-student conference arranged by teacher or counselor.
- E. Teacher-administrator-student conference arranged by teacher or administrator.
- F. Staff conference including members who can provide insight into a student's problem.
- G. Teacher Detention, Lunch Detention, Morning/After School Detention, Out of School Suspension.
- H. Suspension and Exclusion (Policy 233). Students, parents/guardians, and staff should be aware of the infractions that warrant suspension from school. This information is available in the student handbook, teacher manuals, and other publications including school district policy manual.
- I. Outside agency conference: this is arranged and conducted by a counselor or administrator with appropriate staff members involved.
- J. All items A through I in this section must be accounted for by written record.

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

### **Misconduct/Response Structure**

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

#### ***Level I Offenses***

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

## Level II Offenses

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

Student Action	Procedure	Disciplinary Response
Continuation of unmodified Level I actions.	Principal/assistant confers with the guidance counselor and parents.	One to three days OSS/ISS
Defiant Behavior	Teacher refers the student to the principal/assistant. Conference if appropriate.	Detention
Disruptive behavior/ inappropriate language.	Teacher refers the student to the principal/assistant. Conference if appropriate.	Detention One to three days OSS/ISS
Use of tobacco products on school property. Possession of tobacco products on school property. Vaping	Staff member who sees a student with tobacco products, refers the student to the office.	First offense: 1 day of Detention. Citation issued as per policy & Act 145 or anti- smoking counseling at student expense in lieu of citation. Second offense: 2 days of Detention. Citation issued in accordance with Act 145. Activity Restriction. One to three days OSS/ISS
Minor vandalism of \$25.00 or less valuation	Staff member refers the student to the principal/assistant.	Restitution or restoration of damaged property. 1-3 days OSS/ISS
Unacceptable behavior or action associated with lunch in the cafeteria.	Cafeteria supervisor observes student action and discusses inappropriate behavior with student. Serious repeaters are referred to principal/assistant.	Restricted from the cafe for lunch for a specified amount of time depending on severity. Student will be responsible for bringing his/her own lunch to school on the days of restriction.
Minor Theft (less than \$10.00 valuation)	Staff member observing behavior immediately brings the individual to the office. Staff member reports suspicious individuals and all pertinent information to the principal/assistant. Principal/assistant attempts to substantiate facts. Parent/guardian is notified.	Detention + Restitution One to three days OSS/ISS plus detention. Restitution contingent upon value. Activity Restriction. Police notification
Gambling	Staff member observing behavior immediately brings individual(s) to the office, or staff member reports suspicious individuals and all pertinent information to the principal/ assistant who attempts to substantiate the report. Parent/Guardian is notified.	1st Offense: Detention 2nd Offense: one to three days ISS/Activity Restriction 3rd Offense: OSS 3-5 days. Referral to appropriate agency/Activity Restriction
Electronic Devices (Policy 237)	Staff member observing the device immediately notifies the principal/assistant.	1st Offense: temporary confiscation of device (device returned to student) 2nd Offense: temporary confiscation of device (device returned to parent/guardian) Notification of parent/ guardians.
Leaving building without permission	Staff member notifies the office.	1st Offense: One to three days OSS/ISS + detention. 2nd Offense: One to three days OSS/ISS + two detentions

**Level II Offenses (Cont.)**

Student Action	Procedure	Disciplinary Response
Hitting, slapping, kicking, pushing, or bullying/ harassment of another student. (Harassment as per PA Crimes Code Definition)	Staff member observing behavior confers with the student, and depending on severity, refers the student to the principal/assistant.	1st Offense: conference with students involved; conference with parents; 1 or more detentions; 1 or more days OSS + detention.  Subsequent Offenses: Additional Detention; 3 or more days of OSS/ISS  Police Notification.
Sexual harassment/ Racial harassment/ Ethnic intimidation/ Violation of non-discrimination policies	Staff member observing behavior immediately refers the student to the principal/assistant.  Student files incident report with principal/ designee	First Offense: 1 or more days out of suspension + detention; 3 or more days OSS/ISS depending on severity; notification of parents; possible notification of police.  Subsequent Offenses: Additional days of OSS  Alternative Education Program
Unauthorized access/ inappropriate use of the Internet.	Staff member refers the student to the principal/assistant.	Temporary withdrawal or suspension of access privileges. Notification of parent/guardian.  One to three days OSS/ISS + detention.  One to ten days OSS/ISS depending on severity.  Notification of police.
Unauthorized access/ inappropriate use of intra/ inter-district computer network.	Staff member refers the student to the principal/assistant.	Temporary withdrawal or suspension of access privileges. Notification of parent/guardian.  One to 3 days OSS/ISS + detentions.  One to ten days OSS/ISS depending on severity.  Notification of police.
Unauthorized/illegal copying of computer file(s) and/or software.	Staff member refers the student to the principal/assistant.	Temporary withdrawal or suspension of computer access privileges. Notification of parent/guardian  Up to three days OSS/ISS + detention.  Up to ten days OSS/ISS  Notification of Police
Falsifying/changing school records/ documents.	Staff member refers the student and all pertinent information to the principal/assistant.	One to 3 days OSS/ISS + detention.  One to ten days OSS/ISS depending on the severity of offense.  Notification of police.
Conspiracy/ Complicity with other student(s) to commit an offense.	Staff member refers the student and all pertinent information to the principal/assistant.	Detention  One to 3 days OSS/ISS + detention.  One to ten days OSS/ISS depending on the severity of offense committed and the role of the co-conspirator/ accomplice

**Level III Offenses**

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

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

**Level IV Offenses**

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

<b>Student Action</b>	<b>Procedure</b>	<b>Disciplinary Response</b>
Unmodified Level III actions	Principal/assistant contacts guidance counselor and parent/guardian.	Full 10 days OSS or expulsion depending on severity. Alternative education. Suspension/removal from athletics/activities.
Chronic truancy	Assistant principal contacts parent/guardian.	Withdrawal from the rolls. Suspension/removal from athletics/activities. Citation forwarded to district magistrate.
Bomb threat, arson, false alarm	Staff member reports suspicious behavior of students observed to the principal/assistant.  Administration attempts to substantiate facts. Police notified. Due process hearing before the school board.	Expulsion and/or alternative education. Police will be notified. Suspension/removal from athletics/activities.
Serious act of violence directed against another person	Observing or involving staff members attempts to bring students under control by reasonable means. Student is referred to the principal/ assistant.	Full 10 days OSS. Possible Alternative Education placement and/or expulsion (depending on severity). Police will be notified and charges filed. Suspension/removal from athletics/ activities.
Drugs & Alcohol	(See policy pg. 14.)	(See policy pg. 14.)
Possession of weapons or look alike weapons	Observing staff member immediately brings individual to office and/or summons the principal/assistant. A weapon shall include but not be limited to any knife, cutting instrument tool, nun-chuck, stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.	Full 10 days OSS.. Alternative Education placement and/or expulsion. Suspension/removal from athletics/ activities. Police will be notified and charges filed.
Assault of a school district employee	Employee immediately notified the principal/assistant.	Ten days OSS and/or expulsion. Police notification. Suspension/removal from athletics/activities.
Personal threats made against a staff member or school district employee	Employee immediately notifies principal/assistant	One to 10 days OSS based on severity. Expulsion or Alternative Education. Police notification. Activity restriction.
Possession/Sale of stolen property	Staff member notifies the principal/assistant.	One to 10 days OSS based on severity. Notification/referral to police. Activity restriction. Alternative Education placement or expulsion.
Extortion	Staff member notifies the principal/assistant.	One to 10 days OSS based on severity. Notification/referral to police. Activity restriction. Alternative Education placement or expulsion.

## DETENTION

Detention is scheduled from 2:50 to 3:30 p.m. on the days designated by the Principal/Assistant. Students shall be assigned to serve detention by the teacher, Principal/ Assistant. Students shall be notified in advance of the date/s detention is to be served. Students are required to be academically engaged throughout the detention period. Those who do not have work or assignments to complete shall be assigned work by the detention proctor. Tardy to detention will result in an additional session being assigned. Failure to report to detention will result in one day of out of school suspension for the first offense. A second instance will result in additional consequences based on the principal/assistant principal's discretion. **All rescheduled detentions need to be approved by the Principal/Assistant Principal and must be accompanied with the appropriate documentation to warrant the change in date and time. Failure to attend an assigned detention will result in additional discipline consequences.**

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

## EXCLUSION FROM SCHOOL

### Suspension

*Reasons for suspensions from school by a principal or his/her designee shall include actions 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 3.4, Drug/Alcohol)
- chronic cutting of school, class, or other scheduled activities
- chronic lateness to school, class, or other scheduled activities
- willfully damaging 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 functions 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 are found in student handbooks, teacher manuals, and other school publications)
- willfully disrupting the normal operation of the school

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

1. Parent/guardian will be contacted and notified of the reason(s) for suspension and asked to remove the student from school as soon as possible or parent/guardian will be notified of suspension dates. If contact is not made or if a student is not removed from school, the student shall remain in school until the end of the school day under the supervision of an administrator or designated staff member.

2. A letter will be sent to the parent/guardian stating the reason(s) for and length of the suspension, and the date and time for a conference. Copies of the suspension letter must be on file in the offices of the assistant superintendent and the principal.
3. No suspension shall exceed 3 consecutive school days unless a conference has been held with parent/guardian within the three-day period with the purpose of extending the suspension. No student shall ever be suspended more than 10 consecutive school days without board approval. If a student's suspension is extended to include the maximum of ten school days, a second parent/guardian conference must be scheduled no later than the tenth day of the suspension for the student's readmittance on the eleventh day. If a parent/guardian refuses to appear for a scheduled conference within three days, the principal will readmit the student. If, however, the offense warrants the extension of suspension beyond the original conference date, the principal will notify the parent/guardian of the extended time period via certified mail, continue efforts to establish a conference and document those efforts, and notify the appropriate supervisor of the status of the case on a daily basis.
4. A student shall have the responsibility for anticipating and completing assignments while he/she is on suspension. Upon returning to the normal school program, a student shall make up examinations missed while on suspension.
5. The assistant superintendent shall review chronic cases of suspension with the appropriate principal
6. Students may be assigned community service to be served during the suspension period as a component of the disciplinary actions.

*Suspension of an intellectually disabled person for any length of time is change in educational assignment requiring notice and provision of the opportunity for a due process hearing.*

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

## **Expulsion Procedures**

### *Regular Education Students*

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

### *Students with Exceptionalities*

Students whose behavior is such that expulsion is recommended shall:

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

### *Formal Hearing for Expulsion*

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

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

## **SEARCH AND SEIZURE**

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

## **POSSESSION OF WEAPONS ON SCHOOL PROPERTY**

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

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

# DRUGS AND ALCOHOL

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

## I. Formulation and Application

- A. The students, parents/guardians, staff, and Board of School Directors of the Muhlenberg School District, being concerned with the welfare and future of the student body, hereby formulate and implement these alcohol and drug abuse procedures in the hope that they will motivate community support for a community problem. We start at the school level because we sincerely believe that mind-altering substances have no value in an educational program. Clear heads and healthy bodies are necessary attributes for achieving the most value from the learning process.
- B. The procedures will apply to all dangerous drugs, look-alike drugs, contraband, controlled substances and devices including without limitation those defined by the Controlled Substances, Drug, Device and Cosmetic Act 1972, P. L. 233, No. 64 (Section 4, Schedules of Controlled Substances) and any future amendments to this act.
- C. These procedures will apply to alcohol and alcoholic beverages as defined in Section 6308 of the Pennsylvania Crimes Code and any future amendments to this code.
- D. School officials shall be permitted to conduct a search and/or of items in student's possession or without the student's control as per Policy 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).
  1. Students must have authorization from a medical doctor for use of prescription drugs.
  2. Medication brought to school by a student must be accounted for in quantity in the case of oral administration (such as tablets, capsules, and liquid medication). Refer to Policy 210 Use of Medications for details.
  3. Ingestion of any drugs or proprietary materials to the point of disorientation or physical harm is prohibited for all students on school property or at school functions.
- F. Use or possession of any drugs is prohibited for all students on school property or at school functions.
- G. Use and/or possession without medical prescription or authorization of addictive or dangerous drugs, alcohol, health- endangering substances and/or those, which provide a euphoric effect, are forbidden.
- H. In the event that a staff member suspects a student of buying, using, possessing, and/or selling drugs of any type, he/she must immediately notify 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 field trips, sports, and all other extracurricular activities. The rules apply to students whether they be active participants or guests/spectators at such functions.

## II. Classification and Implementation

### A. Student Seeking Help

1. Every effort shall be made to gain the student's consent to notify the parent/guardian or at least consent to referral for treatment.
2. The Pennsylvania Drug and Alcohol Abuse Control Act #63 (1690.112. Consent of minor) states: "notwithstanding any other provisions of law, a minor who suffers from the use of a controlled or harmful substance may give consent to furnishing of medical care or counseling related to diagnosis or treatment. The consent of the parents or legal guardian of the minor shall not be necessary to authorize medical care or counseling related to such diagnosis or treatment. The consent of the minor shall be valid and binding as if the minor had reached his majority. Such consent shall not be voidable nor subject to later disaffirmance because of minority. Any physician or any agency or organization operating a drug abuse program who provides counseling to a minor who uses controlled or harmful substances 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 student will be notified of the sections of this policy which deal with disciplinary procedures and actions implemented by the district including but not limited to referral to Student Assistance Program (SAP), Student Policy 3.33

### *C. Actual Usage*

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

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

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**

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

Student Action	Procedure	Disciplinary Response
Possession of marijuana, illegal drugs, look-alike drugs, contraband and/or alcohol.	<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 member attempts to detain and isolate the individual and reports all pertinent information to the Principal/Asst. Principal.</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 (1st 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>
Use of marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.	<ol style="list-style-type: none"> <li>1. Staff member 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 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>
Suspicion of Using Marijuana, Illegal Drugs, Look-alike Drugs, Contraband, and/or Alcohol	<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 students.</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>
Suspicion of distributing marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.	<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>	Close surveillance of student's activities during the school day.
Distribution of marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.	<ol style="list-style-type: none"> <li>1. Staff member who observes distribution will attempt to detain and isolate individual and summon the principal/asst. principal.</li> <li>2. Law enforcement officials will be notified.</li> <li>3. Parent/guardian is notified and student is detained until police arrive.</li> <li>4. Student is given a full due process hearing before the school board.</li> </ol>	Suspension and/or expulsion depended upon severity.

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

## **DRESS AND GROOMING**

### Policy 221

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

**I. General Guidelines**

- A. The student should dress modestly and in a manner that is tasteful and respectful at all times.
- B. School officials may make judgments about proper grooming and attire, and may impose limitations on dress if the attire causes the disruption of the educational process or constitutes a health or safety hazard.
- C. Students have the responsibility to keep themselves, their clothes, and their hair clean.
- D. School officials will not tolerate extremes in dress and grooming.
- E. Students may be required to wear certain types of clothing to earn credit for participating in physical education classes, shops, extracurricular activities, or other classes and situations where special attire may be required to insure the health or safety of the student.
- F. A faculty sponsor may set the standards of dress and grooming for students participating in school sponsored activities.
- G. Students may be required to change clothing or cover clothing if attire is unacceptable.
- H. Parents or guardians may request, in writing, exceptions to the specific guidelines of this policy in order to accommodate religious or moral objections.

**II. Specific Guidelines**

- A. The following attire are not appropriate for school:
  - 1. Bare backs, bare midriffs, tank tops, spaghetti strap blouses and dresses.
  - 2. Headgear or headwear of any type including but not limited to hats, caps, bandanas, visors, sweatbands, or sunglasses.
  - 3. Shorts/skirts which are shorter than fingertips when standing with arms at sides.
  - 4. Cut off or see-through blouses or shirts; shirts or blouses with elongated openings.
  - 5. Spandex or skin-tight outfits of any type of material worn as outer garments.
  - 6. Pajamas or sleepwear.
  - 7. Book bags and backpacks carried to class.
  - 8. Outerwear or overcoats worn during the school day.

9. Negative messages, symbols, logos or innuendos that promote obscenity and/or gang affiliation, beaded necklaces, profanity, violence, tobacco products, drugs, alcohol, racial or sexual harassment, or are sexually explicit.
  10. Wallet chains, sharp medallions, spiked or potentially dangerous jewelry and/or rings, chains which may pose a safety hazard.
  11. Excessively ripped or torn clothing, trousers worn below the waist.
  12. Exposed undergarments and/or undergarments worn as outerwear.
  13. Sweatbands or thick straps on arms and wrists.
  14. Shoes that are untied or that pose a safety hazard.
  15. Any apparel that is judged to be unsanitary or unhealthy.
- B. A student has the right to determine the length or style of his/her hair, including facial hair. However, where the length or style of hair is a potential health or safety hazard or poses a disruption to the educational process, some type of alteration, head covering, or hair tie may be required.

### **III. Implementation**

- A. The Superintendent shall develop procedures to implement this policy.
- B. The building principals are designated to monitor student dress and grooming in district buildings.
- C. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness or attire constitutes a health or safety hazard.
- D. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness or attire causes the disruption of the educational process.
- E. Implementation of this policy shall impose only the minimum necessary restriction on the exercise of the student's rights regarding appearance.
- F. Staff members should demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

### **IV. Consequences**

- A. Students who appear at school wearing inappropriate clothing will not be allowed to attend class until the necessary changes are made to meet the dress code requirements.
- B. Changes may include:
  1. Covering or removing objectionable clothing items.
  2. Wearing an article of clothing provided by the school.
  3. Contacting parents/guardians to obtain appropriate clothing.
- C. More than three (3) violations of the dress and grooming policy represent Level II misconduct as defined by the Student Discipline Policy 218 and will result in an appropriate Level II Disciplinary Response (Defiant Behavior).

## ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

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

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

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

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

- I. Specific actions defined herein may result in suspension or dismissal from participation in extracurricular activities at the discretion of the Principal/Designee. Permanent prohibition from extracurricular activities may occur for any subsequent violations:
  - A. Providing, selling, being in the possession of, or being under the influence of alcohol, drugs, narcotics, prescription medication exceeding the amount prescribed, other controlled substances or over-the-counter medications in accordance with MSD policies 227 "Controlled Substance/Paraphernalia" and 210 "Use of Medications." Prom/Graduation restriction if offense is committed during the 2nd semester.
  - B. Possession of or use of tobacco products (snuff, chewing tobacco included).
  - C. Damaging or stealing school, community, or private property.
  - D. Being disciplined in level three and four of the discipline code. Students assigned to alternative education programs are ineligible to participate in extracurricular for the duration of the assignment.
  - E. Follow District Attendance Policy and Administrative Regulations.
  - F. A total of 10 tardies, which constitutes a first offense; 15 tardies, which constitutes a second offense; 20 total tardies will constitute a third offense; in one school year.
  - G. Two out-of-school suspensions in one school year.
- II. Students shall arrive no later than the end of the first period in order to be eligible to participate in any extracurricular activity on that day. The building principal must approve any exception to this rule (i.e. doctor's note, court subpoena).

- III. Each student is responsible for school issued equipment and is responsible for properly securing equipment in an assigned locker. Each athlete or activity participant is responsible for reporting to the head coach, activity advisor, or equipment manager any equipment that is damaged, in need of repair or replacement for safety or other reasons. Any athlete or activity participant who has not returned any item of school issued equipment or has any other obligations will not be eligible for awards or other recognition activities and may not participate in other athletic programs or activities until cleared.
- IV. Students are not eligible to participate in any interscholastic contest if they attain the age of 19 before June 30, immediately preceding the school year. (15th birthday where interscholastic competition limited to grades 7 and 8; 16th birthday where limited to grades 7 through 9.)
- V. Students must retain an amateur status in order to be eligible to participate in any contest.
- VI. A physical examination is required before participation in any sport is permitted.
- VII. All students participating in interscholastic activities must adhere to the Muhlenberg School District and Pennsylvania Interscholastic Athletic (P.I.A.A) academic rules on eligibility. According to Article IX, Sections 1 – 4 of the P.I.A.A. by-laws:
  - A. A pupil must pursue and maintain an acceptable grade in a full time curriculum defined and approved by the principal.
  - B. Eligibility shall be cumulative from the beginning of the grading period and shall be reported weekly.
  - C. A pupil must have passed at least four full credit subjects or the equivalent (4 credits) during the previous grading period.
- VIII. In accordance with these requirements, the following additional academic stipulations for all activity participants shall be as follows:
  - A. If after a weekly academic check a student has failed any two subjects (full or partial credit courses) the student will be ineligible for contest participation for a period of one week. If a student is declared ineligible for a total of five weeks during the course of a season, the student will be dismissed from the activity and will not be eligible for awards or recognition activities. Participation and attendance at contests, performances, or activities are both still prohibited during the ineligibility period. If at the completion of a grading period (distribution of report cards) a student has failed any two subjects but has passed an equivalent of four credits, the student will be ineligible for practice and contest participation for a period of one week. If the next weekly academic check shows an improvement in grades from failing to passing, the restriction will be lifted.
  - B. If at the completion of a grading period (distribution of report cards) a student has not passed an equivalent of four full credits, the student will be ineligible for practice and contest participation until the student has completed a total of 15 school days. Continued satisfactory academic progress will allow the student to participate in contests, performances, or other activities at the end of the 15-day ineligibility period.
  - C. Eligibility at the beginning of the fall semester will be based on final grades from the preceding school year. Approved summer make-up courses may be used to fulfill four credit deficiencies.
- IX. In order to participate in any sport or activity, a consent form signed by parents or legal guardians is required to be on file with the Principal or designee
- X. Muhlenberg School District shall permit a resident child who is enrolled in a Home Education program or Charter School to participate in any activity that is subject to the provisions of Section 511 including, but not limited to, clubs, musical ensembles, athletics and theatrical productions provided that the child:

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

### **Qualifications**

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

## **FIRE DRILLS**

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

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

# GRADES, REPORT CARDS, FINAL GRADES, etc.

## Grades

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

Numerical Grade	Letter Equivalent	Quality Points	Numerical Grade	Letter Equivalent	Quality Points
97% - 100%	A+	4.00	77% - 80.4%	C+	2.50
93% - 96.4%	A	4.00	73% - 76.4%	C	2.00
90% - 92.4%	A-	3.75	70% - 72.4%	C-	1.75
87% - 89.4%	B+	3.50	67% - 69.4%	D+	1.50
83% - 87.4%	B	3.00	63% - 66.4%	D	1.00
80% - 82.4%	B-	2.75	0% - 63.4%	F	0.00

Numerical Grade	Letter Equivalent	Quality Points
Incomplete	I	0.00
Medical Excuse	M	
Pass	P	0.00

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

## Report Cards

Report cards are issued approximately six school days beyond the end of each marking period. Report cards show numerical grades representing the 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. Report cards are available online via Infinite Campus or by contacting your counselor.

**\*Note** – Minimum failing grade: Report card will reflect actual percentage grades earned in each class with the exception of a minimum failing grade of 50% for the first marking period. Administration has the right to assign the actual grade earned in Q1 due to the circumstances involved.

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 Grades

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

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

## Honor Roll

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

## Supplementary Reports

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

## Grade Point Averages (GPA)

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

## Grade Weighting

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

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

## Class Rank

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

## GRADUATION REQUIREMENTS

Graduation requirements are outlined in the Curriculum Guide. See graduation requirements on page 7 of the Curriculum Guide located on the school website, or discuss your situation with your school counselor.

## HOMECOMING

In order to involve all segments of the Muhlenberg High School community in the Homecoming activities the following procedures will be in effect.

1. The Homecoming game date will be set for mid to late October based on the schedule for home football games.
2. If the game is scheduled for a Friday, the dance will be held on Saturday of that week. If the game is postponed for any reason from Friday to Saturday, the dance will be held on Saturday during hours specified by the principal. If the game is scheduled for a Saturday, the dance will be held on the preceding Friday evening.
  - a. If a student obtained 1 or more days of Out of School Suspension, they are not eligible for the dance.
3. The student council will coordinate "Spirit Week" activities held in conjunction with Homecoming.

4. Homecoming decorations are the responsibility of the following groups,
  - a. Sophomores-decorate the cafeteria with the appropriate Fall theme
  - b. Juniors -decorate the commons with the appropriate Fall theme.
5. To be eligible for participation as a member of the Homecoming court, candidates must:
  - a. Be a member of the senior class
  - b. Have maintained a cumulative 2.5 grade point average at the end of the 11th grade year.
  - c. Have participated in an activity for a minimum of two years. (Club advisors are responsible for verifying that the candidate has participated in the club for two years.)
  - d. Maintain eligibility under the student code of responsibility.
6. A list of eligible students by GPA will be posted in a central location which will comprise the nominations pool for Homecoming candidates. Each club advisor is then responsible for nominating a male and female candidate from the respective club. Each club advisor will then give the names of the top three nominees (both male and female) to the assistant principal and student council advisors. Club advisors will supply three nominees in case there is an overlap with another club.
7. In order for the student body to “get to know” the candidates for king and queen:
  - a. Each club will be responsible for “advertising” their male and female candidates. At minimum, each club should make a poster which includes a picture of the male and female candidates.
  - b. Student council will introduce candidates through the TV announcements.
8. The entire student body will vote for the Homecoming King and Queen.
9. The male candidate receiving the highest number of votes will be the king, and the female candidate receiving the highest number of votes will be the queen.
10. A Pep-Rally will be conducted during spirit week and will be run by the cheerleaders and student council.
11. On Friday of spirit week, a luncheon will be held for members of the Homecoming Court, the high school administration, and appropriate faculty advisors. Students will not be permitted to leave the building prior to regular dismissal time.
12. On the night of the Homecoming Football game, the homecoming court will assemble in front of the high school and be escorted to the field in the traditional manner. The members of the court will be announced in alphabetical order by club. After everyone has been introduced, the King and Queen will be announced and recognized. The entire court will then preside over the remaining festivities.

## **HOMELESSNESS**

*ECYEH (PA Education for Children and Youth Experiencing Homelessness) The Education for Children and Youth Experiencing Homelessness (ECYEH) is an initiative of the Pennsylvania Department of Education, and is based on the federal McKinney-Vento Homeless Assistance Act. This federal legislation ensures that homeless children and youth have access to a free, appropriate public education. Children and youth experiencing homelessness have the right to:*

- *Continue their education in their current school, and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required*

- *Receive free lunch*
- *Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.*

## HOMEROOM

Each student is assigned to a homeroom alphabetically by grade level. The homeroom shall also serve as the basis for the grouping of students at assemblies. Students should report directly to their homeroom at the beginning of each day.

## ID CARDS

Student ID cards will be issued in the fall of every year. Every MHS student must wear a Muhlenberg High School photo ID card at all times while on the campus during the school day or when attending a school function. Returning students should use their ID from the previous year until new cards are issued. New enrollees during the school year will have their pictures taken for ID cards and cards will be issued as part of the enrollment process. Temporary student IDs are available in the main office. Failure to wear your I.D. card will result in disciplinary consequences.

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

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

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

## ILLNESS DURING SCHOOL HOURS

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

## IMPACT

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

## IN LOCO PARENTIS

Pennsylvania School Code 24 PS 13-1317

“Every teacher, vice/assistant principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance,

including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.”

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

## **INSURANCE**

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

## **LAVATORY**

Lavatories are available to you during class time only. You are not allowed to use the lavatory during passing time. You must carry your lav pass at all times. When you use the lav, you will have your teacher fill in the date, time, and signature on the pass. When you return, the teacher will record the time on the pass. You also will be disciplined for using lavatories during passing time.

## **LIBRARY**

If you are not using the library for its intended purpose, you will be sent back to class. Continued library behavior problems will result in long term restriction from the library during regular school hours. Remember, the library is a place for quiet research and study. All students are expected to display appropriate behavior.

## **LIBRARY SECURITY SYSTEM**

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

## **LOCKERS**

Lockers are provided in the halls and in the gym locker rooms for your convenience. They remain school property and simply are on loan to you. Locks are provided by the school for school lockers and they should be kept locked at all times. Students are not permitted to use other than school supplied locks on school furnished lockers. Lock combinations should be kept secure and not divulged or shared with others.

Valuables should not be left in school lockers at any time. The school cannot assume responsibility for items that are missing or taken from lockers. Students shall be responsible for restitution for any vandalism including but not limited to physical damage, graffiti, etc done to the school locker provided for their use.

## **LOST AND FOUND**

Books, articles of clothing, jewelry, eyeglasses, and other items which are found should be brought to the main office. If you have lost any such item, check with the main office to see if the item has been turned in. The office will retain lost and found items for up to 30 days.

## **NATIONAL HONOR SOCIETY**

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

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

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

## **PARKING & DRIVING REGULATIONS**

- When issued a parking tag, only parking in the assigned space will be recognized. Parking tags must be displayed from the rearview mirror of your registered car when parking on our lot during school hours.
- Every student must observe the 15 miles per hour speed limit at all times (before school, during school, after school, evenings, weekends)
- Students are not permitted to drive on school district access roads and are required to follow applicable traffic regulations, traffic patterns and directions while on school grounds.
- No interference with the passage of school vehicles is allowed.
- Students may not park in faculty, visitors or handicapped spaces. Contact main office for more information if you need to park close to the school due to medical reasons. This could be temporary or a permanent situation.
- Driving violations, speeding, repeated violations of the school discipline code or any misconduct involving students in the parking lot will result in the revocation of the parking privilege for a period of time determined by the Principal or Assistant Principal.
- Subsequent violations could result in disciplinary action (loss of park/drive privilege or removal of vehicle from school property). The vehicle's owner will be responsible for any and all towing charges. If the vehicle is towed, neither the school district nor the towing company will be responsible for damages that take place in the process.
- Students are not permitted to give their parking tag to anyone or allow anyone to park in their assigned space. If this occurs, both students will lose their privilege to park on school property.
- If at any time you get or use another vehicle other than the one you have registered and for which you have been issued a tag, you must notify the office. You must show the necessary information on the new or different car.
- Students are also reminded that driving, traffic control and parking on school grounds is only permitted in accordance with policy 711 "Traffic, Parking, and General Control of School Grounds and Property" with all related consequences in effect for violators. Failure to follow procedures will be subject to fine.
- The Muhlenberg School District is not responsible for any damages that occur as a result of individual actions, vandalism, accident, or acts of nature to private vehicles parked on school grounds.

## **PASSES**

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

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

## PROMOTION

At the high school level, you need not repeat any course which you have passed. You earn credit for each course passed with the goal of reaching the appropriate number of credits for graduation. A 9th grade student must earn a minimum of 5 credits prior to September 1 of the following school year to be considered a 10th grade student. A 10th grade student must earn a minimum of 10.5 credits prior to September 1 of the following school year to be considered an 11th grader. An 11th grader must earn a minimum of 17 credits prior to September 1 of the following year to be considered a 12th grade student. 24.00 Credits are required to be eligible for graduation.

## RIGHT TO PRIVACY

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

## SOCIETY FOR ACADEMIC ACHIEVEMENT

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

Example:

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

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

## STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program (SAP) provides an intervention process for at-risk youth. It consists of a core team of teachers, counselors, a nurse, administrators and a Licensed Social Worker. The program will identify, evaluate and appropriately refer students deemed at-risk for substance abuse, depression, suicide, anger control, and other significant problems to the proper treatment program. It is an intervention and referral program, not a treatment program.

## STUDY HALL

Come to study hall prepared to work or read. "No talk" periods are to be observed. Report to your assigned study hall prior to being excused for commons, library, or any other purpose. A certain number of students will be permitted to go to the library from study hall. Students will sign their names on the appropriate sign-out sheets. An incomplete (I) grade

on your report card will restrict you to study hall the following quarter, if not made up within 2 cycles of the quarter end date. If you are being removed by a teacher from a study hall on a long-term basis, you must have a pass from the teacher with an explanation as to where you will be reassigned. This pass must be approved by the main office before being presented to the study hall teacher for removal from that study hall. If a subject teacher judges that you are not working up to your potential, that teacher may inform your study hall teacher(s) that you are to be restricted to study hall until further notice.

## **TEXTBOOKS**

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

## **VISITORS**

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

## **WITHDRAWING FROM SCHOOL**

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

## **WORKING PAPERS**

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

1. No children under 14 years may be employed
2. No children between 14 and 18 years may be employed when schools are in session.
3. No person who is under 16 years old may work in a manufacturing plant.

Secure a "Work Permit" from the main office Monday through Friday, 7am to 4pm A parent/guardian must come to the office to sign it.

## **CHILD FIND (Policy 113)**

### **Purpose**

To describe the child find activities of the District for the purpose of locating, identifying, and evaluating children with disabilities in accordance with the Individuals with Disabilities and Chapter 14 of the regulations of the Pennsylvania State Board of Education.

## **1.0 Public Awareness**

The superintendent or his or her designee shall ensure that the following public awareness activities occur concerning programs and services for children with disabilities who reside within the school district, regardless of whether those children attend public or private schools:

1.0.1 Directly or through the Berks County Intermediate Unit, publish once annually a written notice, in a newspaper or other media with circulation adequate to notify parents throughout the school district, of child identification activities, of school district and other public special education services and programs, of the manner in which to request services and programs, and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities in accordance with state and federal law;

1.0.2 Post conspicuously on the Internet home page of the school district and in student handbooks or calendars the information described in subsection 1.0.1 of this policy; Directly or through the Berks County Intermediate Unit, consult annually with private school administrators and representatives concerning the development of, and then develop, child find activities designed to identify, evaluate, and offer special education services and programs to children with disabilities who reside within the District and who attend private schools, provided, however, that nothing in this policy shall be construed to authorize the provision of special education programs and services in or on the premises of private schools;

1.0.3 Display conspicuously in every public school building in the school district printed circulars or pamphlets containing the information described in subsection 1.0.1 of this policy.

## **2.0 Screening System**

The superintendent or his or her designee shall establish a system of screening to accomplish the following, and, whenever practicable, the system thus established shall use existing building-level supports, services, and processes:

2.0.1 Assessment at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects;

2.0.2 Use of such assessments to provide additional instructional opportunities for students not achieving at the proficient level or otherwise not performing based on grade-appropriate standards in core academic subjects, including use of alternate instructional strategies, opportunities for extended learning time, and ongoing assessment of student response;

2.0.3 For students who are not performing based on grade-appropriate standards in core academic subjects, a determination that the performance deficit is not the result of a lack of English language proficiency or cultural differences;

2.0.4 For students who are not responding to the core program of reading or math instruction, provision of scientifically-based instruction in regular education settings, delivered by qualified personnel, as indicated by observations of routine classroom instruction, with repeated, formal assessments of achievement and progress conducted at reasonable intervals, the results of which shall be provided to the parents of the student;

2.0.5 For students with behavioral concerns, completion of a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty and, based thereon, implementation of group or individual positive behavior interventions and strategies;

2.0.6 Provision of peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum;

2.0.7 Completion of hearing and vision screening in accordance with section 1402 of the Public School Code of 1949, 24 P.S. 14-1402, for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education;

2.0.8 Identification of students who may need special education services and programs.

## **2.1 Rights**

Preserved and Waiver of Pre-evaluation Screening. The screening activities described in section 2.0 of this policy shall not serve as a bar to the right of a parent to request a multidisciplinary team evaluation at any time. When the completion of screening activities prior to referral for a multidisciplinary team evaluation will result in serious mental or physical harm, or significant educational regression, to the student or others, the school district may opt to initiate a multidisciplinary team reevaluation without completion of the screening process. Whenever an evaluation is conducted without a pre-evaluation screening, the activities described in section 2.0 of this policy shall be completed as part of that evaluation whenever possible.

## ELECTRONIC DEVICES POLICY 237

The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the District's students. Nonetheless, the Board believes that students should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that the presence of mobile phones and electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment.

Therefore the Board adopts this policy to maintain an educational environment that is safe and secure and free from distractions for its students, while aiming to permit pupils to reasonably and responsibly utilize mobile technology

**Electronic Devices** shall include any personal communication device including 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); any device that can provide a connection to the internet (whether wireless, wired, 3G or 4G); laptops and tablet computers, electronic gaming systems, pagers, e-readers, and laser pointers.

The Board prohibits the possession of laser pointers and telephone paging device/beeper by any student in district buildings and on district property, including on district buses and vehicles; and at activities, sponsored, supervised, or sanctioned by the District. A school administrator may grant an exception to this specific prohibition when a student is a member of a volunteer ambulance, fire, or rescue squad or where the student has a medical condition that necessitates the use of a paging device/beeper.

The Board prohibits all students from any use of electronic devices in locker rooms, bathrooms, and other changing areas.

The Board prohibits the use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes as outlined below.

The board prohibits the **use of any** personal electronic devices by any High School student during instructional times during the school day (from the beginning of 1st period until the end of last period), which includes homeroom and study halls, except that students may use personal electronic devices during instructional times for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

Students in the High School are permitted to use personal electronic devices during non-instructional times including lunch periods, before school hours, after school hours, and between classes, so long as such use does not:

1. Disrupt school activities or instruction
2. Violate any other board or school policies
3. Violate state or federal law
4. Violate any of the prohibitions set forth elsewhere in this policy.

If an electronic device utilizes the District's internet connection, the School District's Acceptable Use of Internet Policy 815 applies and is incorporated herein by reference.

Students participating in after-school activities may use mobile phones under the following conditions:

1. The mobile phone must remain off during the after-school activity.
2. The mobile phone may be turned on and used when authorized by the activity advisor, coach, or building administrator to make brief telephone calls to a parent or guardian due to schedule changes or emergencies.

Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.

Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.

### **Loss or Damage to Electronic Devices**

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The District shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school, extracurricular activities, to school sponsored events or trips, or from the confiscation of an electronic device as the result of a policy violation.

### **Student Responsibility for Data Charges**

No Student shall be required to provide a personal electronic device as a condition of receiving educational instruction. If any Student chooses to utilize such a device pursuant to this policy, the Student and Parents assume full responsibility for any phone or data charges that may result from such use.

### **Limitation on Technical Support**

District information technology staff may not provide technical assistance to Students for their personal devices. However, this policy shall not prohibit district information technology staff from providing general instructions for the configuration of such devices to access or connect to District-owned technology resources.

### **Penalties for Violations**

The Board authorizes building administrators, teachers, and security personnel to confiscate a student's personal electronic devices when used in violation of this policy. All confiscated personal electronic devices shall be delivered promptly to the building administrator's office. Confiscated devices shall be returned to the student at the end of the school day for a first offense, and only to a parent or guardian for a second offense. On the third offense or subsequent offenses, the student will receive detention and/or suspension from school.

Building administrators may impose additional disciplinary sanctions against students for violations of this policy, including suspensions from school or recommendations for expulsion from school as warranted by the specific facts and circumstances in a particular case. Student Discipline Policy No. 218 and Administrative Regulations No. 218-AR provide guidance for disciplinary action.

### **Development of Guidelines**

Building Principals may develop administrative guidelines to implement this policy. The Superintendent shall ensure that students are made aware of this policy and any administrative guidelines by means of each school's student handbook, the District website, or other reasonable means of written communication.

## **UNLAWFUL HARASSMENT POLICY 248**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Assistant Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The district shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

## **Complaint Procedure – Student/Third Party**

### *Step 1 – Reporting*

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

### *Step 2 – Investigation*

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### *Step 3 – Investigative Report*

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

### *Step 4 – District Action*

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

## **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

## BULLYING/CYBERBULLYING POLICY 249

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying as defined in this policy includes cyberbullying.

Bullying, as defined by law, means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education. Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

For the purpose of this policy, **bullying** is defined as follows:

*"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." Olweus Bullying Prevention Program*

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students at an assembly or by other means.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

This policy shall be:

1. Accessible in every classroom.
2. Posted in a prominent location within each school building.
3. Posted on the district web site.
4. Published and disseminated in handbooks.

The district shall develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

## **Complaint Procedure**

### *Step 1 – Reporting*

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Assistant Superintendent.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

### *Step 2 – Investigation*

Upon receiving a complaint of bullying, the building principal shall immediately investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

The findings of the investigation shall be provided to the parents of the accused student and the complainant.

### *Step 3 – Investigative Report*

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The investigative report shall be retained by the principal/designee and forwarded to the Assistant Superintendent as appropriate.

### *Step 4 – District Action*

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling services and/or educational activities.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to an out of district placement.
5. Transfer to another classroom.
6. Exclusion from school-sponsored activities.
7. Detention.

8. Suspension.
9. Expulsion.
10. Recommendation for counseling/therapy outside of school.
11. Referral to Student Assistance Program.
12. Referral to law enforcement officials.
13. Restorative conferences.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

### **Appeal Procedure**

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Assistant Superintendent within fifteen (15) days.

## **SCHOOL BOARD**

Mr. Garrett Hyneman, *president*  
Ms. Kristina Eagle, *vice president*  
Mrs. Cindy L. Mengle, *secretary*  
Mr. Miguel Vasquez, *treasurer*  
Ms. Janet Howard, *assistant secretary*  
Mr. Andrew Eaton, Sr.  
Mr. Ronald J. Haas, Sr.  
Mr. S. Wayne Hardy  
Mr. Otto W. Voit, III

## **HIGH SCHOOL ADMINISTRATORS**

Mr. Haniff Skeete, *Principal*  
Mr. Kevin Vanino, *Vice Principal*  
Mr. Aaron Kopetsky, *Assistant Principal*  
Ms. Lori Morris, *Assistant Principal*  
Dr. Tim Moyer, *Athletic Director*  
Mrs. Lauren Heydt, *Licensed Social Worker*

## **HIGH SCHOOL OFFICE STAFF**

Mrs. Diana Albarran, *Secretary to Principals*  
Mrs. Elizabeth Kaylor, *Secretary to Principals*  
Ms. Joselynn Ruiz, *Secretary to Principals*  
Ms. Carol Santo Domingo, *Secretary to Principals*  
Mrs. Jessica Knepp, *Guidance Secretary*  
Ms. Veronica Valdez, *Guidance Secretary*  
Mrs. Lori Steiner, *Secretary to Athletic Director*

## **CENTRAL ADMINISTRATORS**

Dr. Joseph Macharola, *Superintendent*  
Dr. Alan Futrick, *Assistant Superintendent*  
Dr. Jessica Heffner, *Director of Human Resources*  
Dr. Cathy Shappell, *Director of Federal Programs/Data Administrator*  
Mr. Kyle Crater, *Director of Curriculum and Instruction*  
Mr. Mike Mish, *Director of Pupil Services/Director of Transportation*  
Ms. Nicole Huntbach, *Director of Special Education*  
Mr. Shane Mathias, *Business Manager*  
Dr. Juliana Ciccarelli, *Director of IT*  
Mr. Ken Patterson, *Director of Physical Plant*  
Mr. Carey Kline, *Director of Food Service*