

Thomas Jefferson
Middle School

2018-2019
Student Handbook

Mt. Lebanon School District



Thomas Jefferson Middle School
21 Moffett Street
Pittsburgh, PA 15243

Name: _____ Homeroom: _____



Thomas Jefferson Middle School

21 Moffett Street, Pittsburgh, Pennsylvania 15243

412.344.2120 • Fax 412.344.1252

www.mtisd.org

August, 2018

Dear Student and Parent/Guardian:

The Jefferson Middle School administrators and faculty extend a warm welcome to the students as they begin the 18-19 school year. We are sure that students in this learning community will be provided with ample opportunities to learn and grow in a safe, caring environment.

All students are expected to uphold the core values and to follow the rules that are established for the welfare of the entire student body. In addition, we urge students to participate in any extracurricular activities, which best suit individual interests and activities. In so doing, students will increase their opportunities for learning and fulfill a well-rounded education.

The professional staff will provide a challenging and stimulating learning environment. Remember, however, that individual success in this school will be directly proportionate to individual efforts.

Jefferson Middle School maintains a reputation for academic excellence and outstanding citizenship. We pride ourselves on being a respectful community of learners. The information in this handbook has been compiled to help students adjust to this school and become an integral part of it. Also, this guide was prepared to assist students in understanding the school and its policies. The book includes information regarding the scope of the school programs and activities offered. Please review this necessary information with your child and sign and return this page to your child's homeroom teacher by Friday, August 31, 2018.

Best wishes for a successful school year!

Sincerely,

Jeff Zeiders
Assistant Principal

Kelly Szesterniak
Principal

**My child, _____ homeroom _____, and I have reviewed the
2018-2019 Student Handbook.**

Parent/Guardian Signature _____

Date _____

Student Signature _____

Mission Statement: To provide the best education possible for each and every student.

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JEFFERSON MIDDLE SCHOOL

Grades 6, 7, 8
21 Moffett Street
Pittsburgh, PA 15243

Telephone: 412.344.2120

Frequently Called Numbers

PRINCIPAL	Mrs. Kelly Szesterniak	412.344.2120 #5
MAIN OFFICE/PRINCIPAL'S SECRETARY	Mrs. Kate Swatko	412.344.2120 #5
ASSISTANT PRINCIPAL	Mr. Jeff Zeiders	412.344.1087
ATTENDANCE/ASST PRINCIPAL'S SECRETARY	Mrs. Jill Harris	412.344.1087
COUNSELOR	Mrs. Allison Levison	412.344.2125
COUNSELOR	Mr. Peter Berg	412.344.2025
GIFTED SERVICES COORDINATOR	Mrs. Kathryn Duchin	412.344.2140
MEDICAL OFFICE (NURSE)	Mrs. Lauren Seuss	412.344.2127
SCHOOL SUPERINTENDENT	Dr. Timothy Steinhauer	412.344.2077
SECONDARY ASSISTANT SUPERINTENDENT	Dr. Ronald Davis	412.344.2039
SPECIAL EDUCATION DIRECTOR	Dr. Heather Doyle	412.344.2012
SCHOOL PSYCHOLOGIST	Ms. Erika Vasquez	412.344.2018
OFFICE OF FISCAL SERVICES	Ms. Jan Klein	412.344.2099
PHYSICAL PLANT OFFICE	Mr. Richard Marciniak	412.344.2191

To reach a staff member's voicemail:
Dial 412.344.2000
Enter the 5 digit mailbox number
Leave your message and hang up

To email a teacher:
Type first initial, last name @ mtlsd.net
EX: jsmith@mtlsd.net

Mission Statement: To provide the best education possible for each and every student.

Attendance

Attendance is the number one predictor of a student's success in school.

Upon returning from an absence, a parent/guardian's written or emailed excuse or other appropriate note (including a doctor's note) must be presented to the homeroom teacher within **three (3) calendar days**. If the excuse is not received by the homeroom teacher by the third calendar day after return, the absence will be considered unexcused or illegal. Students arriving Tardy to school after 8:09 must report to the attendance office with a written or emailed excuse from a parent or a doctor's note.

Absence/Tardy notes must include:

- Student's name
- Date(s) of absence or tardiness
- Reason for absence or tardiness; the following are valid reasons for absence from school:
 - illness and/or quarantine
 - death in the family
 - medical or dental appointments
 - impassable roads
 - authorized religious holidays or religious instruction
 - Pre-Approved non-school sponsored educational trips (Please see next section)
- Signature of parent/guardian (and/or licensed health care provider) Note: An excuse can be emailed to the teacher/school provided it originates from the email address of the parent/guardian on file with the district.

At three (3) unlawful absences, the parent will be notified by mail by the Assistant Principal advising the parents of the dates of illegal absences. The notification will include an offer of a school attendance improvement conference with the purpose of creating an action plan. The notification will also include the consequences if the student accumulates additional illegal absences. If a child incurs 6 illegal absences, the Vice Principal shall refer the student to a school or community based attendance improvement program or the local children and youth agency and may file a citation against the parent. By regulation, a student with six or more illegal absences in an academic year is classified as "habitually truant."

Students absent or tardy on the day of a school event will not be able to participate in the athletic event/practice and/or extra-curricular activity unless approval has been made through building administration. Students arriving late for medical reasons must provide a valid medical excuse from doctor in order to participate in athletic events/extra-curricular activities.

Parents **DO NOT** need to call the Attendance Office if their child is sick. Parents/Students should refer to the Dashboard to check assignments when absent from school. If your child will be out for an extended period of time due to illness, you should contact the school nurse and the student's guidance counselor.

PRE-APPROVED ABSENCES

The district recognizes that students may need to travel with parents for valid educational or family reasons. All trips must have some educational or family value. Family trips are recognized as excused absences provided a completed Pre-Approved Absence Form is submitted to the Attendance Office one week prior to the trip and is approved by the Vice Principal. A student absent from school for this type of absence without a pre-approval requested in advance will be considered an unexcused or illegal absence from school.

Only five (5) days of absence may be pre-approved per student per year.

Family trips are strongly discouraged during the first and last week of the school year and during standardized testing dates and may be deemed an illegal absence from school. Students absent ten or more days of the semester will be refused permission for a pre-approved absence.

Pre-Approved absence Forms are available from the Attendance Office or on the JMS website.

TARDINESS

Students arriving after 8:00 AM are considered tardy to school. All tardy students should report directly to homeroom between 8:00 – 8:09 AM. Students entering the building after 8:09 AM must report to the Attendance Office. Students who are tardy to school for legitimate reasons must present a note to the attendance secretary indicating the reason for their lateness. This note must accompany the student at the time of their arrival or be emailed to the attendance secretary before the end of the school day. Failure to provide a note will constitute an unexcused tardy to school. The same reasons listed above for excused/unexcused absences apply to tardiness.

3 unexcused tardies are permitted per semester before penalty is enforced. For EACH additional unexcused tardy, a detention is assigned. Failure to serve detention may result in further disciplinary action.

See Response to Student Misconduct in the Parent Handbook for consequences.

EARLY DISMISSAL

Early dismissal will be granted for the same reason as a valid excuse for absences or tardiness. Parents/guardians are encouraged to schedule appointments before or after school hours. If the appointment cannot be made at those times, it should be made as early or as late in the school day as possible.

When an early dismissal is necessary, the student should bring in a written request which includes:

- Student's name
- Date and Time of dismissal
- Reason for dismissal
- Signature of parent/guardian
- An excuse can be emailed to the homeroom teacher (prior to 8:15 am) or to the attendance secretary prior to the dismissal provided it originates from the email address of the parent/guardian on file with the district.

During homeroom, the student should obtain an *Early Dismissal Form* from the teacher. At dismissal time, the student will show a copy of the form to the classroom teacher then take it to the Attendance Office before leaving school. If a note has been received prior to the time of the dismissal, the parent does not need to come into the office to retrieve the student.

Should the urgent need arise to contact a student during the school day, a parent/guardian may call the Attendance Office.

Activities and Organizations

Activities and organizations are dependent upon student interest and sponsor availability. Sponsors are teachers, parents, or other adults who have the time and willingness to work with students before and/or after school. Prospective sponsors should contact the Principal's Office for information.

A comprehensive list of student activities and organizations is available on the JMS website under the activities heading. Offerings are updated throughout the school year.

Announcements/Broadcast

The "Pledge of Allegiance" and morning announcements will take place via TJMSTV Broadcast in homeroom. The morning announcements will provide information about meetings, athletic and social events, and special instructions for the day. Parents may access the Dashboard to view the daily announcements.

Arrival

Students arriving before 7:45 AM should be dropped off in the rear of the building and enter the Cafeteria for "Breakfast Club". Students arriving at or after 7:45 should be dropped off at the front of the building on Moffett Street. Students should *never* arrive at the building prior to 7:15 AM. Students must remain in the cafeteria until the 7:45 a.m. bell. At that time, students will be permitted to go to their lockers before homeroom. Students are to be in homeroom and ready for the day at 8:00 AM SHARP.

Athletic Programs

The Middle School has 10 interscholastic teams composed of 7th and 8th graders. (Regulations prohibit 6th grade participation.) These teams compete with other schools. Students who wish to become members of any athletic team must report for the team sign-up meeting. Information about the meetings will be given during morning announcements in homeroom. Try-outs are required for various sports with restricted space.

ELIGIBILITY

1. A student must pursue a curriculum defined and approved by the principal as a full-time curriculum and must maintain an acceptable grade in the curriculum, as certified by the principal. Eligibility is cumulative from the beginning of a grading period, and is reported on a weekly basis. The student must be passing four (4) full credit subjects to be eligible for the following week.
2. The student must have passed at least four (4) full-credit subjects, or the equivalent, during the previous grading period. Back work may be made up, providing it is in accordance with the regular rules of the school.

3. In cases where a student's work in any preceding grading period does not meet the standards described above, the student shall be ineligible to participate in interscholastic athletics for the first 15 school days of the next grading period.
4. New students must meet eligibility requirements on curriculum. Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding grading period or previous year shall be obtained from the records of the last school which the student has attended.
5. At the end of the school year, the student's final grades and credits in his/her subjects, rather than his/her grades and credits for the last grading period, shall be used to determine eligibility for the next grading period.

See the Mt. Lebanon Athletics page for forms, registration information, etc.

<http://www.mtlebanonsports.org/landing/index>

FALL SPORTS (September through October)

- Boys' Contact Football
- Co-ed Swimming
- Co-ed Cross Country
- Girls' Volleyball
- Cheerleading

WINTER SPORTS

- Boys' Wrestling (November through February)
- Boys' Basketball (November through December)
- Girls' Basketball (January through February)
- Cheerleading

SPRING SPORTS (March through May)

- Co-ed Track

Bullying

Bullying is defined as a single significant act or pattern of physical and/or verbal intimidation perpetrated against another person that interferes with that person's rights in the school environment. Bullying includes but is not limited to:

- Physical intimidation or assault
- Extortion
- Oral or written threats
- "Put-Downs"
- Social isolation

- Name-calling
- Threatening looks
- Gestures or actions
- Cruel rumors and false accusations

If any student witnesses bullying or is subject to bullying, the witnesses are encouraged to properly report this so appropriate action may be taken. Incidents of bullying may be reported using the bullying hotline. Visit the school's website at www.mtlsd.org/JMS under the safety heading.

Cafeteria

“Breakfast Club” is held each morning from 7:15 AM – 7:45 AM. Students can purchase breakfast but are not required to purchase a meal to attend.

Students are assigned a half-hour lunch period in the cafeteria every day. The Mt. Lebanon School District uses a debit system for cafeteria lunch sales. This system is called Café Terminal Point of Sale. In the Café Terminal system, students are issued personal identification numbers (PIN) based on their student identification number. Entering your PIN number into the terminal on the key pad will access your account. Students can deposit money into their accounts, which are then debited when the account holder makes a purchase. Parents can write checks to the Mt. Lebanon School District for any amount. They can also use PayForIt.net. Lunch checks must be deposited to a cashier before school or to Mrs. Swatko in the main office before 9:30 AM. No checks may be deposited during lunch hours. Students may pay in advance, or charge a lunch or breakfast. A la carte or snack items are not able to be charged. The system is designed to allow a student to charge one breakfast and/or one lunch per day to ensure that no student will go without a meal. When a student’s account is overdrawn, a notification will appear on the student’s Dashboard account. Parents also have the option of designating how much money in their child’s account will be used for meals only or for a la carte/snack items. Pre-paying money into student accounts eliminates the need for a student to carry cash on a daily basis and provides a more efficient food service operation.

A wide variety of menu selections are available every day. Menus are posted on the JMS website. The daily menu is also featured on the TJMSTV AM Broadcast.

CAFETERIA RULES

Socially acceptable behavior is expected at all times. The cafeteria is supervised and parents/guardians may be notified if a student does not accept the following responsibilities:

- Keeping tables, chairs and floors clean for the next person
- Disposing of all litter properly
- Returning trays to the designated areas
- Keeping food and beverages in the cafeteria
- Following all rules established by the cafeteria monitors. This includes all school acceptable behaviors, hall pass sign-out and use, etc.

Please contact the Food Service Director, Nolen Fetchko, via email at nfetchko@mtlisd.net or by phone at 412-344-2014 with any questions or concerns, including food allergies.

Change of Personal Information

Please make updates on your Dashboard in the event that your address, phone number or place of employment, emergency contacts, etc. changes. This should be done as early as possible. This information should be reviewed at the start of each year to confirm accuracy. In the event of an address change, please also provide the Attendance Office with proof of the new residence.

Communication with School Personnel

The Mt. Lebanon School District endorses a team approach towards education. Each student is a part of a team that includes his or her parents, teachers, school counselor and administrative staff. Together, all work to aid in the student's achievement of his or her goals. When a concern arises, every attempt is made to make the student's middle school experience run smoothly. The student should first talk with the teacher. If the concern continues, parent(s) should call the teacher or team leader make an appointment to discuss the concern with the teacher(s). If this does not bring resolution, the parent should contact either the child's school counselor for a schedule or social issue, the assistant principal for a discipline or attendance issue, or the department chair for a curricular question. Only after these steps have been taken should the parent contact the building principal.

Conferences

Parent/guardian involvement and interest in student education is encouraged. If there is a question or concern after reviewing the student's grades on Dashboard, a conference may be scheduled with a teacher(s) by calling or e-mailing the Team Leader.

Damaged Items

Students are responsible for all items assigned to or used by them. They will be required to reimburse the School District for anything lost, damaged or defaced. This includes tests, library books, school materials, facilities, computers and school property.

Dashboard

Dashboard is an internet communication tool that allows parents and students to view report card grades, current grades, homework assignments, test dates, project dates, attendance information, field trip information, etc...on a daily basis. Parents and students may also email the teachers directly through their Dashboard. At the beginning of the year new students and parents will receive a userID and password and directions on how to use Dashboard. When a student misses a class, the student can check Dashboard for his/her assignments. Please contact the principal's secretary to reset parent userIDs and passwords.

Deficiency Notices

Deficiencies for overdue books, and non-returned Health forms and school materials (ex. books, instruments, athletic equipment) are flagged on the Dashboard account. Unresolved deficiencies will result in holding of diplomas before students graduate after completing their senior year of high school.

Delays/Cancellations

School delays and cancellations are posted on the MTLSD website and can be heard on radio station KDKA (AM 1050). Cancellations and delays are also announced via cable Channel 19. An automated phone call will be made to your designated phone number during an emergency, delay, or cancellation. Please refrain from calling the school.

Dress Code

Students' dress shall conform to the present community standards of health, safety, decency, optimum learning conditions, and good taste. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on dress when the attire causes disruption of the educational process or constitutes a health/safety hazard.

BRIEF AND REVEALING CLOTHING: Students shall not wear revealing tops, shorts, dresses, skirts, or pants. Students are prohibited from wearing open-weave or see-through garments that expose inappropriate body parts or undergarments. Tops should appropriately cover bellies and backs when students are standing or seated. Shorts should appropriately cover the body when standing or seated. Torn jeans exposing inappropriate body parts and undergarments are prohibited.

CLOTHING WITH MESSAGES: Students shall not wear clothing items that are suggestive, obscene, vulgar, offensive or libelous, that denigrate others on the basis of race, color, creed, religion, national origin, gender, sexual orientation, or disability. Clothing that advertises or promotes drugs, alcohol, tobacco or violence is not permitted.

HATS: Students shall not wear hats, hoods, or bandanas except for medical or religious reasons.

Drug and Alcohol Policy

Students are prohibited from distributing, dispensing, possessing, using or being under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacturing, distributing, dispensing, possessing or using or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, either before, during or after school hours in any school building or on any school premises, on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities, off school property at any school sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district. Please refer to The Mt. Lebanon School District Board Policy JICH for additional information. Students who violate this policy are subject to disciplinary action. A student who violates the terms of this policy must complete a drug and alcohol assessment conducted by an authorized agency, provider or appropriate medical professional.

Please note that students may be restricted from participating in school activities for a prescribed period of time for drug and/or alcohol violations that are confirmed to have occurred off-campus or at non-school related events. Please see School Board Policy JKF for additional details.

Electronic Devices

Use of any cell phone/smartphone (iPhone, Droid, etc.) that is not directly related to the educational curriculum without pre-approval from a faculty/staff member or administrator is strictly prohibited during the school day (8:00 am – 2:58 pm). Additionally, students may not, under any circumstance, use electronic devices in restrooms and/or locker rooms. Cell phones and other electronic devices should be turned off and put in lockers whenever possible if not in use for educational purposes approved by the teacher.

Personal electronic devices may be used for learning purposes within the classroom at the discretion of each individual teacher. Electronic devices will be confiscated if a student is found using the device in the prohibited areas (listed above), or for an activity that has not been approved by the teacher. It is very strongly encouraged that the student be certain the device is turned off. Devices that go off in class (ring or vibrate) will be confiscated.

While students may be permitted to use personal electronic devices in the classroom, bringing them to school is at your own risk. The district is not responsible for lost or stolen items. If a student chooses to bring a personal technology device to school to use for learning purposes, he or she is solely responsible for the security and maintenance of their device. Use of a cell phone/smartphone by students under this policy may never be used to violate any other rules, policies, procedures, etc. contained in this handbook or School District policies (examples include, but are not limited to harassment policy, bullying policy, network use policy, cheating and plagiarism policy, etc.)

Emergency Dismissal

The news media will be notified if students must be dismissed due to a building emergency. The information will be sent via e-blast and will also be broadcast on the district website. Parents/guardians should develop a contingency plan with the student in the event an emergency is implemented. Notification will be available through Dashboard E-mail blast. An automated phone call will be made to your designated phone number in the event of an emergency dismissal.

Field Trips

When students are on a school sponsored field trip, they are subject to all school regulations and to the discipline of the teacher in charge. Students displaying unacceptable conduct in the classroom may be denied participation in field trips. Additionally, students who have excessive absenteeism/tardiness from school and/or excessive disciplinary infractions will be removed from the privilege of attending school sanctioned field trips.

Parents will be informed of any planned field trips, date of such activity, and or any special instructions.

Fire Drills

State law requires drills for fire, civil defense, and evacuation emergencies. A fire evacuation plan is posted in each room. When the alarm sounds, students will exit the building in an orderly and quiet manner. Talking and running are not permitted. Teachers will instruct students where to go and when to return.

Food and Beverages in School

Students must consume all food and beverages with the exception of water in the cafeteria, including food or beverages brought from home unless given permission and supervised by a teacher. Food or beverages that are dropped or spilled in the building create serious litter and health problems. **Delivery of food to school** is prohibited unless under the supervision of a staff member

Students are not permitted to sell food in school unless the sale is part of an administratively approved fundraising activity.

Food and Environmental Allergies

Because of the increasing number of children with food related allergies/restrictions, food provided for school sanctioned events should not contain nuts or peanut products. Additionally, food that is brought to school or dropped off by a parent/guardian for lunch may only be consumed by his/her own child. Students are not permitted to share food due to allergy concerns. A health and safety procedure is established for all students with life threatening allergies. Foods sold in the cafeterias are clearly labeled. Students are responsible for choosing their food purchases.

Grading

GRADING SYSTEM:

The suggested grading system is:

A 90 – 100% B 80-89% C 70-79% D 60-69% E 59% or below

Honor rolls are determined by students' grade point average every 9 weeks. A "D" or "E" will exclude a student from obtaining this recognition. Additionally, a "P" in a core academic class will render the student ineligible for honor roll for that quarter. An A=4, B=3, and C=2.

HONOR ROLL

Students must attain a quality grade point average of 3.0 to 3.49.

HIGH HONOR ROLL

Students must attain a quality grade point average of 3.5 to 4.0.

INCOMPLETE (I) GRADE

In unusual circumstances (extended illness, death in the family, etc.) teachers may issue a temporary "I" grade. Students are expected to contact the teacher and arrange for work to be completed. Students have ten school days after the end of the nine-week period to complete this work. Failure to complete required work may result in an "E" grade.

All grades are reported via Dashboard. Parents and students are encouraged to regularly view academic progress on Dashboard.

Gym Lockers and Attire

To prevent loss of personal items during gym class:

- Keep personal valuables in locked student lockers
- Use a personal combination lock on gym lockers during class (Lock must be labeled with a name and homeroom section. The combination must be registered with the gym teacher)
- Give small personal items to the gym teacher

Students are required to wear navy blue shorts, a gray T-shirt, socks and tennis shoes. Students will also have the opportunity to purchase gym uniforms as well. Time and locker space is set aside for students to change their clothing. A student's grade may be jeopardized for failure to dress appropriately.

Health Services

HEALTH & MEDICAL HANDBOOK INFORMATION MIDDLE SCHOOLS

Location	Certified School Nurse	Office Hours
Next to Principal's Office	Mrs.Lauren Suess 412.344.2127	8:00 AM – 3:00 PM Closed 8th Period

Students must secure a pass from their teacher to visit the Health Office.

The health office is staffed by a certified school nurse or health aide (RN or LPN). The certified school nurse, when not in the building, is on call during school hours.

CHILD ABUSE

The Child Protective Services Law in Pennsylvania requires all school employees to report suspected child abuse. When the principal and the school nurse have reasonable cause to suspect that a child may have been abused, the principal must notify the Childline and Abuse Registry and Allegheny County Children and Youth Services. It is not the responsibility of school officials to determine if there has been abuse or neglect. The principal may permit authorized personnel from the Department of Public Welfare or Child Protective Services to interview the student at school without prior parental consent if the suspected abuser is unknown or may be the parents. If the student has suffered injuries so severe that immediate medical attention is needed, the principal will call the police and/or paramedics to take the child to the hospital. The police will investigate the matter if the suspected child abuse involves law violations under the Crimes Code.

EMERGENCY INFORMATION FOR SUDDEN ILLNESS OR INJURY

The Health Office maintains Emergency Contact/Release Information for each student. This information facilitates the care of an ill or injured student as well as provides health office staff with routine contact and release information. **Only those persons, (including parents/guardians), indicated on this document will be contacted and can give permission for the student to leave the building.** It is essential that parents keep this information current. Facilities are available for temporary care only. Parents should develop a plan that would allow their child to be picked up from school within a half hour of notification of an illness or an injury. To update your child's Emergency Contact/Release Information go to the Parent Dashboard under Account Preferences. Families with more than one Dashboard account should contact their child's Health Office to update.

FOOD AND ENVIRONMENTAL ALLERGIES

Because of the increasing number of children with food related allergies/restrictions, food provided for school sanctioned events should not contain nuts or peanut products. A health and safety procedure is established for all students with life threatening allergies. Parents are asked to contact their school nurse to discuss the health and safety procedures for their child at the beginning and as needed throughout the school year.

GYM EXCUSES

Students who have been medically excused by a physician from **physical** participation due to injuries (ex. broken bone, concussion, etc.) must provide a note from the physician. Physician notes should be submitted directly to the nurse's office. A Modified Physical Education Checklist is available for students with medical excuses (see the Phys Ed teacher). Students may not participate in gym or PIAA or intramural sports while they are under medical supervision for an injury that requires stitches, crutches, slings, casts, etc. A written note from a physician, certified nurse practitioner or physician's assistant is then required for reentry into gym. If a parent note is presented for a minor illness or injury a modified, safe activity will be provided. Parent notes should be submitted to the Phys Ed teacher. Students who provide a parent note **must** change their clothing for class or points will be deducted.

HEAD LICE

All cases of head lice should be reported to the school nurse so that the required examination procedures may begin. The student is not permitted to return to the classroom until the proper treatment has been completed and the student has been checked by a member of the health office staff. Any student found to have nits after treatment will be excluded from school until found to be nit free. The positive action of reporting to the school an incidence of head lice cannot be overstated. Parents who treat their child for lice, yet do not report it to the school, risk the infestation of others and/or the re-infestation of their own child. All reports are kept confidential and when classes are checked by the health office staff, no student is singled out.

HEALTH INSURANCE

If your child does not have health insurance, free or low cost coverage is available through Pennsylvania's Children's Health Insurance Program, (CHIP). CHIP is administered by the Pennsylvania Insurance Department, and the coverage is for quality medical services through regular health insurance companies. Applications for CHIP are available in all the school health offices or you may call 1-800-986-KIDS.

HOMEBOUND INSTRUCTION

When lengthy illness (more than 10 days) prevents a student from attending school, homebound instruction may be requested by the parent. The parent must obtain a written statement from a physician describing the need for homebound instruction. When approved, the school arranges for certified teachers to instruct a student at home or in the hospital for five (5) hours per week. During homebound instruction, the student is considered present in school for attendance purposes. Forms to request instruction are available in the principal's office. Homebound instruction is intended for short term absences of a month or less.

ILLNESS OR INJURY

Basic health care (first aid) is available in the health office for any illness or injury that occurs during the school day hours. The nurse cannot address injuries that occur at home. Parents are notified for an illness or injury as the case warrants. By law, a nurse is not permitted to make a diagnosis or prescribe treatment. Students who have a temperature equal or greater than 100 degrees, vomiting or diarrhea, will be sent home and should remain at home until symptom free for 24 hours. Students who have a suspected contagious disease/rash will be sent home with a diagnostic referral. The diagnostic referral must be completed and the student cleared for re-admittance to school by a physician prior to the student returning to school. The student then must be signed in through the health office for re-admittance to school. The school district follows Allegheny County Health Department Guidelines for re-admittance to school following an illness or contagious disease referral.

The District is not equipped to provide advanced emergency care. Students needing urgent medical attention will be transported to an emergency care facility by a local ambulance service. **Please notify the school nurse if your child has any health concerns that could result in the need for emergency services, or that need to be communicated to emergency personnel.**

The district maintains a policy of Universal or Standard Precautions (procedures that are designed to reduce the risk of transmission of bloodborne pathogens) to insure the health, safety and welfare of our students and staff. Students are taught about possible disease transmission through exposure to blood/body fluids. Students are to report any blood or body fluid spill to a teacher and are never to touch or clean-up another person's blood/body fluid.

ALLEGHENY COUNTY SCHOOL IMMUNIZATION REQUIREMENT

28 Pa. Code, Chapter 23, Subchapter C requires that all children, kindergarten through 12th, including all public, private, parochial, intermediate unit and home schooled students, show written proof of immunization before they can attend school in the Commonwealth. Your child will not be permitted to attend school until proof of immunizations have been submitted and approved by the Certified School Nurse.

Students who are entering school are required to have the following properly spaced vaccines:

- 4 doses of tetanus, diphtheria and acellular pertussis
 - 1 dose on or after 4th birthday; 3 doses if series started on or after 7 years of age
- 4 doses of polio
 - 4th dose on or after 4th birthday or 3 doses if last one is on or after 4th birthday with proper spacing
- 2 doses of measles, mumps, rubella (usually given as MMR)
- 3 doses of Hepatitis B with proper spacing
- 2 doses of varicella (chickenpox) vaccine
 - first one on or after first birthday
 - or written statement from physician/designee indicating month and year of disease
 - or serologic proof of immunity

Students entering GRADE 7 are required to have the following vaccines in addition to the above vaccines:

- 1 doses of tetanus/diphtheria/pertussis (Tdap)
- 1 dose of meningitis (MCV4)

Students entering GRADE 12 are required to have the following vaccine in addition to the above vaccines:

- 2nd dose of meningitis (MCV4)

A child entering school on the first day must have had a least one dose of the above vaccinations or risk exclusion.

- If the child does not have all the doses listed above, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion.
- If the next dose is not the final dose of the series, the child must also provide a medical plan, (red and white card), signed by a physician, for obtaining the required immunizations within the first five days of school or risk exclusion.
- If the child does not have all the doses listed above and the next dose is not medically appropriate, the child must provide a medical plan (red and white card), signed by a physician, within the first five days of school for obtaining the required immunizations or risk exclusion.

The Allegheny County Health Department (412 578-8060) will provide school required vaccines to children if they are uninsured, have Medicaid, or are an American Indian or Alaskan Native.

MEDICAL EXEMPTIONS

Only licensed medical doctors, doctors of osteopathy, and designated Health Department personnel can sign for medical exemptions. Chiropractors' certifications for medical exemptions are not acceptable. A medical exemption for a specific antigen(s) should be documented in the statement of exemption. All other immunizations are still required.

RELIGIOUS EXEMPTIONS

Statements of religious or strong moral or ethical conviction opposing immunization must be submitted in writing and signed and dated by a parent or the guardian.

If a child is exempt from immunizations he/she may be removed from school during a disease outbreak.

MANDATED PROCEDURES

Pennsylvania law mandates the following screenings:

- * Vision - Grades K to 12, annually
- * Hearing - Grades K to 3, 7 and 11. Also parent or teacher referrals and students who have known hearing loss
- * Height and Weight and BMI % - Grades K to 12, annually
- * Scoliosis - Grades 6, 7

Pennsylvania law mandates the following examinations:

- * Physical - Grades K, 6, 11
- * Dental - Grades K, 3, 7

A Delinquent Obligation to the School is issued when a student does not meet the above mandated health requirements. Report cards are held until the State requirements are satisfied.

Parents are encouraged to have the physical/dental examinations performed by their child's healthcare provider, since he/she is aware of their child's health history and status. These examinations are to be submitted on Form 435 (Private Physician Report of Physical Exam) and Form 412 (Family Dental Report), which can be obtained from the health office or downloaded from the web page www.mtisd.org. These exams are at the parent's expense. If you prefer, the school doctor or dentist will complete these examinations during the school year at the expense of the district.

MEDICATION (PRESCRIPTION & NON-PRESCRIPTION)

The administration of student medication, both prescription and non prescription, during school hours is strongly discouraged as there are safety concerns about students forgetting to take the medication, having a reaction to the medication or other students taking the medication. If a physician deems it medically necessary for a student to take a FDA approved medication, either prescription or non-

prescription during the school day, the Authorization for Medications and Authorization for Release of Medical Information Form (Form 440), signed by the parent and completed by the physician, must be returned to the health office. The medication must be in a pharmacy labeled container or unopened original over the counter container and brought to the health office by a parent/adult/guardian. A new form is required for each medication change, dose change, time change and for each school year. The completed medication form MUST be dated on or after July 1st of the new school year. It is the responsibility of the student to report to the health office for his/her medication. Please remember your child may not receive his/her medication if these procedures are not followed. These procedures apply to all medications, including inhalers for asthma, Epinephrine auto injectors, and over-the-counter medication. Per the state of Pennsylvania, students are only permitted to self carry/self administer epinephrine auto injectors, rescue inhalers, and/or diabetic medications/supplies and only after the proper paperwork has been submitted and the student is signed off to carry such by the certified school nurse.

Medication Form #440 may be obtained from the health office or downloaded from the web page at www.mtlsd.org.

RE-ADMITTANCE AFTER FIVE (5) DAYS OF ABSENCE

After five (5) or more days of absence, students are required to re-enter school through the health office. The nurse will obtain information pertinent to the student's Pennsylvania Health Record and will submit the completed readmission form to the attendance office. A parent's written statement for a school absence related to illness is generally all that is required, however, in special circumstances; a physician's statement may be requested. Parents are encouraged to notify the nurse of any illness or injury which results in a long absence from school. Currently, students missing 10 or more days a semester may not receive credit for their classes.

Library

The school library has a variety of resources available for research and recreational reading. It is open throughout the school day as well as for a short period before and after school hours. Classes often meet in the library to conduct research and learn more about the materials available. Fines are charged for overdue materials.

Lockers

Lockers are for storing books and personal items. Every locker has a built-in school lock. It is the student's responsibility to keep his/her locker in order and locked. The principals and teachers will periodically check lockers for neatness and condition.

Each team establishes times for visits to lockers once the school day has begun. Special permission from a teacher is required at other times.

Reminders:

- Locker combinations should not be shared with other students. Combinations cannot be changed.
- There will be a \$20 fine for tampering with locks and/or other components of the locker.
- Lockers are the property of the School District and may be searched at any time by school personnel or law enforcement officials.
- A student may use only the locker assigned to him/her.
- Students should spin the lock after closing to make sure it stays locked

Lost and Found

Lost and Found items are located in the bin beside the Attendance Office. Small or expensive items will be in the office with Mrs. Harris. The bin by the Attendance Office is emptied monthly. Items not claimed will be donated or disposed of. Announcements are made the week leading up to the monthly clearing of items.

It is strongly recommended that parents clearly mark all items which are brought to school.

Make-Up Work Due to Absence

During the school year, circumstances may arise when a student may be absent from school due to illness, family emergency, etc. In order to facilitate a student's ability to most easily make-up any missed work due to absence, the following procedure should be used:

When a student is absent, parents/students are encouraged to utilize the Dashboard system and establish a "homework buddy" in each class that may be contacted to discuss what was missed in class. This method is particularly recommended for absences of one to two days.

For extended absences, parents and students are encouraged to contact the teachers and/or counselor to learn of additional assigned work.

Messages / Telephone Use

Parents are requested to limit phone messages to students. Should the urgent need arise to contact a student during the school day, a parent/guardian may call the Attendance Office. There is a phone in the office for student use if necessary. Each classroom and office contains a telephone for faculty/staff use only. Use of the office phones shall be prohibited except in the case of an emergency. Please note that **CELL PHONE USE IS PROHIBITED DURING THE SCHOOL DAY FOR PERSONAL PHONE CALLS AND TEXT MESSAGES**. Cell phones and other electronic devices should be turned off or silenced and remain in student lockers during the school day unless they are being used for learning under the supervision of a teacher.

Network/Internet Use (District Policy IJND)

A. Acceptable Network Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's rules and regulations as may be adopted and amended from time to time. All staff and students (and/or the students' parents,

depending upon the age of the student as specified by administrative procedures) who wish to use the Network must sign one or more Network agreements whenever requested by the District.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws, and all materials on the Network should be presumed to be copyrighted.

Staff or students who claim that this policy is denying them access to material that is not within the prohibitions of this policy shall direct their claim, in writing, to the District's Director of Technology or his/her designee, who shall review the matter and respond promptly.

B. Inappropriate Use and Activities

The District reserves the absolute right to define inappropriate behavior or improper use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes inappropriate use of the Network, and determine the consequence of such inappropriate use. Inappropriate network use shall include (but not be limited to) obscene, pornographic or offensive matter; vulgarity, harassment, intimidation, insult or ridicule of another; damage or waste of property; use of another's password or misrepresenting one's identity; "hacking" and other illegal online activity; unauthorized disclosure, use, and dissemination of personal information regarding minors; use for commercial purposes or illegal purposes, or any other use deemed inappropriate by the District, or in violation of any other District policy, administrative procedure, law, regulation or code of conduct. Inappropriate use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, inappropriate use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

C. Protection and Filtering

The District shall employ appropriate technology protection measures with respect to use of the Internet by students. The District will use software programs and select online servers that are designed to block or filter access to visual depictions that are (among other inappropriate things) obscene, pornographic or harmful to minors. In addition, the filtering equipment will be used to ensure that the Network may not be used to access, use, disclose or disseminate personal identification information regarding students or staff as well as to screen out inappropriate text. The District will endeavor to keep the blocking and filtering technology up-to-date, but it is not possible to guarantee that all inappropriate content will be successfully blocked or filtered. The District shall educate students and employees about appropriate/inappropriate online

behavior, including interacting with other individuals on social networking websites and chat clients as well as cyber bullying awareness.

The District encourages the use of student-owned personal technology devices where such use is in support of student learning. When such student-owned technology is in use during the school day, students are required to access the Internet via the District's wireless network and not through a cellular network or non-District "hotspot." The use of student-owned technology devices to access the Internet shall be subject to all of the regulations contained in this policy. In order to protect the Network, users may not connect non-District computers or peripherals directly to the wired Network. Such devices may only be connected to the District's wireless network.

In addition, users may not use personal software programs on the Network or transfer files, programs, shareware or software from information services, third-party Networks or websites, or any other external source without the written permission of the Director of Technology. Data discs, memory sticks, and other temporary file storage devices may be used with District computers for the sole purpose of transferring user data files for appropriate school-related work.

D. Ownership and Retention

Any and all material or information placed in any file on the Network becomes District property. The District reserves the right to indefinitely store and access any such material or information on the Network, including personal and electronic mail files, and to dispose of any material or information contained therein without prior notice. The District further reserves the right to monitor online activities and review, record or log Network use. The District also reserves the right to limit content of District websites to District-approved information related to District curriculum and programs.

Organizational Study Skills

All students are required to record their class assignments in this school-issued agenda book given to them at the beginning of the school year. Replacement books can be purchased in the Attendance Office for \$5.00. Students need to spend time outside of school to properly complete their work. There will be long-range assignments that require planned study time. Students should prioritize their assignments, follow the study suggestions below, and allow sufficient time to complete each assignment. Planning and organization are the keys to successful study skills.

The student should:

- Set aside regular time every day for study at home. As a general rule of thumb, students should expect 10 minutes per grade level every night (Ex: 6th grade student: 6 X 10 = 60 minutes / 1 hour)
- Read the entire assignment over quickly to grasp the basic idea the re-read slowly for content, relationships, and details. Close the book and mentally outline the material and ideas.
- Take home all books, papers, and materials needed.
- Have a quiet place at home in which to write, read comfortably, and keep all study material.

Parent / Teacher Association (PTA)

Parents/guardians are encouraged to join the Jefferson PTA. The PTA sponsors many events, programs, projects, and services for families, students and faculty. There are many volunteer opportunities. Participation in the PTA is a good way to become part of the school community. Current officers and chairpersons are listed in the School District calendar. Meeting information can be found in the School District calendar and on the District website.

Reasonable Force

School personnel may use reasonable force should an occasion arise that demands it. Examples of situations in which such forms might be used are:

- To stop a disturbance
- To obtain possession of weapons or dangerous objects
- To ensure self-defense
- To protect persons or property

Restriction from School Activities

Participation in co-curricular activities, extracurricular activities, sports and ceremonial events is a privilege and not a right. Activities include, but are not limited to, athletic contests, musical and dramatic performances, school clubs, and Club Lebo. These activities may be restricted when a student violates a Jefferson Middle School rule(s), procedure(s), school board policy or the law.

Safety

Students should exercise caution and be aware of safety hazards associated with:

- Loitering on the way to and from school and in the business districts
- Crossing roads
- Playing on school grounds before and after school

Recreational motor biking, bicycling, skateboarding, and roller blading are not permitted on any school property. Students that ride a bicycle to school for transportation must lock the bike in a location approved by administration. The school is not responsible for bicycles left on school grounds. Please refer to the Mt. Lebanon School District Board Policy KFAA.

Schedule

The school schedule follows a day rotation system. On the student's class schedule, the days are listed as 1, 2, 3, 4, and 5 rather than the conventional days of the week. The days always follow each other in numerical order, regardless of holidays and school breaks. For example, if the day before Thanksgiving break is Day 3, then the first day of school after the vacation will be Day 4. The day's number is announced during announcements in homeroom.

Sexual Harassment

Sexual harassment of students or employees is prohibited in the Mt. Lebanon School District. Any student that believes that he or she has been subjected to sexual harassment should immediately report the incident to any principal, guidance counselor, teacher or school nurse. Students who have been found to have engaged in sexual harassment of others will be subject to discipline. The District also prohibits any retaliation against complainants or witnesses of such misconduct. According to the MTLSD Policy GBAA, examples of prohibited conduct of a sexual nature, which may constitute prohibited sexual harassment include, but are not limited to:

1. Unwelcome touching of an individual's body or clothing in a sexual way.
2. Unwelcome leering, staring, sexual flirtation, propositions, or pressure for sexual activity.
3. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
4. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation.
5. Unwelcome sexual jokes, stories, drawings, pictures or gestures.
6. Unwelcome spreading of sexual rumors.
7. Cornering or blocking an individual's normal movement in a sexual way.
8. Displaying sexually explicit materials or suggestive objects in the educational environment.
9. Repeated remarks to a person with sexual or demeaning implications.

Student of the Month

The Guidance Department at Jefferson Middle School coordinates a Student of the Month program. The team teachers make a nomination each month. The selected students receive a certificate and a letter of congratulations from the principal. Also, a photograph and a brief dossier of each winner will be displayed in the Guidance office window. Students are nominated according to the following attributes:

- Respects his/her peers,
- Maintains a positive attitude toward learning,
- Engages in notable acts of kindness for classmates or the school,
- Strives to obtain maximum academic potential,
- Demonstrates a cooperative attitude in the classroom, and
- Volunteers service to peers, the school, and/or the community

Student Conduct Information

In order to provide the best education possible for each and every student, Jefferson Middle School students and staff must work together to maintain an orderly environment that does not tolerate disruption to that order. It is our goal to provide a learning environment where students feel safe and where staff members are able to provide instruction that is not hampered by misbehavior and disrespect.

Discipline begins in the home – but, it is our job to reinforce appropriate behaviors and to provide opportunities for students to learn self-discipline so they may become responsible citizens to live productively within our society. Education involves choices – and we want to encourage students to make appropriate, right choices where behaviors are concerned.

Discipline problems occur for many reasons and generally speaking, the sequence presented here will be followed in the outlined steps; however, administrators do have the discretion to enforce disciplinary consequence at any level where deemed appropriate. Our school is committed to supporting educators who are making decisions based on providing excellent instruction in a non-threatening learning environment. Students who are unable to behave are subject to various consequences.

Generally speaking, the following sequence will occur regarding student misbehavior in our school:

1. Teacher/staff member will discuss the problem with the student
2. Teacher/staff member will discuss the problem with a parent
3. Teacher/staff member will assign an after school detention, a.m. detention, or lunch detention
4. Parent meeting will be scheduled to discuss concerns
5. Disciplinary referral sent to office and disciplinary consequences given
6. Suspension from school with the possibility of local law enforcement/magistrate involvement
7. Disciplinary review/administrative review with parents and student
8. Superintendent review with administrative staff
9. School Board hearing

When necessary, discipline options are as follows:

Verbal reprimand	In-school suspension
Suspension of privileges	Out-of-school suspension
Contact of parent/guardian	Expulsion from school
Detention (AM/PM, Lunch, Saturday)	Referral to local law enforcement agencies

- See Response to Student Misconduct Chart at the end of this handbook.

Student Support Services

Mt. Lebanon School District provides support for students with a broad range of educational needs. The majority of students are educated without any modifications to the regular education program. A small percentage of students may need minor accommodations to enable them to progress in the regular classroom. Other students may need more extensive support offered through a special education program. Detailed information can be found on the MTLSD website.

For additional information, contact the building principal, 412-344-2120, or the Supervisor of Special Education, Ken Cross, 412-344-2044.

Crisis Intervention Professional school personnel are trained and available to provide short-term counseling and support to students, parents and school staff in the event of a crisis.

Guidance Department The Guidance Department provides support and resources to the students, as well as parents/guardians. Guidance services are proactive and focus on the individual student. The goal is to help each student achieve individual success. The counselor guides the student toward self-awareness, success with interpersonal relationships, emotional and social development, and achievement in educational experiences.

To resolve a conflict peacefully, it is suggested the student:

Identify the problem	Take responsibility for his/her actions
Focus on the problem	Avoid name-calling, blaming or sneering
Attack the problem , not the person	Avoid attempting to get even or bringing up the past
Listen with an open mind	Avoid threats, pushing, hitting or put-downs
Treat feelings with respect	Avoid bossing or making excuses

Students may request to meet with the Guidance Counselor at any time during the school day. Educational support groups are offered throughout the year according to the needs of the student.

- Dealing with divorce in the family
- Stress management
- Managing anger
- Peer relationships
- Study skills

Health Services The Health Office maintains emergency information for each student. A school nurse or first aide certified adult is available to address student medical needs.

Psycho-educational Evaluations School psychologists conduct psycho-educational evaluations according to state and federal requirements for students to determine need for special education services. Standardized testing, state mandated testing, group achievement and ability testing is also coordinated through school psychologists.

Special Education Services Special Education consists of services and programs designed to meet the educational needs of students who meet state and federal eligibility criteria. The district secures parental permission to conduct a multi-disciplinary evaluation. Parent(s) input is secured and included in the evaluation report. To qualify for special education services, students must demonstrate the presence of a disability and also demonstrate the need for specially designed instruction. Appropriate school staff and parent(s) use the evaluation report to develop a program to address the student's needs. Regardless of the student's disability, students are included in general education to the fullest extent appropriate.

- Adapted Physical Education
- Emotional Support Program
- Learning Support Program
- Mentally Gifted Program

- Occupational Therapy
- Physical Therapy
- Speech and Language Support

Reading Specialist Students who do not participate in the special education program for reading are currently able to participate in a remedial reading program with the reading specialist. Students must meet eligibility requirements. The program is not a tutoring service to support the regular curriculum, but instead is a diagnostic reading program that teaches the skills necessary to attain reading proficiency. Progress monitoring and diagnostic assessments will be administered by the reading specialist through the year.

STRIVE The STRIVE program provides academic and study skill support to students in need. Students are referred to the program and are screened for acceptance. All instruction is designed in accordance with the academic / study skills of each student.

Student Assistance Team The student assistance team is comprised of trained, professional staff members, who:

- Identify high risk students experiencing academic difficulty due to problems such as alcohol or drug use, eating/sleeping issues, or other mental health issues
- Referrals are received from parents/guardians, teachers, students and staff
- Information is gathered to assess the nature and extent of the concern
- A plan of intervention, action, and support is developed, which may include:
 - Meeting with parents/guardians and/or the student,
 - Making referrals to existing school programs or community resources such as social service agencies, treatment settings, or educational support groups,
 - Monitoring the student's progress to assess the need for ongoing or additional action.

Contact the Guidance Department for more information.

Teams

Students are grouped by teams. Each team consists of a group of five teachers and a common group of students in 6th & 7th grade. In 8th grade, the students are divided into two groups of four teachers per team.

Teams at JMS:

- Share a common area of the school
- Are taught core subjects by the same teachers
- Form a team philosophy
- Set team rules and expectations
- Allow time for teachers to meet on a regular basis to discuss scheduling, student needs, and common goals
- Spend "Student Team Time" on team projects, programs or activities

Tobacco Use and Possession

Students are prohibited from smoking or using smokeless tobacco in any form while on School District property or during District sanctioned activities. Possession of cigarettes, cigars, pipes, smokeless tobacco, or smoking equipment is also prohibited. Refer to MTLSD Policy JICG.

Video / Audio Monitors on District Buses

With the amendment of the Wiretap and Electronic Surveillance Act in February 2014, the Board adopted a NEW Policy EECAF, permitting the use of video cameras and audio recording equipment to be installed at random throughout District buses and buses contracted from outside sources. Only the Superintendent, Assistant Superintendent, building principals and the Transportation Coordinator may view and/or listen to audio-video recordings. All recordings will be kept for one week, and copies will be made when behavioral problems are reported. The materials are to be used for investigatory purposes. Parents of students whose actions are disciplinable have a right to view the recordings of their child's behavior only.

Visitors

Parents/guardians are always welcome to visit the school. An appointment may be made to see a teacher, a counselor, a principal or to visit classes. Visit by students' friends are discouraged. All visitors must sign in and obtain a visitor's pass at the attendance office upon entering the building.

Weapons

Possession of a weapon or "look-alike" weapon by students, employees or visitors is prohibited in any Mt. Lebanon School District building or on any District grounds. In addition, weapons or "look-alike" weapons are prohibited at District or building-sponsored functions, activities or events held on or off school grounds. Refer to MTLSD Policy GBGB/JICI.

Withdrawal from School

A student planning to withdraw from school needs to report to the Attendance Office to secure a withdrawal form from the secretary. This form must be signed by each subject teacher, the librarian, and the homeroom teacher and books returned to the child's teachers. All library fines and other bills must be paid before the student will be cleared to withdraw. Health records and transcripts will be sent upon the request of the new school. All record transfers are done by first class, certified mail. Under no circumstances are records permitted to be "hand carried" to the new school.

Writing Lab

The Writing Lab is a computer-equipped classroom where students work on their writing for any subject. Staffed by a Writing Clinician, who is an English teacher, the Writing Lab helps students complete assigned and creative writing while

emphasizing the importance of the writing process, especially revision strategies. The Writing Clinician is available to discuss the strengths and problems individual writers face and help them discover solutions to writing challenges. The Clinician will neither write nor fix papers; final revision is the student's responsibility. Teachers often require students to work on assignments in the Writing Lab during regular class time. In addition, the Writing Lab is available to students during their free time and after school. Writing labs hours will be posted at the start of the school year.

Response to Student Misconduct

Infractions	Consequences Level 1	Consequences Level 2	Consequences Level 3
Verbal/Physical Altercation	Parent Contact Referral to Counselor Peer Mediation Warning AM/PM Detention*	AM/PM Detention* SAP Referral Saturday Detention* ISS (1-10 DAYS)	Saturday Detention* Parent Conference ISS (1-10 DAYS) OSS (1-10 DAYS)
Bomb Threat/Pulled Fire Alarm Fire starting/Explosions	OSS (10 days) Expulsion (Refer to Board Policies JLI, GBGB/JICI, JICJ)		
Bullying/Harassment (Board Policy JICD/JLI)	Parent Contact Referral to Counselor Peer Mediation Warning AM/PM Detention*	Saturday Detention* AM/PM Detention* SAP Referral Loss of Privileges ISS (1-10 DAYS)	Saturday Detention* OSS (1-10 DAYS)
Cafeteria Misconduct	Parent Contact Warning by Cafeteria Monitor AM/PM Detention* Removal From Cafeteria Clean Cafeteria	Assigned Seating Removal From Cafeteria AM/PM Detention* Clean Cafeteria ISS (1-10 DAYS)	Assigned Seating Saturday Detention* Removal From Cafeteria Clean Cafeteria OSS (1-10 DAYS)
Cheating/Plagiarism	Failing Grade on Assignment/Test Teacher/Parent Conference Saturday Detention*	SAP Referral OSS (1-3 DAYS)	OSS (3-10 DAYS)
Class/Cafeteria Cutting	Parent Contact Counselor Referral No Credit for Assign/Tests Saturday Detention*	SAP Referral Saturday Detention* ISS (1-10 DAYS)	OSS (1-10 DAYS)

Infractions	Consequences Level 1	Consequences Level 2	Consequences Level 3
Computer/Internet Misuse	Parent Contact Temporary Loss of Privileges Reimbursement for Damages ISS (1-10 DAYS)	Loss of Privileges for Semester/Year Reimbursement for Damages ISS (1-10 DAYS) OSS (1-3 DAYS)	Loss of Privileges Indefinitely Parent Conference OSS (3-10 DAYS)
Defacement/Vandalism of Personal/School Property	Parent Contact Restitution AM/PM Detention*	Community Service to School Saturday Detention* ISS (1-10 DAYS) OSS (1-3 DAYS)	OSS (3-10 DAYS) Referral to LLEA
Disruption/Insolence/Disrespect	Parent Contact Referral to Counselor AM/PM Detention*	Saturday Detention* SAP Referral ISS (1-10 DAYS)	OSS (1-10 DAYS)
Dress Code Violations	Warning Clothing Change Lunch Detention	Clothing Change Parent Contact AM/PM Detention*	Saturday Detention* Clothing Change Parent Conference
Drug/Alcohol (Board Policy JICH)	Refer to Board Policy JICH		
Use of Electronic Devices/ Non-Instructional Items I-pod, I-pad, cell phone, Chrome Book, toys, remote control, Etc...)	Warning Confiscation of Device	Confiscation to Office / Parent Pick-up AM/PM Detention* ISS (1-10 DAYS)	Confiscation to Office / Parent Pick-up Saturday Detention* OSS (1-10 DAYS)
Failure to Serve Detention	Parent Contact AM/PM Detention* – 2 days	Saturday Detention* ISS (1-10 DAYS)	Parent Conference OSS (1-10 DAYS)
Fighting/Assault	Parent Contact OSS (3-10 DAYS) Counselor Referral	Parent Contact OSS (3-10 DAYS) SAP Referral Referral to LLEA	Referral to LLEA Alternative Placement Expulsion
Food out of Cafeteria	Warning	AM/PM Detention*	Saturday Detention*

<i>Infractions</i>	<i>Consequences Level 1</i>	<i>Consequences Level 2</i>	<i>Consequences Level 3</i>
Gambling	Parent Contact Warning	AM/PM Detention*	Saturday Detention*
Leaving School Building/Grounds	Parent Contact Saturday Detention* ISS (1-10 DAYS) No credit for missed work	OSS (1-3 DAYS) Parent Conference Loss of Privileges	OSS (3-10 DAYS)
Littering School Grounds/Property	Restitution Clean-up	AM/PM Detention* Clean-up Restitution Community Service	Saturday Detention* Community Service Clean-up Restitution
Loitering in Restrooms/Halls/Stairwells	Parent Contact AM/PM Detention*	AM/PM Detention* ISS (1-10 DAYS)	Saturday Detention* OSS (1-10 DAYS)
Profanity	Parent contact AM/PM Detention*	Saturday Detention* SAP Referral ISS (1-10 DAYS)	Parent Conference OSS (1-10 DAYS)
Sexual Harassment (Board Policy GBAA/JBA)	Parent Contact Referral to Counselor ISS (1-10 DAYS) OSS (1-3 DAYS)	Parent Conference SAP Referral OSS (3-10 DAYS)	OSS (3-10 DAYS) Expulsion
Tardiness to Class (Unexcused)	Parent Contact Student/Teacher Conference AM/PM Detention*	AM/PM Detention* Loss of Privileges Saturday Detention*	Parent Conference ISS (1-10 DAYS) OSS (1-10 DAYS)
Tardiness to School (Unexcused)	4 th Unexcused Tardy-PM Detention* 5 th Unexcused Tardy-PM Detention*	6 th Unexcused Tardy-Two (2) PM Detentions* 7 th , 8 th , and 9 th Unexcused Tardy-One Saturday Detention for Each Occurrence* Meeting with Assistant Principal	10 th Unexcused Tardy and Thereafter ISS (1-10 DAYS) Citation to Magistrate

Infractions	Consequences Level 1	Consequences Level 2	Consequences Level 3
Theft/Possession/Sale of Stolen Property	Parent Contact Restitution Saturday Detention*	ISS (1-10 DAYS) OSS (1-3 DAYS) Parent Conference Referral to LLEA	OSS (3-10 DAYS) Referral to LLEA
Threats-Verbal/Written/Gestures	Referral to Counselor Threat Assessment Warning Saturday Detention*	Referral to Counselor Threat Assessment ISS (1-10 DAYS) OSS (1-10 DAYS) Referral to SAP	Referral to Counselor Threat Assessment Expulsion
Tobacco Possession/Use (Board Policy JICG)	OSS (1-3 DAYS) Citation to Magistrate	OSS (3-10 DAYS) Citation to Magistrate	OSS (10 DAYS) Citation to Magistrate
Truancy	Formal Notice to Parent (Letter) No credit for Missed Work SAP Referral	No credit for missed work Citation to Magistrate	No credit for missed work Citation to Magistrate
Unsafe Behavior (horseplay, projectiles, etc.)	Parent Contact Lunch Detention Warning AM/PM Detention*	Saturday Detention* SAP Referral ISS (1-10 DAYS)	OSS (1-10 DAYS)
Weapons Violation (Board Policies GBGB/JICI and JICJ)	Refer to Board Policies GBGB/JICI and JICJ.		

*Detention will take precedence over all school activities. Students serving detention are NOT permitted to participate in any athletic practices or events on that day. In addition, students will not be excused from detention nor allowed to reschedule due to a non-school related matter, e.g., medical appointment, etc., unless a parent notification has been made to a school administrator and approved. Students assigned detention are required to bring homework or suitable reading material with them. Excessive detentions may lead to a parent conference or additional disciplinary actions in order to change inappropriate behavior.

NOTE: ISS = In-School Suspension OSS = Out of School Suspension LLEA = Local Law Enforcement Agency

DETERMINATION OF LEVEL AND CONSEQUENCE IS AT THE SOLE DISCRETION OF THE ADMINISTRATION. LEVELS REPRESENT SEVERITY OF INCIDENT AND NOT NECESSARILY THE NUMBER OF TIMES AN INCIDENT OCCURS.