



# Thomas Jefferson Middle School

21 Moffett Street, Pittsburgh, Pennsylvania 15243  
412.344.2120 Fax 412.344.1252

*Jeffrey A. Zeiders*  
Dean of Students  
412.344.1034

August, 2015

Dear Student and Parent/Guardian:

Greetings! Another school year has come to Jefferson Middle School and we wish you and your child the very best as we begin a new educational odyssey. A new year brings great anticipation for students, parents and teachers, and the promise of outstanding opportunities for all.

Should questions/concerns arise throughout the year, a network of support is available. The administration, teachers, and staff may all assist you. Maintaining open lines of communication with families and community members is of utmost importance in maintaining an effective educational environment.

We set high expectations for students at Jefferson Middle School. These expectations are based on a tradition of excellence and are outlined in the *Student Handbook* pages of our *JMS Agenda Planner*. Please review this necessary information with your child and sign and return this page to your child's homeroom teacher by Friday, September 4, 2015.

Best wishes for a successful school year!

Sincerely,

Jeff Zeiders  
Dean of Students

**My child, \_\_\_\_\_ homeroom \_\_\_\_\_, and I have reviewed the 2015-2016 Student Handbook.**

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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



# JEFFERSON MIDDLE SCHOOL

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

Telephone: 412.344.2120

## FREQUENTLY CALLED NUMBERS

PRINCIPAL	TBD	344.2120
MAIN OFFICE/PRINCIPAL'S SECRETARY	Mrs. Kate Swatko	344.2120
ASSISTANT PRINCIPAL	Mr. Jeff Zeiders	344.1087
ATTENDANCE OFFICE/ASST PRINCIPAL'S SECRETARY	Mrs. Valentina DeSilva	344.1087
COUNSELOR	Mrs. Allison Levison	344.2125
COUNSELOR	Mr. Peter Berg	344.2025
GUIDANCE OFFICE SECRETRAY	Mrs. Janet Wilkenson	344.2124
GIFTED SERVICES COORDINATOR	TBD	344.2140
MEDICAL OFFICE (NURSE)	Mrs. Barbara Austin	344.2127
SCHOOL SUPERINTENDENT	Dr. Timothy Steinhauer	344.2077
SECONDARY ASSISTANT SUPERINTENDENT	Dr. Ronald Davis	344.2039
SPECIAL EDUCATION DIRECTOR	Mr. Ken Cross	344.2012
SCHOOL PSYCHOLOGIST	Ms. Erika Vasquez	344.2018
OFFICE OF FISCAL SERVICES	Ms. Jan Klein	344.2099
PHYSICAL PLANT OFFICE	Mr. Richard Marciniak	344.2191

To directly contact a staff member please follow these directions:

- **Dial 412-344-2000**
- **Enter the 5 digit mailbox number**
- **Leave your message and hang up**

To e-mail a teacher:  
type first initial, last name, @mtlsd.net  
EX: jsmith@mtlsd.net

## WELCOME TO STUDENTS

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

The information in this book 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.

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. Please refer to this handbook to help you better become acquainted with our school expectations and programs. We look forward to the year ahead and the opportunity for all students to succeed.

*Jeff Zeiders, Dean of Students*

## JMS: *Where Change Begins with Just One!*

A quality student is measured by the following criteria:

- **GRADES**
- **BEHAVIOR**
- **ATTENDANCE**



## MT. LEBANON SCHOOL DISTRICT CORE VALUES

- ❖ Respect human dignity
- ❖ Demonstrate active responsibility for the welfare of others
- ❖ Integrate individual interests and social responsibilities
- ❖ Demonstrate integrity
- ❖ Apply moral principles when making choices and judgments
- ❖ Seek peaceful resolution of conflict

By internalizing the core values, we further believe the following to be unacceptable:

- ❖ Insubordination/disrespect
- ❖ Inappropriate/vulgar language
- ❖ Physical violence/intimidation
- ❖ Harassment/ridicule

With a heightened awareness and attention to these ideals, we hope to promote a better teaching and learning environment.

## A

### Academic Program and Standards

#### Absence/Tardy Arrival/Early Dismissal

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

**Each student is required to submit a written excuse signed by a parent, guardian, or physician to their homeroom teacher on the morning of his/her return from an absence. Students arriving tardy to school or after homeroom MUST report to the Attendance Office.**

Absence/Tardy notes should include:

- ❖ Student's name
- ❖ Date(s) of absence or tardiness
- ❖ Reason for absence or tardiness
- ❖ Signature of parent/guardian

Students will be afforded ten (10) days from the day that they return to submit an excuse. **If a written excuse is not received within 10 (ten) days, the school will deem the absence as UNLAWFUL.** At four (4) unlawful absences, the school will refer the student and parent in violation to the District Magistrate according to the Pennsylvania School Code.

If a student has excessive absenteeism in a semester (2 nine week grading periods), an Attendance Review may be scheduled with the purpose of creating an Action plan to assist the student in coming to school and in staying on top of assignments/projects. In these cases, a medical excuse signed by a physician or other medical professional may be requested for absences from school.

**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.

#### EXCUSED ABSENCES

The following are valid reasons for absence from school:

- ❖ Illness and/or quarantine
- ❖ Serious illness or death in the immediate family
- ❖ Emergency medical or dental appointments
- ❖ Impassable roads
- ❖ Authorized religious holidays
- ❖ **Pre-approved** non-school sponsored educational trips

#### PRE-APPROVED ABSENCES

Family trips and vacations are recognized as excused absences provided a completed Pre-approved Absence Form is submitted to the Attendance Office prior to the trip. **Student absence from school bearing the semblance or need for pre-approval that is not requested in advance will be considered an unexcused or unlawful absence from school.**

Only FIVE (5) days of absence may be Pre-Approved per student per year. An educational objective should be the basis for such an absence.

**Family Trips and vacations are strongly discouraged during standardized testing dates and may be deemed an illegal absence from school.**

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

#### UNEXCUSED ABSENCES

Any reason not outlined above under Excused Absences is considered UNLAWFUL (*illegal*). **If a written excuse is not received by the homeroom teacher within 10 days, the school will deem the absence as unlawful. Non-approved pre-approval absences are also deemed as unlawful.**

## TARDINESS

Students arriving after 8:00AM 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. Failure to have a note at this time will constitute an unexcused tardy to school.

Understanding that emergencies occur, 3 unexcused tardies are permitted per semester before penalty is enforced. **For EACH additional unexcused tardy, a behavioral consequence is assigned.** Failure to serve detention may result in further disciplinary action. The same reasons listed above for excused/unexcused absences apply to tardiness.

**This consequence chart is based on semester tardiness.**

4 – 5 unexcused tardies	One p.m. detention
6 - 7 unexcused tardies	Additional p.m. detention
8 – 9 unexcused tardies	Saturday detention
10 – 12 unexcused tardies	ISS (1, 2, or 3 days)
13 +	Citation to magistrate as well as continuation of ISS/OSS consequences

## EARLY DISMISSAL

Early dismissal will be granted for the same reason as a valid excuse for absence 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 early dismissal
- ❖ Reason for the early dismissal
- ❖ Signature of parent/guardian

During homeroom, the student should obtain an *Early Dismissal Form* from the teacher. One portion of the duplicate form will be sent to the Attendance Office

with the original request. The other portion will be given to the student. 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.

Parents and guardians are encouraged to come into the building to pick up your child in the Attendance Office. This request is made as a safety precaution. **Because of security, as well as the level of disruption to the class, we request that parents do not go to their child's classroom, but rather meet them in the office. In an emergency, we will call students to the office upon request.**

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.

## ACADEMIC GAMES

Academic Games have been an integral part of the District's after-school program for more than 20 years. The players become involved in problem-solving activities, critical thinking, quick recall, and research skills. The program includes instruction and practice. Intraschool and interschool competition occurs on all levels from 5<sup>th</sup> grade through high school. Throughout the school year, there are local tournaments followed by a national tournament for all qualifying players. Participants are expected to attend twice-a-week practices and fulfill all obligations.

## JOLT

Jump on Learning Today – this afterschool homework help and tutoring program is open to all students in need of additional time and help to complete assignments for school. This program is supervised by a JMS staff member and utilizes high school volunteers to help our students achieve maximum academic success.

## LITERARY MAGAZINE

Every spring, students produce *Our Piece of Mind*, a publication that showcases student-written stories,

essays, plays, and poems. Entries may come from class assignments or self-motivated pieces and are selected by a student committee. Other students contribute their time to type material and provide appropriate illustrations for the magazine. In early June, Literary Magazine staff members and their families are invited to a Writing Celebration where writers will read original selections and first copies of the publication will be distributed.

### MATHCOUNTS

MATHCOUNTS is a program in which teachers prepare students for a series of competitions designed to produce high levels of math achievement. MATHCOUNTS motivates and rewards students by fostering teamwork and a competitive spirit. The program runs from November to February. Competitions are organized at the school, chapter, state, and national levels. All 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade students are eligible to participate in MATHCOUNTS, from which a team of four students will be selected to represent the school in the chapter competition sponsored by the Pittsburgh Chapter of the Pennsylvania Society of Professional Engineers. In addition, up to four students may participate as individuals. MATHCOUNTS is more than a competition. It promotes logical thinking and helps students at all levels improve their problem-solving skills.

### SCIENCE CLUB

This club's purpose is to give as many students as possible the opportunity to participate in a creative scientific environment. Students may attend one or two after-school meetings each month. Inquiry and problem-solving activities include topics not covered in the middle school science curriculum.

Interested students can also prepare a research project for presentation at the Junior Academy of Science (PJAS) science fair competition held each February. The science club sponsor will work with individual students developing and refining the presentation. First-place winners are eligible for the state competition held at Penn State University's main campus.

### STUDENT COUNCIL

The Middle School Student Council, comprised of an Executive Board and Homeroom Representatives, promotes school spirit and plans social events, special

projects, and fund-raising activities. Executive Board members are comprised of a select group of eighth graders that apply for a position on the board. Homeroom Representatives are elected to inform other students of upcoming activities. Advisors are present at all Student Council meetings to guide student leaders in planning. Leadership opportunities include district, state, regional, and national conferences and workshops.

### TEEN CENTER

The Teen Center provides supervised, unstructured, age-appropriate social opportunities for students. The program consists of monthly Friday Teen Center nights and summer outdoor pool parties. The program is a cooperative effort of the Mt. Lebanon Teen Association, the Mt. Lebanon Recreation Department, and the Mt. Lebanon School District PTA and parent volunteers.

### TJMSTV

This is a volunteer opportunity for students who want to participate in the daily production of the morning broadcast. Auditions/sign-ups are held the first week of school. Students must get recommendations from their teachers in order to be considered. Anchor positions as well as technical behind-the-scenes positions exist and are assigned based upon student interest.

### WRITING LAB ASSISTANTS

Volunteer student assistants help in the Writing Lab throughout the year. They type documents, deliver papers, complete tasks for special events, organize and prepare the labs for classes, and perform numerous other jobs. They work diligently and unselfishly. Any student may apply in the Writing Lab to be an assistant.

### ADDITIONAL ENRICHMENT OPPORTUNITIES

Many additional competitions and enrichment opportunities are available via TJMSTV Broadcast and bulletin board postings. Some of the opportunities include:

American Math Challenge  
Archaeology Dig (Meadowcroft)  
Arts & Education Contest  
Art Expression  
Challenge 24

Environmental Club  
 Genetics Conference  
 Geo Expo  
 History Bowl  
 Holocaust Seminar  
 International Club  
 National Geography Bee  
 National Spelling Bee  
 National French Exam  
 National German Exam  
 National History Day  
 Pennsylvania Junior Academy of Science Fair  
 Pittsburgh Regional School Science and  
 Engineering Fair  
 Poet in Person  
 Poetry Happening  
 Scholastic Writing Award Contest  
 Science Bowl  
 Spectroscopy Workshop  
 Visiting Author Workshops

For additional information, please contact the Gifted Education Coordinator at 412-344-2140.

### 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 required to report to homeroom by 8:00 AM.

### Athletic Programs

The Middle School has 9 interscholastic teams composed of 7<sup>th</sup> and 8<sup>th</sup> graders. (Regulations prohibit 6<sup>th</sup> 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

- ❖ Students failing two or more subjects will lose eligibility for that week and may not participate.
- ❖ Students must pass a physical examination after July 1 for fall sports and be approved to play sports.  
**Note:** Students will be scheduled for a recertification with the school doctor if participating in another interscholastic sport later in the year. It becomes the student’s responsibility to schedule an exam with the family physician if the recheck is missed. Physician must sign form within 6 weeks of starting date of sport.
- ❖ Students receive permission forms and medical insurance forms at sign-up. Parents must complete, sign and return these forms. The school nurse should be contacted if parents/guardians wish to waive the insurance requirement.

### FALL SPORTS (September through October)

- 7<sup>th</sup> & 8<sup>th</sup> Grade Boys’ Contact Football
- 7<sup>th</sup> & 8<sup>th</sup> Grade Co-ed Swimming
- 7<sup>th</sup> & 8<sup>th</sup> Grade Co-Ed Cross Country
- 7<sup>th</sup> & 8<sup>th</sup> Grade Girls’ Volleyball
- 8<sup>th</sup> Grade Girls’ Cheerleading

### WINTER SPORTS

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

### SPRING SPORTS (March through May)

Co-ed Track

### CHEERLEADING

Cheerleading tryouts are open to interested 8<sup>th</sup> grade students who are committed to being involved in the activity and support the Lebo Spirit.



## INTRAMURALS

The intramural athletic program is available to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. Information is made available via TJMSTV Broadcast, website and Dashboard.

## B

### 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.mtisd.org/jefferson\\_middle](http://www.mtisd.org/jefferson_middle)

## C

### Cafeteria

"Breakfast Club" is held each morning from 7:15 AM – 7:45 AM. Students can purchase breakfast for \$1.40 however students 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. Wilkenson in the main office before 9:30AM. 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 during 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.

### Change of Personal Information

Please notify the Attendance Office in the event that your address, phone number or place of employment changes. This should be done as early as possible.

## Computer Use

The Mt. Lebanon School District's electronic communications systems ("Network") provides opportunities for students and staff to communicate, learn, access, exchange, and publish information. This Network includes the internet, which is a global information and communication network that provides an opportunity to bring unimaginable education and information opportunities to our students. The Network may be used as a tool to support and advance the functions of the District curriculum and educational programs. **Inappropriate use of the Network or computer may result in suspension or cancellation of Network privileges as outlined in the District's Network and Internet Acceptable Use Agreement for Students – 7/19/2004.**

## 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.

## Conflict Resolution

To resolve a conflict peacefully, the student is expected to:

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

## D

## 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

## 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.

**Please refrain from calling the school.**

## Discipline Options

When necessary, discipline options are as follows:

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

More details related to consequences are included with the Student Code of Conduct (end of Handbook)

## 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 spandex tops, shorts, dresses, pants, strapless tops, spaghetti strap tops, bare midriff, open-weave, or see-through garments. Tops should appropriately cover bellies and backs when students are seated. **NO EXPOSED MIDRIFTS!**

**CLOTHING WITH MESSAGES:** Students shall not wear clothing items that contain suggestive, obscene, vulgar, offensive or libelous messages, 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**

It is a violation of School District policy to use, possess, sell, or transport any chemical substance or "look-alike" substance that is considered illegal. Refer to MTLSD Policy JFCI.

As per district policy JKF, the schools of Mt. Lebanon highly regard students' participation in interscholastic sports, club and intramural athletics, student organizations and school related activities and functions (ex., dances, performances, etc.) Since participation in these events is reflective of the high standard of conduct expected of all students, students are held responsible for safe and healthy choices made both in and out of the school setting.

According to the policy, students will be restricted from School Activities for a prescribed period of time for any off-campus, non-school related function where any of the following conduct occurs:

- use, possession, sale, distribution or procurement of alcohol, drugs, or other controlled substances

Students found in violation of this policy will be subject to appropriate disciplinary action as fully outlined in Board policy JKF. Please visit the district website ([www.mtisd.org](http://www.mtisd.org)) to view the entire policy and outlined consequences for violations of the policy.

## **E**

### **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.

## **F**

### **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 in writing of any planned field trips, date of such activity, and of 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.

## **G**

### **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 an "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 the 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.

**H**

**Health Services**

Location	Nurse	Health Aide
Next to Principal's Office	Mrs. Austin 412.344.2127	Mrs. McEwen 412.344.2127

OFFICE HOURS

8:00 AM– 3:00 PM  
Closed 1:30 PM – 2:00 PM

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

The health office is adjacent to the principal's office and is staffed by a school nurse or health aide. The nurse responsible for this building is on call at all times during school hours.

CHILD ABUSE

**Child Abuse** - The Pennsylvania Child Protective Services Law (Title 23 Pa. C.S.A. Chapter 63) requires all school employees to report suspected child abuse. This law defines child abuse as non-accidental, serious physical injury, non-accidental, serious mental injury, sexual abuse or exploitation, serious physical neglect, or imminent risk. When there is reasonable cause to suspect that a child may have been abused, the principal must notify ChildLine and Allegheny County Children, Youth and Families. It is not the responsibility of school officials to determine if there has been abuse or neglect. If the student has suffered injuries that require immediate medical attention, 911 will be called and the parent will be informed. All reports made pursuant to the Child Protective Services Law are confidential and may not be released to an unauthorized person. A parent or guardian is not an authorized person for purposes of releasing these reports. Additional information can be found on the Pennsylvania Family Support Alliance web site at [www.pa-fsa.org](http://www.pa-fsa.org).

STATE HEALTH MANDATES: Pennsylvania law mandates the following screenings and examinations:

- Vision – Grades K to 12 annually
- Hearing – Grades K to 3, 7 and 11. Also parent or teacher referrals and students with known hearing loss
- Height & Weight – Grades K to 12, annually
- Physical – Grades 1, 6, 11
- Dental – Grades 1, 3, 7
- Scoliosis – Grades 6, 7

MEDICATION (PRESCRIPTION AND NONPRESCRIPTION)

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 medication, either prescription or nonprescription during the school day, the Authorization for Medications Form (Form 440), signed by the parent and completed by the physician, must be returned to the Health Office with the medication in a pharmacy labeled container.** A new form is required for each medication change, dose change, time change and for each school year. It is the responsibility of the student to report to the Health Office for his/her medication. These procedures apply to all medications, including inhalers for asthma, Epi-pens, and over-the-counter medication.

Medication Form #440 may be obtained from the health office or downloaded from the web page at [www.mtisd.org](http://www.mtisd.org).

Students are **not** permitted to carry any medications with them throughout the course of the school day unless otherwise approved through principal or nurse. Violation of this procedure may result in disciplinary consequence.

## Homebound Instruction

The School District provides homebound instruction if a student is physically unable to attend school for a period of more than ten consecutive school days AND is deemed necessary by a physician. A parent/guardian must apply for homebound instruction through the Vice-Principal's Office. If the proper criteria are met, the School District will arrange for an instruction and program study.

## L

### 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

There is no central lost and found area in the school; however, items accumulate in two spots – the Attendance Office and on the shelves outside the Cafeteria.

NOTE It is strongly recommended that parents clearly mark all items of clothing which are brought to school, especially those used in physical education classes or placed in lockers. This is both a deterrent to those who might want to "borrow" these items as well as simplifying the identification of the articles when brought to the office as "lost and found." Initials or names can be stitched into items or a permanent marker can be used. Please make the marks as legible as possible!

## M

### 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.

**Students may carry cell phones to school. Phones are to be turned off and left in lockers**

**during the school day. Students who use cell phones during the school day will have disciplinary consequences.**

**When reported to the office:**

First offense	Confiscation and verbal reprimand ( <i>documented</i> )
Second offense	Confiscation and parent retrieval of cell phone
Third offense	Permanent removal of privilege at school Saturday detention

**O**

**Organizational Study Skills**

**This Planner**

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 a 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: 6<sup>th</sup> grade student: 6 X 10 = 60 minutes/1 hour)
- ❖ Read the entire assignment over quickly to grasp the basic idea then 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.

**P**

**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.

**R**

**Reasonable Force**

School personnel may use reasonable force should an occasion arise that demands it. Examples of situations in which such force 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

**S**

**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. The school is not responsible for bicycles left on school grounds; therefore, students are encouraged not to ride them to school.

## 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 school day 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 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. For additional information, contact the building principal, 412-344-2120, or the Supervisor of Special Education, Connie Lewis, 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.

Students may request to meet with the Guidance Counselor at anytime 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 Adapted physical education is small group instruction designed to meet the special needs of students. The physical education teacher screens new enrollees, and former participants early each year in the areas of ball skills (throwing, catching, dribbling), locomotion (skipping, hopping, running), eye-hand and eye-foot coordination, and abdominal, arm, and leg strength. Adaptive physical education is offered in addition to or in place of the regular physical education class.

• Emotional Support Program The emotional support program is designed to meet the needs of students with social, emotional, and behavioral needs that have an adverse impact on their learning. Direct instruction in social skills is provided according to individual student need. Academic support and/or direct instruction in contact areas are also provided as needed.

• Learning Support Program Learning support services are provided to students who demonstrate a disorder in understanding or in using language (spoken or written), reading, writing and/or

mathematics. Accommodations and modifications may be provided in the regular education classroom and/or the student may receive direct instruction and/or academic support within the learning support program.

• Mentally Gifted Program Jefferson Middle School offers mentally gifted students appropriate educational opportunities within the regular education curriculum. A student may qualify for the mentally gifted program based on established group ability and/or achievement test scores. When a student qualifies for gifted programming, school staff and parent(s) develop and program to address the student's needs. The team, assisted by the gifted coordinator, work together to provide the student with differentiated instruction, enrichment, acceleration, special academic events, independent study, advanced topical study.

• Occupational Therapy Occupational therapy focuses on the functional performance of the student in educationally relevant activities, such as self-help, sensory, fine motor and postural skills. Individual and/or small group therapy sessions as well as consultative services are provided according to student need.

• Physical Therapy Physical therapy focuses on the natural opportunities for the students to develop motor competence in routine educational activities.

• Protected Handicapped Student The district provides protected handicapped students an equal opportunity to participate in and benefit from the school program and extracurricular activities, to the maximum extent appropriate to the students' abilities, by offering the services and accommodations they need. In order to qualify as a protected handicapped student, a child must be of school age and have a physical or mental disability which substantially limits or prohibits his or her participation in or access to a part of the school program. These related aids are provided without discrimination or cost to the students or their families.

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.

• Speech and Language Support Students attending Jefferson Middle School who demonstrate a need in



articulation, fluency, language and auditory processing development, and voice receive speech and language support. Students are scheduled for individual and/or small group sessions according to age as well as the type and severity of the disorder.

- 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 throughout the year.

#### 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 services 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.

## T

### Teams

Students are grouped by teams. Each team consists of a group of five teachers and a common group of

students in 6<sup>th</sup> and 7<sup>th</sup> grade. In 8<sup>th</sup> 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 JFCG.

## V

### 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. Visits by students' friends are discouraged. **All**

**visitors *must* sign in and obtain a Visitor's Pass at the Attendance Office upon entering the building.**

On occasion, requests are granted for students who do not attend JMS to come to our school and shadow an enrolled student or teacher. The shadowing experience is limited to a half day, and the arrangements must be coordinated through the Assistant Principal's office. These requests will be denied during the first and last weeks of school as well as during standardized testing periods.

## **W**

### **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 lab hours will be posted at the start of the school year.

**JEFFERSON MIDDLE SCHOOL**  
**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 choice – 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 the 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 consequence(s) 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

**Please note that you can find school board policy on our website at:**

**<http://www.mtisd.org/district/boardpolicies.asp>**

## CONSEQUENCE CHART

### TEACHER/STAFF OPTIONS (assigned by faculty member)

#### **After school detention**

These detentions will not exceed one hour beyond the school day.

These detentions will be communicated to both parents and students prior to the detention being held.

**Lunch detention** – assigned by staff and documented by staff

#### **A.M. detention**

These detentions will begin at 7:15 and end at 7:45

These detentions will be communicated to both parents and students at least one day prior to the scheduled date

ADMINISTRATIVE OPTIONS (assigned by administrator after referral)

#### **P.M. Detentions (3:15 – 4:15 p.m.) – Tuesday and Thursday**

Student notified in writing (detention slip).

#### **Saturday detention (8:00 – 10:00 a.m.) – occur every other Saturday**

Student notified through office  
Parents notified both in writing and through phone call

#### **In-School Suspension – Removal from class for 1 – 3 consecutive days.**

Student notified through office  
Parents notified both in writing and through phone call

*ISS is the removal of a student from all classroom and school activities. Students are provided all necessary work and assignments being missed while serving*

*the consequence. Students are assigned to the ISS classroom (211) which is supervised by various faculty members. Students are expected to pack their lunch on that day.*

#### **Exclusion from activities/suspension of privileges**

When a student has been assigned ISS, they will not be permitted to participate in after school sports, programs, clubs or activities. Students may be excluded from extra-curricular activities as a consequence in and of itself.

Parents/students notified in writing on this exclusion.

#### **Out of School Suspension**

**1 – 3 days (Level III)**

**5 – 10 days (Level III and/or Level IV)**

Student and parent notified through office  
Written notification

*Out of school suspension is the exclusion of a student from school and all school related activities and functions for a period of 1 – 10 days. When the suspension exceeds 3 days, the student and parent shall be given the opportunity to have an informal hearing for the student to respond to the accusation/misbehavior. A student who does not modify his/her behavior following an out of school suspensions may be recommended to the board for an expulsion hearing.*

## LEVEL ONE OFFENSES

These offenses are minor offenses on the part of the student and are handled by staff members.

The process to be followed in handling level one offense:

- 1.) Student/teacher (or staff) verbally addressing problem
- 2.) Teacher (staff) assigned detention with clear contact and communication to parent
- 3.) Teacher/team conference meeting to address concern
- 4.) Continuation of behavior – referral to office/level TWO offense

### EXAMPLES OF LEVEL ONE OFFENSE

- Classroom disruptions
- Tardiness (to school and/or to class)
- Disrespectful language or gesture
- Dress code violation
- Non defiant failure to carry out directions
- Cheating
- Hallway disruption/misbehavior
- Insubordination (minor)
- Removal of food from cafeteria
- Roaming hallways without proper pass/documentation (loitering)
- Bullying
- Littering school grounds/property

### TARDINESS to SCHOOL (Vice Principal)

**This consequence chart is based on semester tardiness.**

4 – 5 unexcused tardies	One p.m. detention
6 - 7 unexcused tardies	Additional p.m. detention
8 – 9 unexcused tardies	Saturday detention
10 – 12 unexcused tardies	ISS (1, 2, or 3 days)
13 +	Citation to magistrate as well as continuation of ISS/OSS consequences

### CELL PHONE USE (Vice-Principal)

**When reported to the office:**

First offense	Confiscation and parent phone call to report incident
Second offense	Confiscation and parent retrieval of cell phone
Third offense	Permanent removal of privilege at school Saturday detention

## **LEVEL TWO OFFENSES**

Level Two offenses involve behavior whose frequency or severity disrupts the learning climate on a larger scale. These may be continuation of Level One offenses and the intervention needed will require an administrative level of intervention

The process to be followed in handling level TWO offenses:

- 1.) Staff discussion of referral with the student
- 2.) Communication of referral with parent
- 3.) Discipline referral completed and submitted to office

### EXAMPLES OF LEVEL TWO OFFENSES

- Any continuation of Level ONE offenses as long as the process outlined has been followed
- Verbal fighting
- Inappropriate physical misbehaviors (pushing, shoving)
- Inappropriate public display of affection
- Failure to attend scheduled detentions
- Gambling
- Leaving school grounds
- Class cut

### **Consequence Chart (to be used as a guideline for Level Two offenses)**

<u>Referral Number</u>	<u>Consequence</u>
<b><u>1</u></b>	<b><u>Saturday Detention</u></b>
<b><u>2</u></b>	<b><u>Saturday Detention or ISS</u></b>
<b><u>3</u></b>	<b><u>Move to Level Three Offense</u></b>

**LEVEL THREE OFFENSES**

Level THREE offenses involve direct behavior on the part of the student toward another person/property, impeding orderly classroom procedures, and/or interfering with the orderly operation of the school/school activities

The process to be followed in handling level THREE offenses:

- 1.) Discuss referral with student
- 2.) Communicate referral to parent
- 3.) Referral submitted to office

**EXAMPLES OF LEVEL THREE OFFENSES**

- Any continuation of Level TWO offenses as long as the process has been followed
  - Physical fighting\*
  - Profane/abusive language directed at a person
  - Open defiance and/or insolence toward member of staff or visitor to school district
  - Harassment\*
  - Extortion
  - Ethnic intimidation
  - Truancy\*
  - Destruction of school property
  - Theft
  - Possession of inappropriate materials (such as pornography)
  - Possession of tobacco\*
  - Forgery (major)
  - Physical/verbal acts toward others
- -- Indicates referral to magistrate and/or LLEA

OFFENSE	FIRST OFFENSE	SECOND OFFENSE
Continuation of Level Two	ISS (1)	ISS (2 – 5 days)
FIGHTING	1 – 3 DAYS OSS	5 – 10 DAYS OSS LEVEL FOUR INFRACTION
TOBACCO	1 DAY OSS CITATION TO MAGISTRATE	5 – 10 DAYS OSS LEVEL FOUR INFRACTOIN
Sexual harassment	1 – 3 DAY OSS	5 – 10 DAY OSS LEVEL FOUR INFRACTION

**LEVEL FOUR OFFENSES**

Level FOUR offenses pose direct and immediate threat to the health, safety and wellbeing of other students and staff. They also include unmodified Level Three offense. These offenses directly violate school board policy. These may result in expulsion hearings in front of school board.

Process for Level IV

Immediate contact of administration

Examples:

- Bomb threat/fire alarm/fire starting/explosions
- Harassment (sexual and bullying)
- Drug/alcohol violation
- Weapons violation
- Assault
- Terroristic Threats
- Continuation of Level Three offenses

# notes

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