

Andrew W. Mellon Middle School

11 Castle Shannon Boulevard
Pittsburgh, PA 15228
412-344-2122



STUDENT AGENDA BOOK

2020-2021

This Student Agenda Book Belongs To:

Name: _____

Homeroom: _____

Middle School Bell Schedule

BELL SCHEDULE	REGULAR SCHEDULE	ADVISORY SCHEDULE	1-HOUR DELAY	10:00 AM START	2:00 DISMISSAL OR ASSEMBLY
GRADE 6					
Homeroom	8:00-8:09	8:00-8:09	9:00 - 9:09	10:00 - 10:09	8:00 - 8:09
Period 1	8:12-8:56	8:12 -8:53	9:12 - 9:47	10:12 - 10:36	8:13 - 8:48
Period 2	8:59-9:43	8:56-9:37	9:50 - 10:25	10:39 - 11:03	8:52 - 9:27
Period 3	9:46-10:30	9:40-10:20	10:28 - 11:03	11:06 - 11:30	9:31 - 10:06
Period 4	10:33-11:17	10:23-11:03	11:06 - 11:41	11:33 - 11:57	10:10 - 10:45
Lunch	11:20-11:50	11:06-11:36	11:44 - 12:14	12:00 - 12:30	10:49 - 11:19
Period 5	11:53-12:37	11:39-12:19	12:17 - 12:55	12:33 - 1:07	11:23 - 11:59
Period 6	12:40-1:24	12:22-1:03	12:58 - 1:36	1:10 - 1:44	12:03 - 12:39
Period 7	1:27-2:11	1:06-1:47	1:39 - 2:17	1:47 - 2:21	12:43 - 1:19
Period 8	2:14-2:58	1:50-2:31	2:20 - 2:58	2:24 - 2:58	1:23 - 2:00
Class Meeting	(N/A)	2:34-2:58	(N/A)	(N/A)	(N/A)
GRADE 7					
Homeroom	8:00 - 8:09	8:00-8:09	9:00-9:09	10:0-10:09	8:00-8:09
Period 1	8:12 - 8:56	8:12 -8:53	9:12-9:47	10:12-10:36	8:13-8:48
Period 2	8:59 - 9:43	8:56-9:37	9:50-10:25	1-:39-11:03	8:52-9:27
Period 3	9:46-10:30	9:40-10:20	10:28-11:03	11:06-11:30	9:31-10:06
Period 4	10:33-11:17	10:23-11:03	11:06-11:41	11:33-11:57	10:10-10:45
Period 5	11:20-12:04	11:06-11:46	11:44-12:22	12:00-12:34	10:49-11:25
Lunch	12:07-12:37	11:49-12:19	12:25-12:55	12:37-1:07	11:29-11:59
Period 6	12:40-1:24	12:22-1:03	12:58-1:36	1:10-1:44	12:03-12:39
Period 7	1:27-2:11	1:06-1:47	1:39-2:17	1:47-2:21	12:43-1:19
Period 8	2:14-2:58	1:50-2:31	2:20-2:58	2:24-2:58	1:23-2:00
Class Meeting	(N/A)	2:34-2:58	(N/A)	(N/A)	(N/A)
GRADE 8					
Homeroom	8:00-8:09	8:00-8:09	9:00-9:09	10:00-10:09	8:00-8:09
Period 1	8:12-8:56	8:12 -8:53	9:12-9:47	10:12-10:36	8:13-8:48
Period 2	8:59-9:43	8:56-9:37	9:50-10:25	10:39-11:03	8:52-9:27
Period 3	9:46-10:30	9:40-10:20	10:28-11:03	11:06-11:30	9:31-10:06
Period 4	10:33-11:17	10:23-11:03	11:06-11:41	11:33-11:57	10:10-10:45
Period 5	11:20-12:04	11:06-11:46	11:44-12:22	12:00-12:34	10:49-11:25
Period 6	12:07-12:51	11:49-12:30	12:25-1:03	12:37-1:11	11:29-12:05
Lunch	12:54-1:24	12:33-1:03	1:06-1:36	1:14-1:44	12:09-12:39
Period 7	1:27-2:11	1:06-1:47	1:30-2:17	1:47-2:21	12:43-1:19
Period 8	2:14-2:58	1:50-2:31	2:20-2:58	2:24-2:58	1:23-2:00
Class Meeting	(N/A)	2:34-2:58	(N/A)	(N/A)	(N/A)

ANDREW W. MELLON MIDDLE SCHOOL
 GRADES 6, 7, 8
 11 Castle Shannon Boulevard
 Pittsburgh, PA 15228
 Telephone: 412.344.2122

FREQUENTLY CALLED NUMBERS

TEACHER VOICE MAIL		344.2000
PRINCIPAL	Mr. Christopher Wolfson	344.2122
MAIN OFFICE/PRINCIPAL'S SECRETARY	Mrs. Claudia Dahmen	344.2122
ASSISTANT PRINCIPAL	Mr. Benjamin Canan	344.0561
ATTENDANCE OFFICE/ASST PRINCIPAL'S SECRETARY	Mrs. Jennifer Frink	344.0561
COUNSELOR	Mrs. Kara Gillespie	344.2132
COUNSELOR	Ms. Amy Whealdon	344.2126
COUNSELING OFFICE SECRETARY	Mrs. Joelle Klaber	344.2133
GIFTED SERVICES COORDINATOR	Mrs. Kathryn Duchin	344.2000 ext.18254
MEDICAL OFFICE (NURSE)	Mrs. Do Sabol	344.2128
SCHOOL SUPERINTENDENT	Dr. Timothy Steinhauer	344.2077
ASSIST. SUPERINTENDENT FOR SECONDARY EDUCATION	Dr. Ron Davis	344.2039
ASSIST. SUPERINTENDENT FOR ELEMENTARY EDUCATION	Dr. Marybeth Irvin	344.2027
SPECIAL EDUCATION DIRECTOR	Dr. Heather Doyle	344.2012
SCHOOL PSYCHOLOGIST	Mrs. Heather Rehrig	344.2018
INCLUSION SPECIALIST	Mr. Michael Houck	344.2195
FINANCE DIRECTOR	Mr. Robert Geletko	344.2099
FACILITIES OFFICE	Mr. Richard Marciniak	344.2091

To email a teacher or other staff member, type first initial, lastname@mtlsd.net
 EX: Joseph Smith = jsmith@mtlsd.net



For more on Safe2Say, see **Safe2Say Something** under "**S**" in student handbook.

SEE IT. REPORT IT.



1-844-SAF2SAY

SAFE2SAYPA.ORG

Mt. Lebanon School District's Mission Statement:

To provide the best education possible for each and every student!

A

Academic Program and Standards

Mellon Middle School teaches the Approved Pennsylvania Academic Standards, which can be found at the following link:

<http://www.pdesas.org/Standard/Views>

Absence/Tardy Arrival/Early Dismissal

Please refer to The Mt. Lebanon School District Board Policy JED. 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. Excuses may also be sent via email but must be sent from an email address that is on record with the school for that child's parent/guardian. 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 3 days from the day they return to submit an excuse. **If a written excuse is not received within 3 days, the school will deem the absence as illegal.** At four illegal absences, parents/guardians will be invited to an attendance improvement

conference with the vice principal. With subsequent illegal absences, the school will refer the student and parent in violation to the District Magistrate according to the Pennsylvania School Code. State auditors require these excuses to be on file for cross-reference with recorded absences. If parents suspect the child has not delivered excuses to their homeroom teacher, it is strongly advised that the parent contact their child's homeroom teacher via e-mail or by phone to verify that the excuse was delivered.

A medical excuse signed by a physician may be requested in cases of excessive or extended absences.

Students absent or tardy on the day of an athletic/extra-curricular school event will not be permitted to participate in the athletic event/practice or extracurricular activity unless prior approval has been made through the building administration before the absence/tardy occurs. Students arriving late for medical reasons must provide a valid medical excuse from a doctor in order to participate in an athletic event/extra-curricular activity that day.

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. Students that are too sick to be at school should not be sent to school to retrieve work. A parent or other representative should pick up the work.

EXCUSED ABSENCES

The following are valid reasons for absence from

school:

- ❖ Illness and/or quarantine
- ❖ Death in the immediate family
- ❖ Emergency medical or dental appointments
- ❖ Traditionally recognized religious holidays
- ❖ Pre-approved non-school sponsored educational trips
- ❖ Court appearance

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 **five** days prior to the trip.

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 pre-approval may not be granted. Pre-Approved Absence Forms are available in the Attendance Office or on Mellon's webpage under "forms".

UNEXCUSED (ILLEGAL) ABSENCES

An absence for any reason not outlined above under "Excused Absences" is considered UNEXCUSED/ILLEGAL.

TARDINESS

Students arriving after the 8:00 AM bell are considered tardy to school. A student who enters school after the homeroom period has begun is considered tardy to school. **During the homeroom period, the student must report to homeroom where the teacher completes a tardy form. Anytime after this, the student reports directly to the Attendance Office.** A tardy will be marked unexcused unless the student presents a note from a parent listing a reason noted above under excused absences. Understanding that

emergencies occur, three (3) unexcused tardies are permitted per semester before a consequence is enforced. Beginning with the fourth (4th) unexcused tardy and each one thereafter in a semester, an after school detention, Saturday detention or in-school suspension will be assigned. Failure to serve detention may result in further disciplinary action. The same reasons listed above for excused/unexcused absences apply to tardiness.

EARLY DISMISSAL

Early dismissal will be granted for the same reasons 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. The original white copy of the triplicate 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 may meet their children outside the building. If you choose to come into the building, you are required to report directly to the Attendance Office to pick up your child. Because of security, as well as the level of disruption to the class, parents are not permitted to 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. For safety reasons, students are not permitted to walk to appointments without an adult unless the written request for dismissal indicates that the child may walk.

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

Please see the section "Make-Up Work Due To Absence" regarding procedures for requesting missed assignments. Students that are too sick to be at school should not be sent to school to retrieve work. A parent or other representative should pick up the work.

Academic Integrity/Plagiarism

A high standard of honesty is expected of students in all phases of academic work at Mellon Middle School. Students are expected not to exhibit acts of academic dishonesty and to report to a faculty member any knowledge they have of such acts of others.

In cases where academic dishonesty has been confirmed by the teacher, disciplinary action will be taken.

In general, academic integrity requires that all work submitted be one's own unless the teacher has granted permission for group work. Some specific examples of academic dishonesty that students should avoid are:

- Copying someone's work (homework, lab report, writing assignment, etc.) and submitting it as one's own
- Allowing someone to copy one's work to submit as his/her own
- Obtaining help on assignments from others that exceeds proper limits
- Copying from someone during a quiz, test or exam
- Allowing another student to copy answers
- Looking at notes or other sources during a quiz, test or exam
- Using electronic devices to store test information
- Arranging to give or receive answers by signals

- Asking someone for a test answer
- Giving someone a test answer
- Passing test questions or answers from an earlier class to a later class
- Obtaining a copy of a test in advance
- Writing a report or computer program for someone
- Plagiarizing

Merriam Webster's Collegiate Dictionary, 10th Edition, defines plagiarize as "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source." Examples of plagiarism include copying passages or visual downloads from the Internet or other texts; not documenting written or oral sources such as teachers, other students, critics; fabricating or manipulating a quotation or source and using free or purchased papers from the Internet or other sources.

Students are responsible for discussing their questions and uncertainties regarding this topic with their teachers.

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. Intrascchool and interschool competition occurs on all levels from 5th 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.

FORENSICS CLUB

Students interested in public speaking meet weekly to polish skills in prose, drama, declamation, impromptu, poetry, multiple reading or extemporaneous presentations. Competitions, including 25 other schools, take place four times per year.

LITERARY MAGAZINE

Every spring, students produce *The Outlook*, 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 6th, 7th & 8th 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

The Science Club provides an opportunity for students to participate in a creative scientific environment. Inquiry and problem-solving activities include topics not covered in the middle school curriculum. Students may attend one or two after-school meetings each month.

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 8th grade students that apply for positions 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.

CLUB LEBO

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 the Mt. Lebanon Recreation Department, the Mt. Lebanon School District PTA and parent volunteers.

VIDEO ANNOUNCEMENTS

This is a volunteer opportunity for 8th grade students who want to participate in the daily production of the morning broadcast. 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 posted via morning video announcements, on Mellon's homepage, and through bulletin board postings. Some of the opportunities may include (subject to availability and program requirements):

AATSP Poster Competition
American Math Challenge
Arts & Education Contest
Cabin Fever
Genetics Conference
Geography Bee
History Bowl
Holocaust Seminar
Jazz Band
Kids Teaching Kids
Library Assistants
Lunch in the Library
National Geography Bee
National Spelling Bee
National French Exam
National History Day
National Spanish Exam
Pennsylvania Junior Academy of Science Fair
Pittsburgh Regional School Science and Engineering Fair
Poet in Person
Promising Young Writers
Scholastic Writing Award Contest
Science Bowl
Visiting Author Workshops

For additional information, contact the Gifted Services Coordinator or Assistant Principal.

Announcements/Video Broadcast

"The Pledge of Allegiance" and morning announcements will take place via video broadcast in homeroom. The morning announcements will provide information about meetings, athletic and social events, and special

instructions for the day.

Arrival

Students are to be dropped off at the Castle Shannon Entrance only. Parents/Guardians should not drop students off in the school parking lot or in the rear of the building. Students generally should not arrive at the building prior to 7:15am unless prior arrangements have been made to meet with a teacher, administrator, etc. Students who arrive prior to 7:45am may either wait outside in front of the Castle Shannon entrance or they may enter the building through entrance D-12 which is located in the rear of the school near the cafeteria "break-out" area. Students must remain in the cafeteria until the 7:45am bell. (Students may choose to purchase breakfast during this time.) At the 7:45am bell, students will be permitted to go to their lockers before homeroom. Students are required to report to homeroom by 8:00am.

All parents and visitors must enter through the main entrance "A-1" at any time before, during, or after the school day and check-in through the Principal's Office.

Athletic Programs

The Middle School has 9 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. Tryouts are required for various sports with restricted space.

To be eligible for a team, a student must fulfill the requirements of the Mt. Lebanon School District as well as those of the Pennsylvania Interscholastic Athletic Association (PIAA). The PIAA and school have established eligibility requirements related to curriculum and academic performance, age, attendance and

conduct. In order to participate in athletics, each student must have a physical and parent permission packet completed. These forms are available in the high school athletic office or online at www.mtisd.org under athletics.

Eligibility requirements are summarized below; more specific information is available through the District's Athletic Director.

Curriculum and Academic Eligibility

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.

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.

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.

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.

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.

Medical Eligibility

- ❖ Students must pass a physical examination **after June 1** for fall sports and be approved to play sports. Physical forms can be found at www.mtisd.org under athletics. This form must be completed and turned in to the athletic office **prior** to the student participating in any sports.
- ❖ Students receive permission forms and medical insurance forms at sign-up. Parents must complete, sign and return these forms. The athletic office should be contacted if parents/guardians wish to waive the insurance requirement.

FALL SPORTS (September through October)

7th & 8th Grade Boys' Contact Football
7th & 8th (Combined) Boys' Soccer
7th & 8th (Combined) Girls' Soccer

7th & 8th Grade Co-ed Swimming
7th & 8th Grade Co-ed Cross Country
7th & 8th Grade Girls' Volleyball
7th & 8th Grade Girls' Cheerleading

WINTER SPORTS

Boys' Wrestling (November through February)
Boys' Basketball (November through December)
Girls' Basketball (January through February)
7th & 8th Grade Girls' Cheerleading

SPRING SPORTS (March through May)

7th and 8th Grade Co-ed Track and Field

INTRAMURALS

Mellon Middle School's Intramural Program takes place throughout the school year. The program is divided into 3 categories: 6th Grade Intramurals, 7th & 8th Grade Intramurals and Morning Intramurals. Intramural activities typically start after school at approximately 3:10

and finish by 4:00. For Morning Intramural activities, students are escorted from the cafeteria to the gym starting at 7:30 a.m. and are released for homeroom attendance at 7:55.

Information pertaining to Intramurals is made via: morning announcements during homeroom, Intramural bulletin board, 6th grade bulletin board and flyers posted throughout the building. More detailed information can be found on Mellon's intramural webpage. To access the intramural webpage: go to Mellon Middle School's home page and in the left column click on "Student Activities", then click on "Intramurals".

B

Bullying

Bullying is defined as an intentional electronic, written, verbal, or physical act or series of acts, whether in the school setting or outside the school setting, that are directed at another student or students; are severe, persistent, or pervasive; and have the effect of interfering with the student's education, creating a threatening environment or substantially disrupting the orderly operation of the school.

Bullying includes but is not limited to:

- ❖ Physical intimidation or assault
- ❖ Extortion
- ❖ Oral or written threats
- ❖ Malicious teasing
- ❖ "Put-downs"
- ❖ Social Isolation
- ❖ Name-calling
- ❖ Threatening looks, gestures or actions
- ❖ Cruel rumors and false accusations

Incidents of bullying must be reported in writing to a building principal, guidance counselor or staff member. Please refer to The Mt. Lebanon School District Board Policy JICD.

Mellon Middle School participates in the Olweus Bullying Prevention Program. The rules and guidelines implemented at Mellon are consistent

with the programs established at each of Mt. Lebanon's elementary schools. Additional information regarding Mellon's program will be shared throughout the school year with students and parents.

All students at Mellon Middle School are required to adhere to the following four basic rules regarding bullying:

- **I will not bully others.**
- **I will help others who are being bullied.**
- **I will include others who are left out.**
- **I will tell an adult when I see someone bullying.**

All students will sign a pledge to commit to the basic rules above. In addition, regular classroom meetings are held to discuss student concerns/issues and to provide educational programs regarding bullying prevention.

C

Cafeteria

"Breakfast Club" is held each morning from 7:15 AM – 7:50 AM. Students can purchase breakfast for \$1.60.

Students are assigned a half-hour lunch period in the cafeteria every day. Lunch may be brought from home or purchased in the cafeteria with cash or the electronic point of sale system.

The Mt. Lebanon School District uses a computerized point of sale debit system for cafeteria lunch purchases. Students are issued personal identification numbers (PIN) based on their student identification number. Entering your PIN number into the terminal on the keypad 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. **Lunch checks must be deposited to a cashier before school or to the Principal's**

Secretary in the main office. No checks should be deposited during lunch hours.

Students may pay in advance and have lunch (or breakfast) charges deducted from their account per purchase or pay cash at the terminal. Parents can keep track of student lunch account balances on Dashboard. If a student's account balance is zero, he/she will not be permitted to charge a la carte or snack items. 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.

The "Café Lebo" lunch price is \$2.65, the "MTL" meal price will be \$3.00 and the premium "Blue Devil" meal price will be \$3.55. Students will choose their entrée from the three different meal options. Meals are priced according to the entrée chosen.

A school lunch meal consists of an entrée w/ bread, unlimited fruits and vegetables, and 1% plain or fat free flavored milk.

Due to new USDA regulations, every meal must include a fruit and/or vegetable

Monthly menus are posted on the Mellon Middle School website. They are also available in the PTA newsletter (access through the Dashboard system) and on cable Channel 19 or 33. The daily menu is also featured during the homeroom video broadcast.

CAFETERIA RULES

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

- ❖ **Immediately complying with a directive of a cafeteria duty teacher, or any adult working in the cafeteria**
- ❖ Keeping tables, chairs and floors clean for the next person
- ❖ Disposing of all trash properly

- ❖ Returning trays to the designated areas
- ❖ Keeping food and beverages in the cafeteria
- ❖ "Signing out" when leaving the cafeteria
- ❖ Throwing food is prohibited!

Students may be assigned seats, removed from the cafeteria by a cafeteria duty teacher or administrator, required to clean the cafeteria, assigned detention, assigned Saturday detention, and/or suspended from school for failing to follow the above rules of conduct.

ALTERNATE/QUIET LUNCHROOM

An alternate quiet lunch room setting is available for students that is separate from the cafeteria. Students in 6th, 7th, and 8th grade may sign up in the Guidance Office to eat their lunch in the alternate location (space is limited to 15-20 students per lunch). The purpose of the quiet lunchroom is for students to have a quiet place to work on assignments, read a book, quietly talk with a friend, or just to take a break from the large lunch room. The quiet lunchroom is not intended for students to attend on a regular basis but rather, on occasion, as needed. Students and parents should contact a principal or counselor for more information.

Change of Personal Information

Please notify the Main 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 a tremendous opportunity to bring previously 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 and curriculum and educational program.

Inappropriate use of the Network or computer may result in suspension or cancellation of Network privileges as outlined in the Mt. Lebanon Area School District Network and Internet Acceptable Use Agreement for Students. Please refer to the Network/Internet Use District Policy IJND at the end of the handbook.

Conferences

The parent's/guardian's involvement and interest in a student's education is encouraged. If there is a question or concern after reviewing a student's grades available on Dashboard, a conference may be scheduled with a teacher by calling the Guidance Office. At times, teachers may request conferences with parents. Conferences may be scheduled during the team planning time or before or after school.

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 textbooks, 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. 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 for student and parent userIDs and passwords.

Delays/Cancellations

School delays and cancellations are posted on the MTLSD website, Dashboard, District Twitter feeds, and can be heard on radio station KDKA (AM 1020). Cancellations and delays are also announced via cable channels 19 and 33. An automated phone call will be made to your designated phone number during an emergency, delay, or cancellation. *Please refrain from calling the school.*

Delinquent Obligation Notices

Students will receive a Delinquent Obligation Form if, including but not limited to, one or more of the following obligations is not met:

- ❖ Return of lost textbooks
- ❖ Return of overdue library books and/or related fines
- ❖ Make-up of missed detentions
- ❖ Failure to return green emergency health card
- ❖ Failure to take mandated health exams
- ❖ Return of sports equipment
- ❖ Failure to return elevator keys
- ❖ Insufficient funds in cafeteria account

For additional information, call the Assistant Principal's Office.

Discipline Options

When necessary, discipline options are as follows:

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

- ❖ Cleaning of cafeteria or other area directly related to inappropriate conduct by student
- ❖ Expulsion from school

Restrictions during Suspension/Expulsion from School

Any student who is suspended from school may not attend or participate in any school sponsored activity including athletic practices or competitions and are not permitted on school grounds for the duration of the suspension, including weekends and breaks within the suspension.

Please refer to "Response to Student Misconduct" located at the end of this handbook.

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 JKE for additional details.

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, skirts, and pants 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.

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.

E

Electronic Devices

The use of personal electronic devices including: cell phones, iPods, iPads, cameras, laptops, etc. are strictly prohibited in hallways or the cafeteria unless otherwise specified during the school day (8:00am-2:58pm). Additionally, students may not, under any circumstance, use electronic devices in a restrooms and/or locker rooms. Use of a cell phone for making personal phone calls or sending personal text messages is strictly prohibited throughout the building during the school day (8:00am-2:58pm). Cell phones and other electronic devices should be turned off and put in lockers.

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 in a classroom for an activity that has not been approved by the teacher. Devices that go off in class (ring or vibrate) will also 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.

Emergency Dismissal

The news media will be notified if students must be dismissed due to a building emergency. 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. *Please refrain from calling the school.*

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 or academic performance in the classroom may be denied participation in field trips.

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

Fire Drills

State law requires drills for fire, weather, 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 in the cafeteria, including food or beverages brought from home. 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 prohibited from consuming food or beverages outside of the cafeterias or from taking food or beverages from the cafeteria.

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.

Freedom of Expression

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights.

Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

Students wishing to post signs or announcements in the building must first have the written or stamped approval of the building principal. Signs must be no larger than 8.5 x 11 inches and may only be posted on the Student News Bulletin Boards. The following are prohibited:

- Signage deemed to be in poor taste (profanity, obscenity, insult, double meanings, etc.);
- Signs advertising outside fundraising events;
- Signs promoting profit-making events of agencies;
- Signs advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco, alcohol, or illegal drugs;

- Signs designed to incite violence, advocate the use of force or threaten serious harm to the school or community.

G

Grading and Honor Roll

GRADING SYSTEM: The suggested grading system for teachers is:

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

Honor roll is determined by student's' grade point average every 9 weeks. A grade of "D", "E", or more than one "C" will exclude a student from obtaining this recognition. Students medically unable to participate in PE as excused by a doctor's note will still be eligible for honor roll consideration.

HONOR ROLL - Students must attain a quality grade point average of 3.0 to 3.49 (A=4pts, B=3pts, and C=2pts).

HIGH HONOR ROLL - Students must attain a quality grade point average of 3.5 to 4.0. (A=4pts, B=3pts, and C=2pts).

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.

STUDENT PROGRESS

Student progress may be reviewed at anytime via Dashboard. Teacher gradebooks are displayed in real-time on this system for parent and student review at anytime. Please contact a child's teacher or guidance counselor with any questions.

H

REPORT CARDS

Student achievement is indicated by letter grades. (A=Superior, B=Above Average, C=Satisfactory, D=Below Average, E=Unsatisfactory/Failing, I= Incomplete, X= Excused/Audit, P = Pass)

Report cards are issued electronically every nine weeks via Dashboard. They are posted approximately 7-10 days following the end of each quarter.

Gym Lockers and Attire/Physical Education

Students **must** change their clothing for Physical Education. The requirements for dress are listed below:

- Tennis shoes must be laced and tied on top of the shoe
- Students must be wearing socks during Physical Education class
- Students must wear elastic waist athletic shorts and/or athletic warm-up pants/sweats (no jeans or cargo pants/shorts)
- Students must wear an appropriate t-shirt and/or sweat shirt (no tank tops or sleeveless shirts, T-shirts may not be tied or altered)
- For safety reasons, **no jewelry** is allowed to be worn during class

Physical Education uses a standard grading scale: 100 – 90% = A, 89 – 80% = B, 79 – 70% = C, 69 -60% = D, 59% or below = E. Grades are determined by the student's attendance, class preparation, sportsmanship/behavior, and participation/effort.

To prevent loss of personal items during P.E. class:

- Keep personal valuables **locked in** student lockers. Mellon is not responsible for lost or stolen items.
- Use a personal combination lock on gym lockers during P.E. class.

Hazing

Hazing of students in the Mt. Lebanon School District is strictly prohibited. "Hazing" is any activity or conduct (physical, verbal, or electronically communicated) that often humiliates a student so that the student can be part of a group, team, or organization. These types of initiation rites can result in physical injury, endanger mental health, and cripple the dignity of a student. The District will investigate all reports of hazing. Please see Board Policy JICFA for more information.

Health Services

HEALTH & MEDICAL HANDBOOK INFORMATION (Rev. 6-2018) MIDDLE SCHOOLS

Location	Certified School Nurse
Next to Principal's Office	Mrs. Do Sabol 412.344.2128

OFFICE HOURS

8:00 AM– 3:00 PM

Closed 8th Period (2:14PM-2:58PM)

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 Contact/Release Information

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, nut products or a nut warning statement. An Allergy Action Plan is established in collaboration with the student's parent, physician, and school nurse for students with potentially 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

Parents may excuse a student in writing for up to two consecutive gym classes. A written note from a physician, certified nurse practitioner or physician's assistant is required thereafter. Students may not participate in gym or recess 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 or recess. A student's physician may ask for a modified gym class for an ill or injured student with the completion of the appropriate form. The certified school nurse in collaboration with the gym teacher will need to review it.

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 and deemed clear by a member of the health office staff. 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. 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, 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.

PA and 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
 - o 1 dose on or after 4th birthday; 3 doses if series started on or after 7 years of age
- 4 doses of polio
 - o 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
 - o first one on or after first birthday
 - o or written statement from physician/designee indicating month and year of disease
 - o 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 child does not have all the doses listed above and the next dose is not

medically appropriate, the child must provide a medical plan, 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. A medical exemption from a Chiropractor is not acceptable. The 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. The specific antigen(s) should be documented in the statement of exemption. All other immunizations are still required.

If a child is exempt from immunizations and a vaccine preventable disease outbreak occurs, he/she may be excluded from school per the direction from the Allegheny County Health Department.

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 and parents will be notified until the obligation is completed.

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 Health Services link on the district 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. A written permission form is required for school exams. Parents may also choose to attend school exams if preferred.

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 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.

Student Support Services

A psychologist, an emotional support counselor and a consulting psychiatrist are employed by the district to provide services to our students.

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 and Locker Searches

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.

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.
- ❖ There will be a substantial fine for defacing a locker in any way.
- ❖ Lockers are the property of the School District and may be searched by school personnel or law enforcement officials in certain circumstances. Please see district policy JIHA.
- ❖ A student may use only the locker assigned to him/her.

Students should spin the lock after closing to make sure it stays locked.

Per School Board Policy JIHA:

Lockers shall be assigned to students by the District. The lockers remain the property of the District at all times and use thereof by the student constitutes consent to the terms of this policy. The District assumes no responsibility for the security of items stored in school lockers, storage being at the student's risk. Students shall have only a limited expectation of privacy in their lockers.

No student may use a school locker to store or conceal any substance or object that is prohibited by law, Board policy or school rules or which constitutes a threat to the health, safety and welfare of the students and staff of the school building.

A student's locker may be opened and its contents searched by school authorities any time the District has reasonable suspicion that the locker contains materials that are prohibited by law, Board policy or school rules; materials which pose a threat to the health safety and welfare of the students and staff of the building or when the District has reasonable suspicion that a search of the locker will reveal evidence of a violation of a school rule or law. A school locker may also be opened and searched by law enforcement personnel who possess the proper legal authority to conduct such a search. Illegal or prohibited materials discovered in a locker search may be seized and confiscated by school authorities or law enforcement personnel with

proper legal authority to do so and used against the student in a school disciplinary proceeding. General or random locker searches, including canine sniff searches, are authorized and may be conducted without particularized reasonable suspicion when the District has a compelling interest in protecting and preserving the health, safety and welfare of the school population.

A student will be notified prior to a locker search and be given the opportunity to be present when his or her locker is opened and searched. However, when school authorities have reasonable suspicion that a locker contains materials that potentially pose a threat to the health, safety and welfare of the students and staff of the building, a student locker may be opened and searched without prior warning and without the student being present. A student who is instructed by school authorities to unlock and open an assigned locker shall immediately comply. Refusal to comply shall constitute a separate disciplinary violation.

Lost and Found

Lost and Found is located in the Attendance Office.

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

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.

If a student will be absent for two or more days, parents may request make-up work from all of a child's teachers, by contacting Mellon's School Attendance Secretary Mrs. Frink at jenniferfrink@mtlsd.net or 412-344-0561. In this case, assignments will be collected from all of a student's teachers and will be available in Mellon's Attendance Office for pick-up by **3pm the next school day**. Students that are too sick to be at school should not be sent to school to retrieve work. A parent or other representative should pick up the work. (Please note that due to teacher scheduling/availability same day requests for work cannot be granted.) During extended absences, it is recommended that parents/students continue to utilize dashboard to determine what work has been assigned. Work requested through the school counseling office will consist of handouts and materials necessary to complete the assignments given on dashboard.

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.

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 (disable ring and vibrate functions) during the school day. Students who use a cell phone for personal phone calls or text messages will be subject to disciplinary action and confiscation of the cell phone. Devices that go off in class (ring or vibrate) will also be

confiscated.

O

Organizational Study Skills

The Planner (Agenda Book)

All students are required to record their class assignments in the 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: 6th 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 Mellon 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.

Physical Education

See "**Gym Lockers and Attire/Physical Education**"

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

Please refer to the Mt. Lebanon School District Board Policy JKA.

Restriction from School Activities (RSA)

Participation in co-curricular activities, extra curricular 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 Teen Centers. These activities may be restricted when a student violates a Mellon Middle School rule(s), procedure(s), school board policy or the law.

Please note that students may be restricted from participating in school activities for 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.

Restriction from participation and attendance at school activities may be assigned by the school administration. Nothing in this rule shall negate prescribed disciplinary actions such as suspension, detention, the filing of charges with law enforcement officials, or other appropriate sanctions. A student and his/her parent(s) or guardian(s) shall be notified in writing by the administration that restriction will be applied. Upon request by the parent, the assigning principal will meet informally to review the issue and afford appropriate due process.

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 use of bicycles, skateboards, motor bikes, roller blades, etc. is prohibited 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.

Safe2Say Something

The Safe2Say Something program allows students, parents, staff members, and the Mt. Lebanon community to submit a report if there is a safety concern regarding our students or school. Reports are anonymous and are received by school administrators, central office administrators, and the MLPD, among others. Reports can be made three ways:

- ❖ through the Safe2Say Something mobile app
- ❖ by phone at 1-844-SAF2SAY (1-844-723-2729)

❖ online at www.safe2saypa.org

When reports are received, school personnel work together with the proper agencies to investigate and address the concern. These agencies also have the ability to communicate with the individual who submitted the tip through the Safe2Say Something program should there be a need for more information.

Schedule

The school schedule follows a number 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 homeroom every morning and is posted on Mellon's website.

Schedule Changes

Requests for changes to a student's schedule should be made in writing to the Mellon Guidance department. Schedule changes will be considered as long as: (1) the request is made during the first 10 days of the school year, (2) there is an available spot in the desired course, and (3) the change would not provide a significant disruption to the student's academic programming.

School administrators, guidance counselors, and IEP case managers may work with families throughout the year to make scheduling adjustments for students based on academic needs.

Searches

A student's locker may be opened and its contents searched by school authorities any time the District has reasonable suspicion that the locker contains materials that are prohibited by law, Board policy or school rules; materials which pose a threat to health safety and welfare of the students and staff of the building or when

the District has reasonable suspicion that a search of the locker will reveal evidence of a violation of a school rule or law. A school locker may also be opened and searched by law enforcement personnel who possess the proper legal authority to conduct such a search. Illegal or prohibited materials discovered in a locker search may be seized and confiscated by school authorities or law enforcement personnel with legal authority to do so and used against the student in a school disciplinary proceeding. Students are responsible for the contents of the locker assigned to them. It is essential that students keep their lockers locked and not give other students access to their locker. The school does not assume responsibility for the loss or theft of personal items stored in lockers.

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 Mt. Lebanon School District 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;
2. Unwelcome sexual advances, propositions, flirtations, requests or pressure for sexual favors or activity;
3. Unwelcome leering or staring;
4. Graphic or suggestive comments about an individual's dress or body, or overly personal conversation;
5. Vulgar statements, sexual innuendoes or references to sexual activities;

6. Sexual slurs, epithets, sexually degrading words to describe an individual, verbal abuse, or derogatory comments, including by electronic means;
7. Unwelcome sexual jokes, stories, drawings, photographs, pictures or gestures;
8. Displaying or circulating (including by electronic means) sexually explicit materials or suggestive objects;
9. Spreading or circulating sexual rumors; and/or
10. Cornering or blocking an individual's normal movement in a sexual way.

Student Wellness

The Mt. Lebanon School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The School Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement and assist in reducing childhood obesity and reduce the risk for diet-related chronic diseases. (See School Board Policy JLJ for additional information.)

Standardized Testing

In middle school, group standardized tests are utilized to supplement teacher evaluation. The Pennsylvania System of School Assessment (PSSA) is a state required exam administered to all middle school students in the areas of reading and math during late winter/early spring. Additionally, the PSSA is administered to all eighth grade students in areas of writing and science also during late winter/early spring. A Keystone exam is also administered to students enrolled in an Algebra 1 course during the

school year. The Keystone exam is administered in the spring. Passing the Algebra Keystone exam is required for high school graduation. Students that do not pass the test will be given additional opportunities to remediate and pass the test in high school.

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, 412-344-2122, or the Director of Special Education, 412-344-2044.

Alternate/Quiet Lunchroom

An alternate quiet lunch room setting is available for students that is separate from the cafeteria. Students in 6th, 7th, and 8th grade may sign up in the Guidance Office to eat their lunch in the alternate location (space is limited to 15-20 students per lunch). The purpose of the quiet lunchroom is for students to have a quiet place to work on assignments, read a book, quietly talk with a friend, or just to take a break from the large lunch room. The quiet lunchroom is not intended for students to attend on a regular basis but rather, on occasion, as needed. Students and parents should contact a principal or counselor for more information.

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 and 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 and vocational experiences. School counselors work with students individually, as needed to address issues that students face such as:

- ❖ Dealing with divorce in the family
- ❖ Managing stress
- ❖ Conflict resolution
- ❖ Managing peer relationships
- ❖ Grief and loss
- ❖ Study skills

Classroom presentations take place throughout the school year to address such issues as:

- ❖ Transition to Middle School
- ❖ Course Selection
- ❖ Career Awareness

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 psychoeducational 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.

Reading Specialist

Students that have reading deficits are eligible to participate in a remedial reading program with the reading specialist and/or special education teacher. Students must meet eligibility requirements. The program is not a tutoring service to support the regular curriculum, instead it is a diagnostic reading curriculum that teaches the skills necessary to attain reading proficiency. Progress monitoring and diagnostic assessments will be administered by the reading specialist throughout the year. Please contact Mellon's reading specialist if you have further questions.

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 multidisciplinary 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. The following is a description of District Special Education Programs:

Adapted Physical Education: Adapted physical education is small group instruction designed to meet the special needs of students. The physical education teacher screens all primary children, 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 content 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.

Life Skills Support: The Life Skills Support Program provides specially designed instruction to students whose needs are functional academics, self-care, social skills, language

development, communication, and perceptual motor skills.

Mentally Gifted Program: Mellon 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 a 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 Students: 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.

Speech and Language Support: Students attending Mellon 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.

STRIVE

The Strive program provides academic and study skill support to (regular education) students in need. Students are referred to the program through a screening process involving school staff and parents. All instruction is designed in accordance with the academic/study skills of each student.

Student Assistance Program (SAP)

The student assistance program (SAP) is comprised of trained, professional staff members, who:

1. Identify high-risk students experiencing academic difficulty due to problems such as alcohol or drug use, eating/sleeping issues, or other mental health issues
2. Referrals are received from parents/guardians, teachers, students and staff
3. Information is gathered to assess the nature and extent of the concern
4. Obtain written consent from the parent/guardian
5. 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 Counseling Department for more information.

T

Teams

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

Teams at Mellon Middle School:

- ❖ 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 e-cigarettes, cigarettes, cigars, pipes, smokeless tobacco, smoking equipment, or vaping equipment is also prohibited. All smoking devices including lighters are prohibited. Violation of the policy will result in an out of school suspension and citation to appear before the District Magistrate. Please refer to The Mt. Lebanon School Board Policy JICG.

V

Visitors

Parents/guardians are always welcome to visit the school. An appointment should be made to see a teacher, a counselor, a principal, or to visit classes. Visits by students' friends are not permitted. **All parents and visitors must enter through the main entrance "A-1" at any time before, during, or after the school day and check-in through the Principal's Office. Visitors should bring a government-issued photo identification card to be scanned prior to entering the building beyond the Principal's Office or Attendance Office.**

W

Weapons

It is the policy of the School Board that possession of a weapon or "look-alike" weapon by students is prohibited in any Mt. Lebanon School District building, on any grounds of the district, by a student on his or her way to or from school, in any vehicle providing authorized transportation to or from any Mt. Lebanon School District building or district sponsored function, activity or event and at any school function, activity or event whether or not held on Mt. Lebanon School District grounds. Violation of this policy requires a minimum one year expulsion from school. See School Board Policies GBGB/JICI and JICJ for more information.

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 must be returned to the student'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 and Computer Labs

The Writing Lab consists of three computer-equipped classrooms. In addition to coming to the labs to write, classes also visit for purposes ranging from research, to creating content through various programs and websites. The Writing Lab is available to students during their team time, as well as before and after school at the following times:

7:45 a.m.	Monday – Friday
3:00 – 3:45 p.m.	Monday –Thursday
7:10 a.m.	Days TBD, Students must have pass to enter.

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 student's' 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.

Homeless Assistance

Who is considered homeless?

Children or youth and their families living in a shelter, transitional housing, motel, vehicle, campground, on the street, or doubled-up with relatives or friends due to a lack of housing are considered to be homeless.

What choice of schools do homeless students have?

The law indicates that the local education agency shall, according to the child's best interest:

(i) continue the child's or youth's education in the school of origin for the duration of homelessness (I) in any case in which a family becomes homeless between academic years or during an academic year;

OR

(ii) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or (II) enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Is there any reason to delay enrolling a homeless child?

No. The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The terms "enroll" and "enrollment" are defined to include attending classes and participating fully in school activities. The enrolling school must immediately contact the last school the child or youth attended to obtain relevant academic and other records. Immunization records can be transferred over the phone from the school nurse of the sending school to the school nurse of the receiving school.

Where can you call for assistance?

The Education for Children and Youth Experiencing Homelessness Program exists to help homeless children with a wide variety of services. We can assist homeless children during this time of change and stress. If you are homeless with school-age children or you are a school, agency or shelter employee, please contact one of the persons listed below.

1) Mt. Lebanon School District Homeless Liaison:

Dr. Ronald P. Davis, Assistant Superintendent of Secondary Education
(412) 344-2039

2) If you require further assistance, please contact:

Storm Carmara, State Coordinator Education for Children and Youth Experiencing Homelessness Program
Pennsylvania Department of Education
333 Market Street, 5th Floor
Harrisburg, PA 17126-0333
(717) 772-2066

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)

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.

<i>Infractions</i>	<i>Consequences Level 1</i>	<i>Consequences Level 2</i>	<i>Consequences Level 3</i>
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)
Computer/Internet Misuse	Parent Contact Temporary Loss of Privileges Reimbursements for Damages AM/PM Detention* 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		

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.

<i>Infractions</i>	<i>Consequences Level 1</i>	<i>Consequences Level 2</i>	<i>Consequences Level 3</i>
Use of Electronic Devices/ Non-Instructional Items Ipod, I-pad, cell phone, Chromebook, 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*
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)

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.

Infractions	Consequences Level 1	Consequences Level 2	Consequences Level 3
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)	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

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.

<i>Infractions</i>	<i>Consequences Level 1</i>	<i>Consequences Level 2</i>	<i>Consequences Level 3</i>
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.