Muhlenberg Junior High School

2026-2027 Student & Parent Handbook

MUHLENBERG JUNIOR HIGH SCHOOL
Muhlenberg School District
Reading, PA 19605

The Muhlenberg Junior High School is dedicated to providing a program of educational excellence that enables all students to attain their potential.

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CONTACT INFORMATION

Mr. Christopher Becker, Principal	610-921-8034 x3500
Ms. Michele Weaver, Assistant Principal Grade 7	610-921-8034 x3504
Ms. Dana Godfrey, Assistant Principal Grade 8	610-921-8034 X3631
Mr. Josh Rankin, Assistant Principal Grade 9	610-921-8034 x3517
Ms. Liliana Moore, Social Worker	610-921-8034 x3132
Mr. Matthew Coldren, Dean of Students	610-921-8034 x3508
Ms. Erica Buzydlowski, Principal's Secretary	610-921-8034 x3503
Ms. Ashley Griffith, Asst. Principal's Secretary	610-921-8034 x3112
Ms. Patricia Keiper, Attendance Secretary	610-921-8034 x3501
Ms. Kelly Renninger, Library & Chromebook Clerical Assistant	610-921-8034 x3131
Ms. Denisse Jaquez, Guidance Secretary	610-921-8034 x3510
Mr. Rob Urenko, 7th Grade School Counselor	610-921-8034 x3512
Ms. Diamante White, 8th Grade School Counselor	610-921-8034 x3511
Mrs. Monica Sellitti, 9th Grade School Counselor	610-921-8034 x3513
Mrs. Heather Scholl, CSN, School Nurse	610-921-8034 x3102
Mrs. Lori Biese, RN, School Nurse	610-921-8034 x3602
Mr. Carey Kline, Food Service Director	610-921-8000 x3514

Muhlenberg Junior High School
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610-921-8034
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Website: www.muhlsdk12.org
Facebook: www.facebook.com/muhlmjhs
Twitter: @MuhlJuniorHigh

SCHOOL HOURS

Students Admitted into School	7:30 AM
MJHS School Hours	7:30 AM to 2:50 PM
Late to School/Tardy	7:50 AM



MJHS 5 Keys to Success

Be On Time

Try Your Best

Start a Clean Slate

Worry About Yourself

Make Each Day Count

VISION STATEMENT OF THE MUHLENBERG SCHOOL DISTRICT

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

VALUES & BELIEFS

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

MUHLENBERG SCHOOL BOARD

Board of School Directors

Mrs. Cindy L. Mengle, President
Mrs. Kristyna Eagle, Vice President
Mr. Ronald J. Haas, Treasurer
Mr. Enrique Castro Jr., Secretary
Ms. Susan Roeckle, Assistant Secretary

School Board Members

Mr. Andrew Eaton
Mr. Garrett Hyneman
Mr. S. Wayne Hardy
Mr. Robert Mengle

Muhlenberg Junior High School
BELL SCHEDULE

Doors Open for Breakfast	7:30 AM - 7:50 AM
Students are Dismissed to their Lockers	7:40 AM
Advisory Daily Announcements take place 7:53	7:50 AM - 8:14 AM
Period 1	8:18 AM - 8:58 AM
Period 2	9:02 AM - 9:42 AM
Period 3	9:46 AM - 10:26 AM
Period 4 (LUNCH)	10:30 AM - 11:10 AM
Period 5 (LUNCH)	11:14 AM - 11:54 AM
Period 6 (LUNCH)	11:58 AM - 12:38 PM
Period 7 (LUNCH)	12:42AM - 1:22 PM
Period 8 (LUNCH)	1:26 AM-2:06 PM
Period 9	2:10 AM - 2:50 PM

Expectations of Junior High Students

As students approach adulthood, it is important they take on more responsibility in their academics, personal, and social life. The following are expectations for ***all*** MJHS students:

Students will:

- Treat all students, faculty, and guests with respect and dignity
- Live out the DEAN'S list qualities- Dedicated, Effort, Academics, Neighborly, Success
- Be a contributing member of our Muhlenberg school community
- Celebrate the diversity of our Muhlenberg school community
- Come prepared in mindset and with supplies to actively engage in learning
- Give back to their community by serving and supporting others
- Celebrate academic progress and achievements
- Be responsible to complete their own work and seek support when necessary
- Be responsible and ask teachers for make-up work when they return after being absent
- Notify teachers in advance to receive assignments for planned absences from school
- Approach their teacher directly with questions when they recognize that they are having difficulty with material

MUHLENBERG TOGETHER- WE ARE STRONGER TOGETHER

As a safe and supportive school community, we value each person and believe that our differences make us stronger and more resilient. Our school is a community that accepts each person for who they are and it's our goal to help each other live out our dreams in order to make our world a better place.

We stand against any and all acts of hate, bigotry, prejudice, racism, disrespect, and the inequitable treatment of people.

	Hallways/ Stairwells	Classroom	Cafe	Bus	Bathrooms	Digital/ Online spaces	Schoolwide Policy
Be Safe	Walk in all areas. Be aware of others as you travel and use your locker. Walk on the right side of the hallway. Use your locker only.	Enter classes calmly and quietly. Keep hands, feet, other objects to yourself. Follow directions given the first time. Ask for permission to leave the room.	Touch only your own food. Sit in assigned seat. Wait for teacher directions to leave seat.	Walk directly to your bus. Remain in your seat. Keep your hands and items to yourself inside the bus.	Use the facilities in an appropriate manner. Only leave/enter the bathroom with a signed hall pass. Leave belongings in the classroom.	Keep your passwords secure. Keep personal information private (phone number, usernames, address, etc.)	Enter and exit the auditorium quietly. Sit in the auditorium where directed. Remain quiet when expected during assemblies/performances.
Be responsible	Move efficiently. Know your schedule. If you drop something, pick it up.	Come to class prepared with required materials and charged device. Find out what you missed within one day of missing class. Be on time.	Dispose of trash in the provided trash cans. Know your lunch code.	Keep food and drinks away. Enter and exit the bus in a timely manner. Be at the bus stop on time.	Dispose of trash in cans provided. Return to class as quickly as possible.	Charge your device every night so the device's battery is fully charged. Remember to bring your device to school and handle it carefully.	Come to school every day on time. When absent, bring an excuse note. Follow the cell phone policy.
Be respectful	Use school appropriate volume and language. Pick up trash if you see it. PDA Guidelines?	Speak at appropriate times. Take care of school property and materials. Raise your hand for assistance/ requests.	Use inside voices in the cafe. Exit as directed by your teacher or cafe monitor. Use manners with cafeteria workers.	Use school appropriate volume and language. Follow driver/assistant directions Respect property/space of others.	Honor the privacy of others. Use school appropriate volume and language. Report anything out of the ordinary to an adult.	Use school appropriate volume and language on school devices and online. Put devices away when instructed by adults.	Stay in your personal space. Treat others the way you want to be treated. Use school appropriate volume and language.
Be Positive	Speak politely to each other. Hold the door for other students/staff. Keep the hallways clean.	Do your best work at all times Support the accomplishments of your classmates.	Treat cafeteria workers kindly. Move through lines quickly. Make healthy food choices.	Be polite to the driver. Be polite to passengers in cars. Keep the bus clean and neat.	Wash your hands. Maintain personal hygiene.	Ask to see the technology staff, if needed. Report any suspicious or concerning information to an adult.	Represent Muhlenberg with on trips, events, and in the community. Stand during the pledge of allegiance.

ACTIVITIES

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

Clubs

Art Club
AV Club
Aevidum
Band
Jazz Band
Chorus
Club Golf
Cool About Manufacturing
eSports (9th only)
Gold Tones
GSA Club
Intramurals
Musical
National Junior Honor Society
Science Club
Stage Crew
Student Council

Sports

Baseball
Basketball
Cheerleading
Cross Country
Field Hockey
Football
Golf (9th only)
Lacrosse (9th only)
Soccer
Softball
Swimming & Diving (9th only)
Tennis (9th only)
Track & Field
Volleyball
Water Polo (9th only)
Wrestling

ALTERNATIVE EDUCATION

The Administration at Muhlenberg Junior High School, with permission from the Superintendent of Schools, may place a student in an approved alternative education program. Students eligible for the alternative education program will have exhausted the traditional discipline procedures; they will have exhibited various characteristics while in the regular school program such as but not limited to:

- **Flagrant or repeated violations of school rules**
- **Violations of the district's drug and alcohol policy**
- **Fighting or Physical Altercations/Incidents**
- **Extreme academic underachievement**
- **Possession of a weapon on school property**
- **Making a terroristic threat against persons/property**
- **Recording Fights or Physical Altercations/Incidents**

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

ASSESSMENTS & TESTING

Muhlenberg Junior High School students participate in a variety of assessments throughout the school year for the purpose of:

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

All students are expected to participate in these assessments as outlined by their course of study.

The following assessments are administered throughout the school year:

- Classroom Diagnostic Assessments (CDTs)
  - Grades 7-9
  - ELA, Math, Science
- Firefly Benchmark Testing
- WIDA Exam for English Language Learners*
- Pennsylvania State System of Assessment (PSSA)*
  - Grade 7-8: ELA & Math
  - Grade 8: Science
- Keystone Exams*
  - Algebra 1 Keystone: Grades 8-9 students enrolled in Algebra 1.
  - Biology Keystone: Grade 9 students enrolled in Environmental Science Honors

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

ATTENDANCE

MSD Policy 204

As defined in the Pennsylvania Public School Code §1326, 1327, compulsory school age is the period of a child's life from the time he or she enters school, which shall be no later than the age of 6 years, until the age of 18 or graduation from high school. Children of school age are expected to attend school regularly. Because school attendance is directly related to academic success, students are expected to attend school on a regular basis. Student attendance is recorded at the beginning of each class period daily.

Absence from School (Policy 204) – Excused absence includes illness of pupil, quarantine, death in the immediate family, impassable roads, and exceptional urgent reasons that affect the child.

If your child is too ill to attend classes, please call the school between 8:30 a.m. and 10:00 a.m. to report the absence. If an absence is expected to last for an extended period of time, parents should notify school administrators.

Educational Tours/Trips (Policy 204) - Requests for educational trips to be taken during the school year must be submitted in writing to the building principal at 10 days in advance of the scheduled trip. Request letters must include the dates of absence, the destination, and a statement of educational benefit to the student.

The principal may approve student trips with families of up to but no more than 5 days of school. No more than three such trips will be approved in one school year. The 5-day limit shall apply to the accumulated total of approved trips. Parents will be given written specific reasons for disapproved trips.

Educational travel will not be approved during state mandated testing for students in test-taking grades.

Excused/Lawful Absence (Policy 204) - Parents/Guardians and students shall submit the written explanation within three (3) school days of the absence. If the parent/guardian fails to provide a written excuse within three (3) school days of the absence, the absence will be permanently counted as unlawful or unexcused. Unexcused absences include but are not limited to parental neglect including oversleeping or missing the bus.

Parent Excuses- Students are allowed up to 10 days excused by a parent. Any absence after 10 parent excused absences require a certified note; otherwise they are considered unexcused/unlawful.

Student Attendance Improvement Conference (SAIC) - After a student is considered habitually truant a SAIC will be scheduled to address school attendance concerns. District staff shall notify parents/guardians with the date and time of the SAIC. The purpose of the SAIC is to examine the student's absences and reason for absences in an effort to approve attendance with or without additional services.

Student Attendance Improvement Plan (SAIP) - This is a plan completed during the SAIC in an effort to support and approve a student's attendance.

Lawful Absence - A student excused from school for mental, physical, or other urgent reasons: Illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travel with prior approval, and attendance at legal or court proceedings, activities, educational travel with prior approval, and attendance at legal or court proceedings

Unlawful Absence - Absences shall be treated as unlawful until the school receives a written excuse explaining an acceptable absence, to be submitted within three days of the absence. If an unacceptable absence is received, the absence will remain as unlawful.

Terminology	Definition	Action Taken by School	Action Taken by Family
Truant	A student is considered **truant** after **3 unlawful** absences.	Parents/guardians will receive an official attendance notice in the mail.	Parents/guardians should collaborate with student and teacher to communicate absences and ensure excuse blanks are turned in within 3 days of the absence.
Habitually Truant	A student is considered **habitually truant** after **6 unlawful** absences.	Parents/guardians will receive an official attendance notice in the mail that will include a scheduled SAIC meeting to support and improve regular school attendance.	Parents/guardians should attend the scheduled SAIC meeting to work with the school to support and improve regular school attendance.
Chronically Absent	A student is considered **chronically absen**t once they have accumulated **10 or more** excused OR unexcused absences.	Parents/guardians will receive another official attendance notice in the mail that will include a scheduled SAIC meeting to support and improve regular school attendance.	Parents/guardians should attend the scheduled SAIC meeting to work with the school to support and improve regular school attendance. ***All future absences from that point must be followed up with a doctor's note in order for that absence to be considered excused***

Excused Absences From School

If a student is unable to attend school, the student's parent/guardian must call the Attendance Office at (610) 921-8034 x3501, before 9 a.m. on the day of the absence to report their child absent from school.

- Students must follow up all absences with an excuse blank or parent note within three days of the absence.
- Excuse blanks are available in the junior high school office, from classroom teachers, and on our district website. These notes are required by law to verify absences, and they must be signed by a parent/guardian. Students are not permitted to sign their own excuse blanks regardless of age.
- Absences of three or more consecutive days due to illness must be verified with a doctor's excuse.
- Students will be granted up to five excused days for bereavement purposes.
- Parent Excuses- Students are allowed up to 10 days excused by a parent. Any absence after 10 parent excused absences require a certified note; otherwise they are considered unexcused/unlawful.
- Students will be granted up to five excused absences for educational trips. Forms can be found on the district website in English and Spanish.

Unexcused Absences from School

- If an excuse blank or note is not submitted within three days following the return to school, the absence becomes unexcused.
- The issuing of a citation with the District Justice may result in fines of up to $300.00/day for students of 16 years of age and younger; additionally, these students may lose their driver's license for up to six months.
- Students with chronic attendance issues will meet with the junior high school's attendance committee to discuss the importance of regular school attendance as well as solutions that will improve the students' attendance record. Parents/Guardians of these students will attend such meetings as well. In addition, a Truancy Elimination Plan will be implemented.
- Students with excessive absences may be assigned to an alternative education placement.
- Consequences for the accumulation of unexcused absences are as follows:

Make-Up Work

- It is the student's responsibility to communicate with their teachers to make arrangements to make up work that is missed due to absences from school for any reason.
- Students will have a maximum of one week to make up work missed due to EXCUSED absences from school. If during an absence from school the student misses tests, quizzes, assignments, etc. that have been announced sufficiently in advance, the student may be required to make up for that missed work as soon as they return to school.
- Work missed during UNEXCUSED absences will be at the discretion of the teacher for credit, points, etc.
- Students who are assigned an out-of-school suspension must communicate with their classroom teachers to obtain work to be completed while on suspension.

Educational/Family Trips and Travel

Students who plan to miss school for an educational trip must bring in a note from a parent/guardian requesting permission for such an absence. This request must be submitted to the Attendance Office at least 10 days before the intended trip. **Students may be excused from school no more than 5 school days for educational trip purposes.**

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

Illness During the School Day

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

If your child is sick, do not send them to school. **A student with a fever must be 24 hours fever free before they may return to school**. Call the Health Services office and talk with the nurse if you have any questions about your child's illness. A parent/guardian will be notified if a child is obviously ill or has a temperature of 100 degrees or above. Any child having signs or symptoms of an infectious condition may be excluded from school until he or she presents evidence from a medical provider that the condition is not infectious or that recovery has occurred. Examples of these common conditions are listed, but limited to, conjunctivitis or pink eye, impetigo, ringworm, and scabies.

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

Tardies to School

- Students who are not in school by 7:50 a.m. are considered to be tardy to school.
- Students should still enter at the gymnasium entrance. They will sign in with a staff member and receive a pass to go directly to their locker and assigned class.

- An accumulation of excused tardies to school will result in a student needing to provide a doctor's note.
- Students who participate in extracurricular activities will not be allowed to participate in the day's activity if they arrive at school after the end of first period (8:58 AM) without a valid excuse note (i.e. doctor's note, court subpoena).
- Students will receive an after school detention for **every 5** tardies to school.
- Students who are continually tardy to school will receive progressive disciplinary action beyond detention from school administration.
- Students athletes, refer to the Athletic Handbook for additional information on consequences.

Late to Class

- Students are expected to be in class on time.
- Consequences for student tardiness to class will be determined by individual classroom teachers, Dean of Students, or grade level AP. These consequences may include but not be limited to the following: receiving a lunch detention, after school detention, earning a zero for work missed during the tardy time, losing participation points during the tardy time, and participating in a parent/teacher/student conference.
- Students who obtain 5 or more tardies to class in one week will face disciplinary action from the class teacher, Dean of Students, or grade level AP.
- Students who obtain 3 or more tardies to class for the same class may face disciplinary action from the teacher of the class. If the student becomes chronically tardy to the same class, the student may be referred to administration for disciplinary action.
- Students with chronic tardiness to class will be referred to administration for further disciplinary action.
- Students athletes, refer to the Athletic Handbook for additional information on consequences.

Leaving School Early for Appointments

- Students who must leave school early for any reason must submit a written parental/guardian request to the Attendance Office no later than the morning of the intended early dismissal.
- The child will be excused only for the amount of time necessary, not the entire day. Unless an emergency situation exists, we encourage you to schedule appointments after 2:50 p.m.
- If a student misses their assigned period for an appointment and the school was not notified previously, the student will be considered absent.
- The main office will call the student's assigned classroom for the student to be dismissed early.
- If a student requires an early dismissal, documentation must be provided; otherwise any missed periods will be unexcused.

BUILDING SECURITY-AUDIO/VIDEO SURVEILLANCE

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

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

BULLYING/CYBERBULLYING

MSD Policy 249

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

Bullying as defined in this policy includes **cyberbullying**.

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

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

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

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

- Bullying is aggressive behavior that involves unwanted, negative actions.

- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

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

The Board prohibits all forms of bullying by district students.

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

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

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

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

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

District administration shall annually provide the following information with the Safe School Report:
1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

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

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

Complaint Procedure

Step 1 – Reporting

1. A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.
2. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.
3. If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Assistant Superintendent.
4. The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

1. Upon receiving a complaint of bullying, the building principal shall immediately investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.
2. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.
3. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded. The findings of the investigation shall be provided to the parents of the accused student and the complainant.

Step 3 – Investigative Report

1. The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.
2. The investigative report shall be retained by the principal/designee and forwarded to the Assistant Superintendent as appropriate.

Step 4 – District Action

1. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.
2. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling services and/or educational activities
- Parental conference
- Loss of school privileges
- Transfer to an out of district placement
- Transfer to another classroom
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Recommendation for counseling/therapy outside of school
- Referral to Student Assistance Program
- Referral to law enforcement officials
- Restorative conferences

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

Appeal Procedure

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

BUSSING/DISMISSAL

Dismissal

Students will only be dismissed by announcement by administration. Individual grade levels will be called, after being called, students must get all items from their locker and promptly exit the school. Once students have left the school, they may not return to the building. If a student needs to re-enter after exiting, they must go to the main office.

Door to Door Policy: Within the expectations of In Loco Parentis falls the Door to Door expectation. Students are under school supervision from the time they exit the junior high doors until they enter their door at home. Any incidents that occur from the time students exit the school building until they enter their home may face disciplinary action from the school.

School Bus Regulations

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

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

Bus Routes

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

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

Denial of Transportation

Transportation Services will not be provided for the following:

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

Carrying of Objects on Buses

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

TRANSPORTATION VIDEO/AUDIO MONITORING

Muhlenberg Transportation Department

Director of Transportation- Dr. Tim Moyer
Transportation Secretary- Ms. Erica Brumbach
Telephone- 610-921-8000 ext. 1280
Email- brumbache@muhlsdk12.net

Authority

The Pennsylvania State Board of Education regulations grant school boards the authority to make reasonable and necessary rules governing the conduct of students in school as found in 22 PA Code Sec. 12.3. The responsibility for maintaining reasonable discipline on board our school buses begins with the individual driver. Bus Conduct Reports will continue to be the primary tool for use by the driver to report misconduct he/she observes that cannot be corrected by less formal means, such as assigning of seats, redirection or verbal warnings. These reports are forwarded to the appropriate building principal for corrective disciplinary action as per existing District Policy. If patterns develop or if persistent serious misconduct or safety-related violations occur, the building Principal and/or designee may recommend use of video/audio monitoring to the Transportation Coordinator. Additionally, cameras may be placed on buses at random selection of the Transportation Coordinator. The video/audio recording may also be used in situations of alleged driver misconduct.

Delegation of Responsibility

Upon approval by the Transportation Coordinator or authorized designee, the video/audio monitoring device will be installed, operated, and maintained by the Transportation Department. The device will be installed on an as needed basis. A warning (via a posted decal in buses and publication in school handbooks) will inform riders that a video/audio monitoring system may be used at any time. Access to the camera and tapes will be limited to the Transportation Coordinator or designee. Tapes will be erased and re-recorded if no incidents occur over a two-week schedule. Tapes documenting incidents will be made available to the appropriate school administrators after review by the Transportation Coordinator.

Misbehaviors on Busses

Level I Offenses

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

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

Level II Offenses

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

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

Level III Offenses

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

CAFETERIA

Students will be escorted to and from the lunchroom by their classroom teacher. In addition, **students or their parents are not permitted to "order out" and have food delivered from an outside source to school for students**. Students are to remain in the cafeteria during their assigned lunch period. While in the cafeteria, students are to clean up after themselves after they have finished eating. Students will be given assigned tables and seats in the cafeteria; they are expected to **Food and drink are to remain in the cafeteria area and students are not permitted to remove these items from the cafeteria or to have them in the classrooms**. Return dishes, flatware, and trays to the dish room and put paper refuse in containers provided. Follow the direction of any staff member while you are in the cafeteria.

CHILD FIND

MSD Policy 113

1.0 Public Awareness

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

- 1.0.1 Directly or through the Berks County Intermediate Unit, publish once annually a written notice, in a newspaper or other media with circulation adequate to notify parents throughout the school district, of child identification activities, of school district and other public special education services and programs, of the manner in which to request services and programs, and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities in accordance with state and federal law;
- 1.0.2 Post conspicuously on the Internet home page of the school district and in student handbooks or calendars the information described in subsection 1.0.1 of this policy; Directly or through the Berks County Intermediate Unit, consult annually with private school administrators and representatives concerning the development of, and then develop, child find activities designed to identify, evaluate, and offer special education services and programs to children with disabilities who reside within the District and who attend private schools, provided, however, that nothing in this policy shall be construed to authorize the provision of special education programs and services in or on the premises of private schools;
- 1.0.3 Display conspicuously in every public school building in the school district printed circulars or pamphlets containing the information described in subsection 1.0.1 of this policy.

2.0 Screening System

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

- 2.0.1 Assessment at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects;
- 2.0.2 Use of such assessments to provide additional instructional opportunities for students not achieving at the proficient level or otherwise not performing based on grade-appropriate standards in core academic subjects, including use of alternate instructional strategies, opportunities for extended learning time, and ongoing assessment of student response;
- 2.0.3 For students who are not performing based on grade-appropriate standards in core academic subjects, a determination that the performance deficit is not the result of a lack of English language proficiency or cultural differences;
- 2.0.4 For students who are not responding to the core program of reading or math instruction, provision of scientifically-based instruction in regular education settings, delivered by qualified personnel, as indicated by observations of routine classroom instruction, with repeated, formal assessments of achievement and progress conducted at reasonable intervals, the results of which shall be provided to the parents of the student;
- 2.0.5 For students with behavioral concerns, completion of a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty and, based thereon, implementation of group or individual positive behavior interventions and strategies;

- 2.0.6 Provision of peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum;
- 2.0.7 Completion of hearing and vision screening in accordance with section 1402 of the Public School Code of 1949, 24 P.S. 14-1402, for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education;
- 2.0.8 Identification of students who may need special education services and programs.

2.1 Rights

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

CHROMEBOOKS

All students of MSD from grades 3-12 will be given a Chromebook and Chromebook Case. Students receive a new Chromebook in Grades 3 and 9. Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken, or fail to work properly, must be reported to their teacher. If the teacher is not able to troubleshoot and provide support, students should then contact the library for support. Students will be provided specific times to go to the MJHS technology help desk. Students should not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance. Information regarding purchasing insurance for Chromebooks will be sent out at the beginning of the school year.

Students who completed 7th and 9th grade will turn in their chromebook at the end of each year. Students entering 7th and 8th grade will receive their chromebook for the year during the first two days of school. Students will take their chromebook home each day. Students enrolling in summer school or Honors/AP classes with summer assignments will receive instructions on how to obtain devices for summer assignments.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school district.

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

General Precautions

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

Carrying Chromebooks

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

Screen Care

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

- Do not put your Chromebook in a tightly packed backpack.

Chromebook Case Care

- If your Chromebook is encased in a protective plastic case. The case will help with damages to the Chromebook, but the case will not replace proper care and handling of the device.
- Do not lean or put pressure on the top of the Chromebook when it is closed. The case will disperse some pressure, but excess pressure can still damage the screen.
- Do not take the case off the Chromebook. The tabs that hold the protective case on, will not withstand continual removing and putting back on.
- The case is intended to stay on the Chromebook at all times.

Using Your Chromebook At School

- Chromebooks are intended for school use only.
- Chromebooks should be used for classwork and classwork only. Please see the acceptable use policy.
- Discipline will be applied for students who do not follow the policy.

Chromebooks under repair

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

Charging your Chromebook

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

Backgrounds and Password

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

Sound

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

Printing

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

Account Access

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

Student Access and Monitoring

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

Managing & Saving Your Digital Work With a Chromebook

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

Operating System on Your Chromebook

Updating your Chromebook

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

Virus Protections & Additional Software

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

Procedures for Restoring your Chromebook

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

ACCEPTABLE USE OF CHROMEBOOKS

MSD Policy 815

General Guidelines

- Students are responsible for their ethical and educational use of the technology resources of the Muhlenberg School District.
- Access to the Muhlenberg School District technology resources is a privilege and not a right. Each student will be required to follow the **MSD Acceptable Use Policy #815.**
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Privacy and Safety

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

Legal Property

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

E-mail & Electronic Communication

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

Consequences

- The student in whose account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use and handling.
- **Chromebook violations**: Any purposeful or negligent misuse of chromebooks, both to the physical chromebook or usage, will be investigated by school administration with the assistance of technology specialists. Damage or unacceptable usage may result in the following:
  1st offense- 1 week loss of chromebook privileges plus any additional discipline or fines warranted from violation.
  2nd offense- 1 month loss of chromebook privileges plus any additional discipline or fines warranted from violation.
  3rd offense- 1 quarter loss of chromebook privileges plus any additional discipline or fines warranted from violation.

At Home Use

- Students may use their chromebook at home, but only for SCHOOL related purposes (homework, studying, make-up work). Students should NOT be using their chromebooks for personal leisure at home.
- Chromebook care at home is as important as in school, please refer to the care section.
- All district supplied Chromebooks will be filtered outside of the school district network.
- All activity on the school district issued Chromebook can and will be archived and searched, if need be.

Protecting & Storing Your Chromebook

Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the district.
- Chromebooks can be identified in several ways:
- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks are the responsibility of the student, but the property of Muhlenberg School District.

Account Security

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

Storing Your Chromebook

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

Chromebooks Left in Unsupervised Areas

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

Repairing/Replacing Your Chromebook

Vendor Warranty

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

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

Chromebook Technical Support

Technical support will be available from the Muhlenberg Junior High Library and the Muhlenberg IT Department. Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- ALL REPAIRS must be completed by the district technology team.
- Log into the following website using your child's username and password to view any fines or account related.

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

Insurance

Students and parents will select one of the options below:

- Option 1: No upfront fee, responsible for cost of repair.
- Option 2: Insurance cost of $10.00 per school year will have the below deductible fee schedule.

Deductible Fee Schedule

- 1st Incident of Accidental Damage: $20
- 2nd Incident of Accidental Damage: $40
- 3rd Incident of Accidental Damage: Full cost of repair or replacement of device

Any Misuse, Neglect, **Intentional Damage,** or Loss of Device: Full cost of repair or replacement of device.

Unpaid Fees

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

ELECTRONIC DEVICES

MSD Policy 237; PA H.B. 1814; & PA S.B. 1018

Students are not permitted to have personal cell phones on their person during the school day. All personal cell phones and devices are expected to be stored in a locker from the beginning of school to dismissal.

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

Pennsylvania School Code: As of June 1, 2026, the Pennsylvania House Representatives and Senate passed bills that require every Pennsylvania school district to implement a bell-to-bell cell phone ban. This means that every district in the state must ban electronic devices the entirety of the school day. This includes class changes, lunch/cafeteria, and all instructional or non-instructional time. A mobile device is defined as "a personal mobile telephone or other portable electronic device capable of connecting to the internet and enabling the user to access content on the internet, that is not owned by a school entity or issued by a school entity to a student. A mobile device shall include a device which a user could engage in a call; write, send or receive a message; send ore receive data or an image, record, play or edit audio or video; play a game; or watch a video."

Summary of Policy: Students may not use their phone at ANY time for ANY reason during the school day (school day consists of 7:50-2:50). Students are expected to keep their phones in their LOCKER. If a teacher witnesses a student with their phone in their hand, using their phone, or hears the phone making noise (music, videos, notification, etc.) the student will be reported to administration. The phone will be confiscated by administration, the student will receive a consequence in accordance with the list below, and the family/guardian will be contacted via email or phone call. If a student is caught with another student's phone, both students will be at risk of their phone being confiscated. If a student refuses to turn over their phone to administration, the student will be suspended due to insubordination/defiance of school administration. If a student needs to contact their family for any reason, they MUST come to the main office and use the main office phone to contact home. If family/guardian must contact a student, they MUST call the main office. Families, please refrain from texting, messaging, calling, or contacting your child via personal phone for the entirety of the school day. Students responding to family/guardian communications on their electronic devices are considered violations and will receive disciplinary action for the corresponding electronic violation the student is on.

Medical Exemptions: Medical exemptions will be permitted for certain conditions. Before exemptions are permitted, documentation from a medical professional MUST be submitted to the school nurse for review. The nurse/school holds the right to deny exemption requests pending review of the documentation.

Board Policy 237:

PURPOSE:
The purpose of this policy is to promote a focused, respectful, and safe educational environment. The use of cell phones during the school day has been shown to negatively affect academic performance, student behavior, and social development. This policy establishes a clear and consistent approach to banning student cell phone use during school hours in all K-12 buildings.

AUTHORITY:
This policy applies to all students enrolled in grades K-12 across the Muhlenberg School District during the instructional day and in all school buildings, on school grounds, and at school- sponsored events during the academic day unless otherwise noted. Cell phones are not permitted to be used or visible at any point during the school day.

GUIDELINES:
Prohibition of Cell Phone Use
1. Students shall not use or possess cell phones during the school day.
2. All cell phones must be powered off and stored in a locker or other location designated by the school administration upon entering the school building.
3. Students may not carry cell phones on their person during the school day (e.g., in pockets, waistbands, or clothing).

Permitted Exceptions
1. Exceptions for documented medical needs or accommodations under an IEP or 504 Plan may be granted.
2. Use of cell phones may be permitted during school-sponsored activities that occur outside of normal instructional hours and under staff supervision.
3. Emergency contact between students and parents/guardians must be made through the main office.

Violations and Disciplinary Actions
1. Disciplinary measures for violation of this policy shall include, but are not limited to:
    a. FIRST OFFENSE - Phone is confiscated and returned to the student at the end of the day. Verbal warning issued and parent/guardian contact made.
    b. SECOND OFFENSE - Phone is confiscated, lunch detention, phone returned at the end of the day. Parent/Guardian contact made.
    c. THIRD OFFENSE - Phone is confiscated, after school detention, phone returned at the end of the day. Parent/Guardian conference.
    d. FOURTH OFFENSE - Phone is confiscated, In-School Suspension, phone returned at the end of the day. Parent/Guardian contact.
    e. FIFTH OFFENSE - Phone is confiscated, Out-of-School Suspension, phone returned at the end of the day. Parent/Guardian contact.

2. Failure to attend a detention, disciplinary action will go to FIFTH OFFENSE. This follows other discipline policy for insubordination/defiance of school administration.
3. If a student violates the consequences set forth, their behavior will cease to be an electronics issue and will instead be viewed as insubordination. Insubordinate students could be removed from their class, face suspension, or face expulsion based on the offense's severity and/or frequency.

Communication
Parents/Guardians will be informed of this policy upon adoption, at the start of each school year, and upon enrollment. Communication between students and families during the school day must be conducted through the school office.

Delegation of Responsibility
This policy shall be implemented district-wide and enforced consistently by school administrators and staff. Principals are responsible for communicating procedures to their school communities and ensuring compliance. The Muhlenberg School District is not responsible for any lost, stolen, or personal electronic devices.

Loss or Damage to Electronic Devices

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

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

Student Responsibility for Data Charges

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

Limitation on Technical Support

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

Penalties for Violations

The Board authorizes building administrators and security personnel to confiscate a student's personal electronic devices when used in violation of this policy. All confiscated personal electronic devices shall be delivered promptly to the building administrator's office. Confiscated devices may be returned to the student at the end of the school day.

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

Students who receive a suspension, ISS or OSS, may be restricted from participating in incentives and other activities. Students who receive a suspension may miss quarterly or monthly incentives and activities. Students who receive more than 5 days of suspension will not be permitted to participate in field day or other end of year activities.

Development of Guidelines

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

COUNSELING DEPARTMENT

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

Social Worker

Muhlenberg Junior High School is staffed with a Social Worker. Students may request to visit the social worker but must receive prior approval from the social worker and their teacher assigned at that time.

At Muhlenberg Junior High, our social worker provides a commitment to fostering student well-being, academic success, and a positive school climate. Through comprehensive support services, our school social worker provides critical interventions such as threat and suicide risk assessments, crisis response, and referrals to both outpatient and school-based therapy.

We actively coordinate SAP referrals, ECYEH (Education for Children and Youth Experiencing Homelessness) services, and promote restorative practices like conflict resolution and restorative circles to nurture a safe and supportive environment. Our school social work also plays a central role in facilitating SBIRT (Screening, Brief Intervention, and Referral to Treatment) and attendance support initiatives.

Beyond direct services, we proudly champion school climate and culture, celebrating the richness of our diverse community through events like Hispanic Heritage Festival, Club Day, and Black History Month celebrations. In collaboration with the administrative team and staff, we support the social-emotional development of students and ensure access to essential community outreach resources.

DANCES

Muhlenberg Junior High School holds a 9th grade dance for the enjoyment of our freshmen. The following are the parameters established for student behavior at all dances:

- **Rules:** All school rules are in effect at all school-sponsored activities including dances.
- **Eligibility:** MJHS administration will also establish criteria for eligibility with adequate notice prior to the dance. Eligibility will include grades, attendance, and behavior/discipline record.
- **Admission to Events:** Administrators or chaperones have the right to deny any person entrance to the dance.
- **Attendees:** Dances are limited only to students attending Muhlenberg Junior High School.
- **Re-entry:** Students leaving prior to the end of any dance without permission from the administrator or chaperone in charge may not re-enter the dance.

DETENTION

Detention is scheduled from 2:50 to 3:45 p.m. on the days designated by the Principal/Assistant. Students shall be assigned to serve detention by the teacher, Dean of Students, Principal/ Assistant. Students and families shall be notified in advance of the date/s detention is to be served. Students are required to be academically engaged throughout the detention period. Those who do not have work or assignments to complete shall be assigned work by the detention proctor. Failure to report to detention will result in In School Suspension. Additional instances will result in additional consequences based on the principal/assistant principal's discretion. **All rescheduled detentions need to be approved by the Principal/Assistant Principal and must be accompanied with the appropriate documentation to warrant the change in date and time. Failure to attend an assigned detention will result in additional discipline consequences.**

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

DISCIPLINE

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

Door to Door Policy: Within the expectations of In Loco Parentis falls the Door to Door expectation. Students are under school supervision from the time they exit the junior high doors until they enter their door at home. Any incidents that occur from the time students exit the school building until they enter their home may face disciplinary action from the school.

Students athletes, refer to the Athletic Handbook for additional information on consequences.

General Guidelines

1. Each offense, major or minor, will be reported to parents via phone call or mailing.
2. Corroborated or a Preponderance of circumstantial evidence warrants appropriate disciplinary response.
3. Students referred to the office for inappropriate action will be counseled by the assistant principal, principal, and maybe guidance counselor before a disciplinary response is made.
4. A student may be restricted from the library and commons during study periods for a specified amount of time; however, a student with a research pass may go to the library.
5. Any offense on school grounds that is considered criminal will involve the police.

Student Responsibilities

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

Student Discipline Options

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

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

Misconduct/Response Structure

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

Level I Offenses

Minor misbehavior, which impedes ordinary classroom procedures or interferes with orderly operation of the school. Classroom teachers are responsible for the disciplinary response/remediation for all classroom related actions including, but not limited to: possession of a cell phone/personal electronic device, minor disturbances, unacceptable language/behavior, cheating, lying, plagiarism, failure to follow directives, and lateness to class.

Level II Offenses

Misbehavior whose frequency or seriousness tends to disrupt the learning climate. An accumulation of three offenses under any category may be considered unmodified behavior and will move to Level III. Including but not limited to:

- Continuation of Unmodified Level I Actions
- Cutting Class
- Defiant and/or Disruptive Behavior on School Property
- Inappropriate Language
- Possession and/or Use of Tobacco/Vaping Products on School Property
- Minor Vandalism ($25.00 or Less Valuation)
- Minor Theft (Less Than $10.00 Valuation)
- Gambling
- Use of Cell Phone/Electronic Devices
- Leaving Building Without Permission
- Hitting, Slapping, Kicking, Pushing, or Bullying/ Harassment of Another Student
- Sexual Harassment/Racial Harassment and/or Ethnic Intimidation/ Violation of Non-Discrimination Policies
- Unauthorized Access/ Inappropriate Use of the Internet or the district network.
- Unauthorized/Illegal Copying of Computer File(s) and/or Software
- Falsifying/Changing School Records/ Documents
- Conspiracy/ Complicity with Other Student(s) to Commit an Offense
- Defiance of School Administration

Level III Offenses

Acts which tend to seriously disrupt the learning climate of the school. An accumulation of three offenses under any category of student action may be considered unmodified behavior and will move to Level IV. Including but not limited to:

- Continuation of Unmodified Level II Actions
- Truancy and Unexcused Absences to School

- Fighting
- Serious Disruptive and/or Defiant Behavior on School Property
- Inappropriate Language/ Behavior Directed Towards Staff
- Indecent Exposure
- Harassment of a Staff Member/School District Employee
-

Level IV Offenses

Acts of such a serious nature that the learning climate of the school will be jeopardized by the presence of the student. Including but not limited to:

- Unmodified Level III Actions
- Chronic Truancy
- Bomb Threat, Arson, False Alarm
- Serious Act of Violence Directed Against Another Person
- Possession and/or use of Controlled Substances
- Possession of Weapons or Look Alike Weapons
- Assault of a School District Employee
- Personal Threats Made Against a Staff Member or School District Employee
- Possession/Sale of Stolen Property
- Extortion

School Resource Officer

MJHS has an assigned School Resource Officer (SRO) from the Muhlenberg Township Police Department. At times, the SRO may be included in incidents depending on circumstances and details. Certain Level II, III, and IV offenses may result in official police reports, arrests, fines, and other criminal/legal proceedings.

DISCRIMINATION/HARASSMENT POLICIES

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

DRESS AND GROOMING

MSD Policy 221

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

I. General Guidelines

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

II. Specific Guidelines

A. The following attire are not appropriate for school:
   1. Bare backs, bare midriffs, tank tops, spaghetti strap blouses and dresses. All shirts must meet or extend beyond the waistband.
   2. Tank tops/muscle shirts, tube tops/crop tops/half-shirts.
   3. Headgear or headwear of any type including but not limited to hats, caps, bandanas, visors, sweatbands, do rags, ski masks, or sunglasses.
   4. Shorts/skirts which are shorter than fingertips when standing with arms at sides.
   5. Pants, shorts, skirts worn lower than the hip.
   6. Cut off or see-through blouses or shirts; shirts or blouses with elongated openings.
   7. Spandex or skin-tight outfits of any type of material worn as outer garments.
   8. Book bags and backpacks carried to class. Students may carry a bag smaller than a 5x7 notecard. Any other bags MUST be clear.
   9. Outerwear or overcoats worn during the school day.
   10. Negative messages, symbols, logos or innuendos that promote obscenity and/or gang affiliation, hate/divisiveness, bigotry/prejudice, beaded necklaces, profanity, violence, tobacco products, drugs, alcohol, racial or sexual harassment, or are sexually explicit.
   11. Wallet chains, sharp medallions, spiked or potentially dangerous jewelry and/or rings, chains which may pose a safety hazard to others or property.
   12. Excessively ripped or torn clothing, trousers worn below the waist.

13. Exposed undergarments and/or undergarments worn as outerwear.
14. Sweatbands or thick straps on arms and wrists.
15. Shoes that are untied or that pose a safety hazard.
16. Any apparel that is judged to be unsanitary or unhealthy.
17. **Blankets, Onesies, Costumes, Capes, Flags.**

B. A student has the right to determine the length or style of his/her hair,including facial hair. However, where the length or style of hair is a potential health or safety hazard or poses a disruption to the educational process, some type of alteration, head covering, or hair tie may be required.

III. Implementation

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

IV. Consequences

A. Students who appear at school wearing inappropriate clothing will not be allowed to attend class until the necessary changes are made to meet the dress code requirements.
B. Changes may include:
   1. Covering or removing objectionable clothing items.
   2. Wearing an article of clothing provided by the school.
   3. Contacting parents/guardians to obtain appropriate clothing.
C. Students who violate the dress code will follow the following disciplinary progression. Any further offenses will become insubordination and will follow the disciplinary code.
   1. First Offense- Verbal and or written warning
   2. Second Offense- Lunch Detention
   3. Third Offense- After school detention
   4. Fourth Offense- ISS
   5. Fifth Offense- OSS

DRUGS AND ALCOHOL

I. Formulation and Application

A. The students, parents/guardians, staff, and Board of School Directors of the Muhlenberg School District, being concerned with the welfare and future of the student body, hereby formulate and implement these alcohol and drug abuse procedures in the hope that they will motivate community support for a community problem. We start at the school level because we sincerely believe that mind-altering substances have no value in an educational program. Clear heads and healthy bodies are necessary attributes for achieving the most value from the learning process.
B. The procedures will apply to all dangerous drugs, look-alike drugs, contraband, controlled substances and devices including without limitation those defined by the Controlled Substances, Drug, Device and Cosmetic Act 1972, P. L. 233, No. 64 (Section 4, Schedules of Controlled Substances) and any future amendments to this act.
C. These procedures will apply to alcohol and alcoholic beverages as defined in Section 6308 of the Pennsylvania Crimes Code and any future amendments to this code.
D. School officials shall be permitted to conduct a search and/or of items in student's possession or without the student's control as per Policy 226, Searches.
E. For the protection of the student, prescription drugs and patent medicines brought to the school must be registered with the school nurse or delegated authority. At this point the administration of medication is under the supervision of the nurse (see Policy 210 Use of Medications).
   1. Students must have authorization from a medical doctor for use of prescription drugs.
   2. Medication brought to school by a student must be accounted for in quantity in the case of oral administration (such as tablets, capsules, and liquid medication). Refer to Policy 210 Use of Medications for details.
   3. Ingestion of any drugs or proprietary materials to the point of disorientation or physical harm is prohibited for all students on school property or at school functions.
F. Use or possession of any drugs is prohibited for all students on school property or at school functions.
G. Use and/or possession without medical prescription or authorization of addictive or dangerous drugs, alcohol, health- endangering substances and/or those, which provide a euphoric effect, are forbidden.
H. In the event that a staff member suspects a student of buying, using, possessing, and/or selling drugs of any type, he/she must immediately notify the building principal/assistant principal or designee.

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

II. Classification and Implementation

A. Student Seeking Help

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

B. Suspicion of Usage

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

C. Actual Usage

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

D. Possession Without Actual Use

1. When a student is found in possession of suspected drugs, a referral must be made to law enforcement authorities, who review such suspected drugs and will determine whether an arrest or referral to a judicial agency will be made.
2. If, except as to look-alike drugs, the result of the review is negative and no further legal action is taken, all records as to the identity of the student shall be destroyed.
3. If the result of the review is positive or look-alike drugs are involved, steps shall be taken as in Section C.

E. Selling or Buying

1. It is not the intent of these regulations to distinguish between a seller and a buyer. However, individual situations may result in such a distinction being made.
2. Parent/guardian and local police may be contacted. The decision regarding those involved will be at the discretion of the law enforcement authorities.
3. When there is reasonable evidence that a student is guilty of buying or selling, those involved may be excluded from school for up to 1 calendar year.

4. An individual case may be reviewed, and readmission before the complete calendar year has elapsed may be granted if sufficient evidence exists that rehabilitation has taken place, and that further exclusion is detrimental to the welfare of the student.
5. Application for readmission at any time will be reviewed by the superintendent/designated committee.

F. Discovery of Drugs

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

G. Apprehension by Police for Distributing Illegal Drugs, Contraband and or Marijuana

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

H. Discovery of Drugs by Staff Members

1. The following procedures will be followed when a staff member **suspects** that a student is under the influence, in possession of and/or distribution Illegal Drugs or Controlled Substances in addition to look-alike drugs, contraband and/or alcohol.
   a) The staff member reports observations and all pertinent information about student's actions and behaviors to the Principal/Asst. Principal. If possible, the staff member will stay with the student until an administrator or guidance counselor can meet with the student.
   b) Principal/Asst. Principal notes report of observation and initiates an investigation which includes:
      - Principal/Asst. Principal confers with the student.
      - Searching a student's locker and personal belongings.
      - School nurse conducts a Health Assessment.
   c) When the investigation warrants, Principal/Asst. Principal notifies parents and/or Law Enforcement officials will be contacted and parents are notified.
2. When a student is **found** to be under the influence, in possession of and/or distribution Illegal Drugs or Controlled Substances the following consequences can be applied:
   a) Close surveillance of the student's activities throughout the school day.
   b) Student will be suspended for up to 10 school days with the possibility of expulsion from school.
   c) Student can lose eligibility to participate in extracurricular activities, clubs, and sports.
   d) The student is referred to the Student Assistance Program (SAP) and/or other Mental Health Resources.
   e) Law Enforcement will be notified and charges will be pressed.
   f) Student may be assigned to attend an Alternative Education Program for up to one calendar year after being given the opportunity to participate in a full due process hearing in front of the school board.

I. Qualifications

1. In establishing guidelines for action, it is acknowledged that generalizations may be invoked in writing procedures such as those outlined above.
2. It must be understood that concerns for the well-being of the individual involved in any of the actions described herein must be weighed against concerns for the well-being of the student body at large.
3. Therefore, it must be recognized that appropriate discretionary action on the part of those charged with carrying out the punitive process must not be prohibited by these guidelines.
4. It is suggested, however, that such diversions from the established procedures should be the exception rather than the rule.

ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Athletic Office

Athletic Director- Dr. Timothy Moyer
Athletic Secretary- Lori Steiner
Phone- 610-921-8078 ext. 4116
Email- steinerl@muhlsdk12.net

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

Before students may participate on Muhlenberg athletic teams, they must submit a physical completed by a certified physician.

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

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

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

I. Specific actions defined herein may result in suspension or dismissal from participation in extracurricular activities at the discretion of the Principal/Designee. Permanent prohibition from extracurricular activities may occur for any subsequent violations:
   A. Providing, selling, being in the possession of, or being under the influence of alcohol, drugs, narcotics, prescription medication exceeding the amount prescribed, other controlled substances or over-the-counter medications in accordance with MSD policies 227 "Controlled Substance/Paraphernalia" and 210 "Use of Medications." Prom/Graduation restriction if offense is committed during the 2nd semester.
   B. Possession of or use of tobacco products (snuff, chewing tobacco included).
   C. Damaging or stealing school, community, or private property.
   D. Being disciplined in level three and four of the discipline code. Students assigned to alternative education programs are ineligible to participate in extracurricular for the duration of the assignment.
   E. Follow District Attendance Policy and Administrative Regulations.
   F. A total of 10 tardies constitutes a first offense; 15 tardies constitute a second offense; 20 total tardies will constitute a third offense; in one school year.
   G. Two out-of-school suspensions in one school year.

II. Students shall arrive no later than the end of the first period in order to be eligible to participate in any extracurricular activity on that day. The building principal must approve any exception to this rule (i.e. doctor's note, court subpoena).

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

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

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

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

VII. All students participating in interscholastic activities must adhere to the Muhlenberg School District and Pennsylvania Interscholastic Athletic (P.I.A.A) academic rules on eligibility. According to Article IX, Sections 1 – 4 of the P.I.A.A. by-laws:
   A. A pupil must pursue and maintain an acceptable grade in a full time curriculum defined and approved by the principal.
   B. Eligibility shall be cumulative from the beginning of the grading period and shall be reported weekly.
   C. A pupil must have passed at least four full credit subjects or the equivalent (4 credits) during the previous grading period.

VIII. In accordance with these requirements, the following additional academic stipulations for all activity participants shall be as follows:
   A. If after a weekly academic check a student has failed any two subjects (full or partial credit courses) the student will be ineligible for contest participation for a period of one week. If a student is declared ineligible for a total of five weeks during the course of a season, the student will be dismissed from the activity and will not be eligible for awards or recognition activities. Participation and attendance at contests, performances, or activities are both still prohibited during the ineligibility period. If at the completion of a grading period (distribution of report cards) a student has failed any two subjects but has passed an equivalent of four credits, the student will be ineligible for practice and contest participation for a period of one week. If the next weekly academic check shows an improvement in grades from failing to passing, the restriction will be lifted.
   B. If at the completion of a grading period (distribution of report cards) a student has not passed an equivalent of four full credits, the student will be ineligible for practice and contest participation until the student has completed a total of 15 school days. Continued satisfactory academic progress will allow the student to participate in contests, performances, or other activities at the end of the 15-day ineligibility period.
   C. Eligibility at the beginning of the fall semester will be based on final grades from the preceding school year. Approved summer make-up courses may be used to fulfill four credit deficiencies.

IX. In order to participate in any sport or activity, a consent form signed by parents or legal guardians is required to be on file with the Principal or designee

X. Muhlenberg School District shall permit a resident child who is enrolled in a Home Education program or Charter School to participate in any activity that is subject to the provisions of Section 511 including, but not limited to, clubs, musical ensembles, athletics and theatrical productions provided that the child:
   A. Meets the eligibility criteria, or their equivalent, for participation in the activity that apply to students enrolled in the school district.
   B. Meets the try-out criteria, or their equivalent, for participation in the activity that apply to students enrolled in the school district.
   C. Complies with all policies, rules and regulations, or their equivalent, of the governing organization of the activity.

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

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

Attending after school events, clubs, and activities.

Any behaviors that violate the school handbook during after school events such as PIAA sanctioned games/meets, after school clubs, or any other after school activity or event such as intramurals, concerts, etc may result in disciplinary action from school administration. Disciplinary action may include, being removed from the event, parent contact, and the student being banned from attending/participating for a season or up to the remainder of the year.

Qualifications

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

EXCLUSION FROM SCHOOL

In School Suspension

Reasons for in school suspensions by a principal or his/her designee shall include actions within level Ⅰ, Ⅱ, or Ⅲ as listed previously in the handbook.

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

1. Parent/guardian will be contacted and notified of the reason(s) for in school suspension.
2. A student shall have the responsibility for anticipating and completing assignments while he/she is on suspension. Upon returning to the normal school program, a student shall make up examinations missed while on suspension.
3. Students may be assigned School Community Service as part of their In School Suspension.
4. Failure to follow ISS rules and procedures will result in further disciplinary actions including but not limited to lunch detention, after school detention, additional In School Suspension, or Out of School Suspension.

Out of School Suspension

Reasons for suspension by a principal or his/her designee shall include actions within level Ⅰ, Ⅱ, Ⅲ, Ⅳ as listed previously in the handbook.

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

1. Parent/guardian will be contacted and notified of the reason(s) for suspension and asked to remove the student from school as soon as possible or parent/guardian will be notified of suspension dates. If contact is not made or if a student is not removed from school, the student shall remain in school until the end of the school day under the supervision of an administrator or designated staff member.
2. A letter will be sent to the parent/guardian stating the reason(s) for and length of the suspension, and the date and time for a conference. Copies of the suspension letter must be on file in the offices of the assistant superintendent and the principal.
3. *Students may not return to school until a parent/guardian, listed on Infinite Campus, meets with school administration for a reinstatement meeting. Any absences following the suspension without a reinstatement meeting will count as unexcused absences.*
4. No suspension shall exceed 3 consecutive school days unless a conference has been held with parent/guardian within the three- day period with the purpose of extending the suspension. No student shall ever be suspended more than 10 consecutive school days without board approval. If a student's suspension is extended to include the maximum of ten school days, a second parent/guardian conference must be scheduled no later than the tenth day of the suspension for the student's readmittance on the eleventh day. If a parent/guardian refuses to appear for a scheduled conference within three days, the principal will readmit the student. If, however, the offense warrants the extension of suspension beyond the original conference date, the principal will notify the parent/guardian of the extended time period via certified mail, continue efforts to establish a conference and document those efforts, and notify the appropriate supervisor of the status of the case on a daily basis.
5. A student shall have the responsibility for anticipating and completing assignments while he/she is on suspension. Upon returning to the normal school program, a student shall make up examinations missed while on suspension.
6. The assistant superintendent shall review chronic cases of suspension with the appropriate principal
7. Students may be assigned community service to be served during the suspension period as a component of the disciplinary actions.

**** BEFORE ANY STUDENT MAY RETURN TO SCHOOL, THE STUDENT, GUARDIAN, AND A BUILDING ADMINISTRATOR MUST PARTICIPATE IN A REINSTATEMENT MEETING.**

- Reinstatement meetings offer the student(s), guardian(s), and school personnel the opportunity to discuss the incident leading to suspension and develop a plan to ensure further suspensions do not occur.
- Only adults listed as LEGAL GUARDIANS on Infinite Campus can attend and reinstate students. This is to protect and follow privacy laws regarding student information.
- The guidance counselor and or the school social worker may also be invited to attend depending on the events leading to suspension.
- Any days missed AFTER the reinstatement day will be considered UNEXCUSED ABSENCES and will count against the student's attendance unless otherwise approved by an administrator.

Additional Consequences of Suspension

Students who receive a suspension, ISS or OSS, may be restricted from participating in incentives and other privilege activities. Students who receive a suspension may miss quarterly or monthly incentives and activities. Students who receive more than 5 days of suspension will not be permitted to participate in field day or other special school activities/incentives.

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

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

Expulsion Procedures

Regular Education Students

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

Students with Exceptionalities

Students whose behavior is such that expulsion is recommended shall:

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

Formal Hearing for Expulsion

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

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

FOOD & MEALS

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

In addition, **students or their parents are not permitted to "order out" and have food delivered from an outside source to school for students**.

If your student misses school during their assigned lunch period, please ensure that they eat lunch prior to the return of school. **Students will not be allowed to take any outside food or drink into the building when returning to school after an appointment.**

Students may not bring large/family sized bags of snacks to school. Small/individual snack bags may be brought. **Bags may be no larger than 4 oz.**

Students may not bring drinks/outside food in during arrival. Any outside food or drinks must be thrown away prior to entering or monitors will require students to throw it away upon entry into the building or in their homeroom.

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

***SPECIAL NOTE: STUDENTS ARE NOT PERMITTED TO SALE ANY FOOD ITEMS OUT OF THEIR LOCKER. IF A STUDENT IS FOUND TO BE SELLING FOOD OUT OF THEIR LOCKER, THE ITEMS WILL BE CONFISCATED AND DISCIPLINARY ACTIONS COULD BE ASSIGNED.**

GRADES, REPORT CARDS, FINAL GRADES, ACADEMIC INTEGRITY, etc.

Grades

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

Numerical Grade	Letter Equivalent	Quality Points
97% - 100%	A+	4.00
93% - 96.4%	A	4.00
90% - 92.4%	A-	3.75
87% - 89.4%	B+	3.50
83% - 87.4%	B	3.00
80% - 82.4%	B-	2.75

Numerical Grade	Letter Equivalent	Quality Points
77% - 80.4%	C+	2.50
73% - 76.4%	C	2.00
70% - 72.4%	C-	1.75
67% - 69.4%	D+	1.50
63% - 66.4%	D	1.00
0% - 63.4%	F	0.00

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

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

Gradebook Weight

MJHS understands the importance of assessment in the learning process. Each content department has their own uniform system for grading and grade weight to reflect the curriculum of the content. Every teacher in the content department will adhere to the practices set. Each teacher will share the grading procedures with students and families at the beginning of the year.

Late Work Policy

It is important for students to turn in work promptly, however MJHS understands that extenuating circumstances occur. Students have up to 5 days to make up work for EXCUSED absences.

Report Cards

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

Minimum Failing Grade

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

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

Final Grades

The final grade in a course will be determined by using the four marking period grades and the average of the midterm and final exam grades [MP1 + MP2 + MP3 + MP4 divided by 4 = final grade.] The total grade point average for the marking period will be determined by using the grades in all of the courses a student takes, major and minor. **The minimum passing grade for a course is a "D" or 63% average.**

Honor Roll

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

Grade Point Averages (GPA)

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

Grade Weighting for Students in Grades 9-12

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

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

Academic Integrity/Cheating/Plagiarism

Muhlenberg Junior High School is committed to maintaining high standards of honesty, integrity, and academic responsibility. Students are expected to complete their own work and properly acknowledge the ideas and work of others.

Cheating includes, but is not limited to, copying another student's work, allowing another student to copy your work, using unauthorized materials or electronic devices during an assignment or assessment, or receiving or providing unauthorized assistance. Plagiarism is presenting another person's words, ideas, images, or work as your own without proper acknowledgment or citation. This includes content obtained from the internet, artificial intelligence (AI) tools, or any other source.

Cheating and plagiarism are considered Level I offenses under the Muhlenberg School District Student Code of Conduct. Classroom teachers have the ability to address these violations and will determine appropriate academic consequences. Consequences may include, but are not limited to, reteaching expectations, loss of credit or reduced credit on the assignment or assessment, repeating an assignment or assessment, completing an alternate assignment or assessment, parent/guardian notification, and other classroom-based disciplinary actions. Repeated or more serious violations will be referred to administration and will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

Students are encouraged to ask their teacher for assistance whenever they are unsure about how to complete an assignment appropriately or how to properly cite sources. Demonstrating honesty and integrity is an essential part of academic success and prepares students for future educational and career opportunities.

Artificial intelligence Usage

Muhlenberg School District recognizes that Artificial Intelligence (AI), including Generative AI tools such as ChatGPT, Google Gemini, and other AI-powered applications, can be valuable educational resources when used responsibly. Students may only use AI tools for educational purposes and only as permitted by their teacher for a specific assignment or course.

Students are expected to use AI ethically and honestly. Unless specifically authorized by the teacher, AI-generated work may not be submitted as a student's own original work. When AI is used to generate ideas, text, images, or other content that is included in an assignment, students must properly acknowledge or cite the AI tool as directed by their teacher.

Students should understand that AI-generated information is not always accurate or unbiased. They are responsible for verifying information using reliable sources and critically evaluating any content produced by AI.

To protect student privacy, students should never enter personal, confidential, or personally identifiable information into public or open-source AI tools. Only district-approved AI applications may be used on district devices or within district educational programs.

The use of AI must comply with all district policies regarding academic integrity, acceptable use of technology, student conduct, and copyright. Misuse of AI, including plagiarism, cheating, unauthorized use, or any activity that violates district policy, may result in disciplinary action, loss of technology privileges, and/or other consequences consistent with the Student Code of Conduct.

Per School Board policy, teachers may use AI detection tools but they may not be the sole determination of academic integrity. Teachers have the right to ask students to defend their work and use multiple measures to determine the degree of potential usage. Failure to comply with this policy or district rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.

Reference: For complete expectations regarding the use of Artificial Intelligence and Generative AI, please refer to Muhlenberg School District Board *Policy 815.1 Generative Artificial Intelligence.*

LOCKERS

Lockers are provided in the halls and in the gym locker rooms for your convenience. They remain school property and simply are on loan to you. Locks are provided by the school for school lockers and they should be kept locked at all times. Students are not permitted to use other than school supplied locks on school furnished lockers. Use of unapproved locks will result in disciplinary action and investigation by school administration. Lock combinations should be kept secure and not divulged or shared with others. Students may not share locks/lockers. Students may only access their locker, if items are stored in another students locker, students may not access the locker.

Valuables should not be left in school lockers at any time. The school cannot assume responsibility for items that are missing or taken from lockers. School administrators maintain the right to open and examine any student locker if there is a reason to suspect the presence of illegal, disruptive, or dangerous materials or substances. Students shall be responsible for restitution for any vandalism including but not limited to physical damage, graffiti, etc done to the school locker provided for their use.

Students at the Junior High are allowed to visit their lockers at three points throughout the school day:

1. Before Homeroom
2. Before Lunch
3. Leaving for the School Day

Students will not be permitted to go to their locker at any other time throughout the school day. If a student is in need of personal hygiene products, they may request to go to the nurses office.

If a lock is lost or broken, students will be charged a 10 dollar fee to replace the lock.

LOST AND FOUND

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

MEDIA RELEASE

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

LUNCH SCHEDULE

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

If your student misses school during their assigned lunch period, please ensure that they eat lunch prior to the return of school. **Students will not be allowed to take any outside food or drink into the building when returning to school after an appointment.**

Due to assemblies, weather delays/dismissal, early dismissals, and other events planned, lunch schedules may be altered to accommodate these situations.

MEDICATION POLICY

MSD Policy 210

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

HALL PASSES

Students are required to carry a "pass card" to go to the restroom or nurse. Students are required to have their "pass card" signed by their assigned teacher to move throughout the building. Pass cards will be distributed monthly, each month will have a different colored pass card. If students are in the hallway without their "pass card" appropriately completed and signed by their teacher, they will be sent back to class and may receive a consequence from administration.

Teachers reserve the right in regards to when students may be sent out of their classroom.

If students lose or damage their pass beyond legibility/use, families/guardians must provide a hard copy note to give to the office or email to the grade level assistant principal or dean of students for a new hall pass.

For safety reasons, the location and attendance of all students must be known, for this reason, students are not allowed to leave their classrooms within the first 10 minutes of each class period. This allows for teachers to take accurate attendance and engage the students in the lesson for the day. All students are to follow their assigned schedule and be in attendance at their assigned class during the school day. We do recognize that

some exceptions exist (e.g. restrooms, nurse, office, etc.). For these exceptional reasons, students must sign-out/in using school procedures and gain permission from respective teachers or staff.

Students not being in their assigned location at their scheduled time, without permission, could receive consequences for "*outside their assigned area.*" In addition, any student who appears to be excessively utilizing their hall pass privileges, may have their access restricted for safety and educational well being of the student.

HEALTH SERVICES

First Aid

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

Physical Examinations

MSD Policy 209

Pennsylvania school law requires that all children have a medical examination upon admission to school (kindergarten or first grade),again in the sixth grade and in 11th grade. The family medical provider or school physician/certified registered nurse practitioner may perform this examination. Should the school physician/nurse practitioner discover any medical issues that require further evaluation, the parent/guardian will be notified and encouraged to follow up with their family medical provider. The school will supply the necessary forms when the parent/guardian elects to have the examination done by their family medical provider.

Dental Examinations

MSD Policy 209

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

Other Examinations

MSD Policy 209

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

HOMEWORK

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

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

IDENTIFICATION BADGES

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

Students must present their ID card when requested by a staff member. Failure to wear the card when requested will result in disciplinary action according to the "Failure to Follow Policy" infraction with resulting consequences for this offense.

Misrepresentation or alteration of the information on the card will also result in appropriate consequences according to the junior high school discipline code.

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

- Hall passes
- Identification upon request
- Library Privileges
- Bus Transportation

- Point of sale in the cafeteria (when available)
- Admission to School Activities
- Purchasing tickets for school events

IN LOCO PARENTIS

Pennsylvania School Code 24 PS 13-1317

"Every teacher, vice/assistant principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them." According to this statute, teachers and principals have the same authority over children as their parents or guardians. **Students are expected to follow reasonable directives of their teachers and principals in regard to both academics and behavior.**

Door to Door Policy: Within the expectations of In Loco Parentis falls the Door to Door expectation. Students are under school supervision from the time they exit the junior high doors until they enter their door at home. Any incidents that occur from the time students exit the school building until they enter their home may face disciplinary action from the school.

INSURANCE

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

PERSONAL ITEMS IN SCHOOL

Blankets & Stuffed Animals

Blankets are to be kept in a student's locker throughout the school day as they can be distracting to the educational process. Slippers are not acceptable footwear for safety reasons. Stuffed animals are considered toys and are not permitted in school any time.

Outerwear & School Bags

In accordance with the MSD Dress and Grooming Policy, students are to place all outerwear and bags in their lockers during the school day. School Bags, including hand bags, shoulder bags, messenger bags, small backpacks, are to also remain in the student's locker. The only bag that can be used throughout the school day is the school issued Chromebook Case.

Personal Bags/Purses: In accordance with recommendations from safety professionals, students may only carry a small (5in x 7in) bag. Any bag larger than 5x7 MUST be clear/transparent.

Toys

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

***SPECIAL ATTENTION**

- **NEITHER STAFF NOR ADMINISTRATION WILL INVESTIGATE ANY LOST, STOLEN OR BROKEN TOYS/ELECTRONICS THAT ARE OTHERWISE NOT PERMITTED IN SCHOOL**
- **TOY GUNS, TOY WEAPONS, LOOK-ALIKES OR ANY OBJECT USED TO IMITATE A WEAPON ARE TREATED UNDER THE SAME PROVISIONS AS THE DISTRICT WEAPONS POLICY, INCLUDING THE POSSIBLE CONSEQUENCE OF FULL EXPULSION FROM SCHOOL. TOY GUNS, TOY WEAPONS AND LOOK-ALIKES ARE NEVER PERMITTED ON THE BUS, IN SCHOOL OR ON SCHOOL PROPERTY.**

SAFE2SAY SOMETHING

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

Phone: 1-844-SAF2SAY
Email: www.safe2saypa.org

SCHOOL CLOSURES

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

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

LATE STARTS

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

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

SEARCHES

School officials need reasonable suspicion to conduct a legal search of students and the personal belongings they bring with them. Muhlenberg Junior High School administrators may use a handheld metal detector. Lockers remain the property of the school and may be searched by school authorities without reasonable suspicion and without prior warning to the students who are using them. Random locker searches, including dog searches, may be conducted at the discretion of school officials. If a student refuses to comply with the wand search, the refusal will be handled in accordance with the Non-Compliance with a Search policy.

Metal Detectors

Starting in the 2026-2027 school year, Muhlenberg Junior High School will utilize a metal detection system at designated entrances to maintain a safe and secure learning environment. Detectors will be used at the walker/parent drop off entrance, bus entrance, and other entrances as needed. Detectors will be supervised daily by building administrators and other trained staff. Failure to comply with directives from any staff member will result in a Level II disciplinary infraction as failure to follow policy and or defiance of school administration. Appropriate consequences will be assigned per the Level II discipline section and circumstances surrounding failure to comply.

Procedure: Upon arrival, students will enter through their designated entrance and proceed through the detection system under the supervision of school staff.

STUDENT ASSISTANCE PROGRAM (SAP)

The school's primary responsibility is to educate students; however, we have learned that if a student uses mind-altering chemicals, is depressed, or feels hopeless, that student cannot learn effectively. This is why the administration and faculty instituted a student assistance program which gives us the unique opportunity to identify and help students who exhibit high risk behavior. It is an intervention and referral program, not a treatment program.

UNLAWFUL HARASSMENT

MSD Policy 248

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

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

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

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

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

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

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

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

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

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

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

The district shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.
Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

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

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

Complaint Procedure – Student/Third Party

Step 1 – Reporting

1. A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.
2. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.
3. If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.
4. The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

1. Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.
2. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.
3. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

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

Step 4 – District Action

1. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.
2. Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.
3. If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

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

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

TEXTBOOKS

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

VAPE DETECTORS

The junior high is equipped with vape detectors in the bathrooms throughout the building. If the use of a vape is detected during the school day, school administrators will be notified and the students involved will be questioned and their belongings will be searched. If a student refuses to participate in a search of their belongings, parents/guardians will be notified and the appropriate disciplinary consequences will be assessed depending on the the outcomes of the investigation.

VIDEO AND AUDIO RECORDINGS

Muhlenberg Junior High School is equipped with video cameras which record entrance/exit areas and hallways. The images recorded by these cameras may be used by school officials to establish the identity of students, employees, chaperones, or members of the general public involved in unlawful conduct or conduct that is contrary to the rules and regulations of the district and may be used as evidence in any disciplinary proceeding conducted by the school district (as set forth in Muhlenberg School District Video and Audio Recordings Policy).

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

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

- The district may place video cameras and/or audio recording devices on school and for school-related activities.
- All video and audio recordings created are the property of the school district and may be used as the district deems appropriate.
    - The video cameras or audio recording devices may or may not be monitored.
    - The images or sounds recorded by these devices may be used by school officials to determine unlawful conduct or conduct that is contrary to the rules and regulations of the district on school property and/or on vehicles used for the transportation of students, employees, chaperones, or other members of the general public for school or school-related activities.
- The images or sounds recorded by these devices may be used by school officials to establish the identity or identities of particular students, employees, chaperones, or members of the general public involved in unlawful conduct or conduct that is contrary to the rules and regulations of the district.
- The images or sounds recorded by these devices may be used by school officials as evidence at any disciplinary proceedings conducted by the school district.
- The images or sounds recorded by these devices may be provided to appropriate law enforcement agencies at the discretion of the Superintendent.
- Students, parents, employees, chaperones, and other members of the general public may obtain a copy of the video and/or audio recordings through the legal process.

Procedures

Public Notice

- Students, parents, employees, chaperones, and members of the general public will be notified that the district monitors conduct through the use of recording devices.
- Notification will be accomplished through various means.
    - Posted on school property and on transportation vehicles.
    - Included in school handbooks.
    - Distributed through district newsletters.

Expectation of Privacy

- Notification is provided so that individuals do not have a false expectation of privacy while on school property or vehicle, or while participating in school-related activities.
- Notices will not identify the location of recording devices.
- Recording equipment will not be placed in locker rooms or restrooms unless there is a specific need for surveillance in those areas. If a need arises for the use of recording equipment in these areas, the Superintendent will review the specific needs and develop appropriate controls concerning access to the recorded images.

VOLUNTEERS

Any and all volunteers who will be working directly with students or coming in contact with students are required to have all clearances and paperwork on file. Prospective volunteers must send a completed application packet directly to the school principal for review and approval. Volunteer Application packets can be found on the district website: www.muhlsdk12.org

WEAPONS ON SCHOOL PROPERTY

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

Definition

Notwithstanding the definition of "weapon" in section 907 (relating to possessing instruments of crime), "weapon" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury. Additionally, any object, toy, or instrument that is a "look-alike" weapon is treated as a real weapon.

Offense Defined

A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.

Homelessness

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

- Continue their education in their current school, and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required
- Receive free lunch
- Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.

2026-2027 MJHS Student-Parent Handbook

SIGN-OFF PAGE

By signing below, you and your student are confirming that you have read and understand the information provided in the Student and Parent Handbook as well as Muhlenberg School District Policies including, but not limited to, those listed below. **Even if this page is not signed/returned, students will be held to all policies contained in the handbook.**

- ☐ **STUDENT HANDBOOK** - I have read and discussed the Student and Parent Handbook with my Muhlenberg School District student.
- ☐ **CELL PHONE/ELECTRONIC DEVICES**- I have read and understand that personal electronic devices are to be stored in the student's locker throughout the school day.
- ☐ **DRESS CODE-** I have read and understand the dress code. No onesies, exposed bellies/shoulders, unapproved head coverings, attire with inappropriate language/graphics.
- ☐ **BAG POLICY**- I have read and understand that students may only carry small (5inx7in) or clear bags.
- ☐ **SCHOOL BUS POLICY** - I have read and understand the school bus policy.
- ☐ **DISCIPLINE POLICY –** I have read and understand the discipline policy.
- ☐ **UNLAWFUL HARASSMENT, BULLYING, AND INTIMIDATION** - I have read and understand the unlawful harassment, bullying, and intimidation policy.
- ☐ **WEAPONS/DRUG/ALCOHOL POLICY** - I have read and understand the weapons drug and alcohol policy.
- ☐ **VIDEO & AUDIO RECORDINGS POLICY** - I have read and understand the video & audio recordings policy.
- ☐ **COMPULSORY ATTENDANCE POLICY** - I have read and understand the attendance policy.
- ☐ **MEDIA RELEASE** - I have read and understand that if I do not want my child's name or picture publicized, then I must complete a Media Release form stating that fact.
- ☐ **CHROMEBOOK GUIDELINES & INFORMATION**- I have read and understand the guidelines associated with utilizing and caring for the Chromebook.
- ☐ **ACCEPTABLE USE POLICY**- I have read and understand the acceptable use policy for accessing the MSD Network.

You may find this form on the web site or at the school office or scan the QR Code to access the Student-Parent Handbook online from your phone.

Student Name (Printed):_____ Grade:_____

Student's Signature:_____ Date:_____

Parent/Guardian's Name (Printed):_____

Parent/Guardian's Signature:_____ Date:_____

This form is to be signed and returned to the student's homeroom teacher
NO LATER than, Thursday, September 3rd, 2026.