

Jefferson-Morgan
Middle School

Parent Student
Handbook
2005 – 2006

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Dear Family,

Welcome to Jefferson-Morgan Middle School!

As parents we often have concerns about our children as they grow and face new situations. We want our children to experience success and to be happy and secure in their surroundings. Leaving the security of the elementary school and entering the middle school can cause feelings of apprehension on the part of the student and his/her family.

This booklet was designed for you—the parents of a student entering the middle school. We hope the information compiled in this publication will help you to understand the middle school program, so you may, in turn, help your child make a smooth transition to the middle school.

At Jefferson-Morgan Middle School, our goal is to provide your child with a developmentally appropriate and responsive middle level program. We strongly believe we can accomplish this goal by working together with you. We extend to you our willingness to help you and your child in any way possible.

Sincerely,
Mrs. Carol Lee Korber
Principal

WELCOME TO STUDENTS

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

The information in this book has been compiled to help students adjust to this school and become an integral part of it. Also, this guide was prepared

to assist students in understanding the school and its policies. The book includes information regarding the scope of the school programs and activities offered. In addition, it has been designed to provide information necessary to get students off to a good start at JM.

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

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

We look forward to students joining us. Please refer to this handbook when questions or problems arise. If you cannot find the answer here, please call us at the school. We look forward to the year ahead and the opportunity for all students to succeed.

Sincerely,
Mrs. Carol Lee Korber
Principal

ADMINISTRATIVE STAFF DIRECTORY

CENTRAL OFFICE

Superintendent
Director of Curriculum
Business Manager
Technology Administrator
Secretary to Superintendent
Business Secretary
Payroll Clerk/AR-AP
Maintenance Supervisor

Ms. Donna Furnier

Mrs. Linda King
Mrs. Jennifer Foringer
Mrs. Georgeann Gardner
Mr. Allen Grimm

Maintenance Supervisor

Mr. Bob Willis

HIGH SCHOOL OFFICE/MIDDLE SCHOOL OFFICE

High School Principal
Middle School Principal
Guidance Counselor
Guidance Counselor
High School Secretary
Middle School/Attendance Secretary
Athletic Director
School Nurse

Mr. Thomas Katruska
Mrs. Carol Korber
Mrs. Sandra Whetsell
Mrs. Julie Clayton
Mrs. Pat Shaffer
Mrs. Kandes Petros

Mrs. Kim Behm

FACULTY

Lori Ardeno
Anthony Barbetta
John Bayer
Debra Blouir
Donald Cochran
Betti Corazzi
Shannon Corbett
John Curtis
Anne D'Antonio
Joe D'Antonio
Michelle Fowkes
Jodi Fulks
Ron Gallagher
Marilyn Gundy
Jan Haiden
Antoinette Hoak
Bethany Hughes

Learning Support
Science, Chemistry
Science, Biology
Mathematics
Social Studies
Health, Phys. Ed.
Mathematics
Health, Phys. Ed.
Learning Support
Learning Support
English
Social Studies
Mathematics
Business
Head Teacher
Title I Reading
Music, Chorus

Kathy Hughes
Tara Jacobs
Diana Johnson
Cheryl Kuharcik
Barbara Legal
Michael Lesko
Tiffany Lipniskis
Kevin McElheny
James McGrath
William Scott Moore
Lisa Olson
Peter Pratt
Alan Rafail
Robert Shope
Carol Skirchak
Mary Ann Sphar
Johanna Vanatta
David White
Karen Willis
Brenda Zelich

Health, Phys. Ed.
Emotional Support
Learning Support
Spanish, Social Studies
Librarian
Art
Mathematics
Music, Band
Social Studies
English
Reading
Science, Physics
Driver Education
Mathematics
English, Spanish
Spanish/French
English/Social Studies
Industrial Arts
English
Business

Mission Statement

The mission of the Jefferson-Morgan School District in conjunction with families and community members is to provide and model a quality educational system that focuses on academic excellence, social development, evolving technologies, and community pride in an environment where all students are challenged to succeed.

Belief Statements

In the Jefferson-Morgan School District, we believe...

- A. that a caring and supportive environment will enhance the social maturation of all students.
- B. that the educational facilities should reflect the concept of a school student with their work displayed, their governing processes in operation so student contribute to forming the conditions of the environment.
- C. that the school climate should contribute to the development of pride in the school by students, the professional staff and community.
- D. that parental involvement in the school is part of the community support system for all students.
- E. that the academic focus of the educational program must be emphasized for all students.
- F. that the personal attention students receive from the professional staff in this small school district can enhance the intellectual development of students equivalent to the opportunities available in large systems.

Philosophy

To meet the developmental needs of our young adolescents, it is our belief that the total school staff must function as a team, along with parents, students, and the community to provide a middle school which:

- ❖ **Places children at the heart of every decision.**
- ❖ **Offers a variety of learning experiences.**

- ❖ **Establishes a positive and supportive environment.**
- ❖ **Offers young adolescents an integrated and challenging curriculum.**
- ❖ **Directs young adolescents' energy and vitality in productive ways.**
- ❖ **Promotes self-confidence and positive self-image.**
- ❖ **Emphasizes excellence by challenging young adolescents to perform at a level consistent with their ability.**
- ❖ **Acquaints young adolescents with various career opportunities.**
- ❖ **Promotes awareness of differences and respect for all individuals.**
- ❖ **Encourages discovery and exploration of ideas and talents.**
- ❖ **Encourages participation in extracurricular activities/interests that promotes enjoyment, leadership, sportsmanship, and/or teamwork.**
- ❖ **Establishes small advisory groups fostering positive social interactions.**
- ❖ **Assists young adolescents with life-long skills necessary to become effective learners, workers, and citizens.**

- ❖ **Addresses the dramatic physical and emotional changes of young adolescents.**
- ❖ **Involves participation in community service projects.**
- ❖ **Provides young adolescents with skills to organize time and materials effectively.**
- ❖ **Generates enthusiasm in young adolescents throughout the school day.**

What is a Middle School?

The middle school movement came into existence in the mid-1960's in response to a growing need to provide an appropriate learning experience for young adolescents between the ages of 10 and 14.

Although the junior high concept was originally proposed to provide for young adolescent needs, in reality, the junior high school was usually a scaled-down version of the high school model. Young adolescents, faced with a multitude of physical, intellectual, emotional, and social changes taking place within themselves, found difficulty coping with the academic programming and social situations designed for high school students.

Middle schools are specially designed to meet the unique needs of the young adolescents they serve. In the middle school the child comes first. Its programs strive to develop the total child with emphasis placed on physical, intellectual, emotional, and social growth. Middle schools create small communities for learning through interdisciplinary teaming

and assign a teacher advisor to provide individual support to each student. Middle schools reduce the levels of tracking and encourage the use of varied instructional strategies. Middle schools strive to promote success for all students and create a sense of belonging and caring.

Components of an Effective Middle School Program

Developmentally responsive middle level schools are characterized by:

- ❖ Educators committed to young adolescents
- ❖ A shared vision
- ❖ High expectations for all
- ❖ An adult advocate for every student
- ❖ Family and community partnerships
- ❖ A positive school climate

Therefore, developmentally responsive middle level schools provide:

- ❖ Curriculum that is challenging, integrative, and exploratory
- ❖ Varied teaching and learning approaches
- ❖ Assessment and evaluation that promote learning

- ❖ Flexible organizational structures
- ❖ Programs and policies that foster health, wellness, and safety
- ❖ Comprehensive guidance and support services

JEFFERSON-MORGAN MIDDLE SCHOOL
BELL SCHEDULE

7:15 – 7:40	AM Detention
7:42 – 7:57	Homeroom
8:00 – 8:42	First Period

8:45 – 9:27
9:30 - 10:12
10:15 – 10:57
11:00 – 12:30

Second Period
Third Period
Fourth Period
Fifth Period

A Lunch – 11:00-11:30
B Lunch - 11:30-12:00
C Lunch - 12:00-12:30

12:33 - 1:15
1:18 - 2:00
2:03 - 2:45
2:50 - 3:20
3:00

Sixth Period
Seventh Period
Eighth Period
PM Detention
Teacher Dismissal

- ❖ Students will have three minutes between periods for change of class time.
- ❖ Teachers are to be at their doors during class change time.
- ❖ Classes that meet during lunch time must begin at 11:30 or 12:00. There will be no three (3) minute tardy bell.

COURSE DESCRIPTIONS

ENGLISH 7 - This course focuses on helping students develop fundamental skills in writing, reading, speaking, listening and critical thinking, with an emphasis on personal connections. Vocabulary and grammar are addressed through mini-lessons and in the context of whole works. Writing assignments will encompass various modes: narrative, explanatory, persuasive, and descriptive. Multicultural readings will combine classic, contemporary and adolescent literature with articles from magazines, newspapers, and/or the Internet.

ENGLISH 8 – This course continues to focus on helping students develop fundamental skills in writing, reading, speaking, listening and critical thinking, with an emphasis on personal connections. Vocabulary and grammar are addressed through mini-lessons and in the context of whole works. Writing assignments will encompass various modes: narrative, explanatory, persuasive, and descriptive. Multicultural readings will combine

classic, contemporary and adolescent literature with articles from magazines, newspapers, and/or the Internet.

READING 7 – The students will read a variety of literature (short stories, poetry, plays, and novels). Mini-skill lessons will be used to develop an understanding of reading and literary skills based on the Pennsylvania Academic Standards. Students will research and write portions of their culminating project for middle school.

READING 8 – The students will continue to read a variety of literature (short stories, poetry, plays, and novels). Mini-skill lessons will be used to develop an understanding of reading and literary skills based on the Pennsylvania Academic Standards. Students will also complete and present their culminating project for middle school.

MATH 7 – Seventh grade mathematics is designed to reinforce arithmetic skills taught in elementary school and expand upon them by laying the foundation for more complex mathematics. Emphasis will be placed on the mastery of number concepts and problem solving skills

MATH 8 – This is a one year course designed to build and develop job-related math skills including algebraic skills. The overall course includes materials that focus on arithmetic operations; extensive problem solving techniques; estimation techniques; using charts, graphs, and tables with data analysis; measurements in English and metric units; concepts of probability; and basic concepts with applications of ratios and proportions; and basic pre-algebra skills and applications with integers and equations.

READINESS 7 AND 8 – This is a one year course designed to help students make the transition from arithmetic based mathematics studied in the elementary school to one with more emphasis placed upon an algebraic approach. This course reviews concepts previously learned and stresses new applications of this material to prepare each student for concepts that are studied in an Algebra I class. Concepts covered will include integers and equations, rational numbers, inequalities, proportions and percents, graphs, probabilities and statistics, and applying algebra to geometry.

To enroll in this course, it is recommended that students meet at least 2 of the following criteria:

- ◆ **Above grade level achievement test scores on PSSA (Advanced or Proficient) or district test such as Terra Nova**
- ◆ **“B” average or better in prior year math grades**
- ◆ **Teacher recommendation**

INTEGRATED I (8) – This is a full year course designed to prepare students for the Integrated Math I course. It covers the five middle school strands identified in the NCTM standards and most state standards. The topics covered include: Number Sense and Algebraic Thinking; Operations with Fractions, Mixed Numbers, and Decimals; Percents; Ratio and Proportion; Integers; Algebraic Problem Solving; Geometric Figures and Properties; Area and Pythagorean Theorem; Probability and Statistics

To enroll in this course, it is recommended that student earn a minimum of a “B” as a final grade in Math Readiness.

WORLD HISTORY 7 – Students will learn basic geographic literacy by explaining geographic tools and their uses. Students will investigate the first civilizations, ancient Egypt, ancient Israelites, ancient Greece, Greek civilization, early India, early China, and mini society.

WORLD HISTORY 8 – Students will learn basic geographic literacy by explaining geographic tools and their uses. Students will investigate the rise of Rome, Roman civilization, rise of Christianity, Islamic civilization, China, Middle Ages, and the causes and effects of World War I and World War II as well as the challenges which face the world today.

SCIENCE 7 – The student will examine the nature of the universe. They will study the structure and properties of nonliving matter, from tiny atoms to vast galaxies. The physical sciences include: astronomy, chemistry, geology, meteorology, and physics.

SCIENCE 8 – The student will investigate the composition, structure, and history of the earth. Students will analyze how such forces as earthquakes, volcanic eruptions, and wind or water erosion change the earth’s surface.

ELECTIVES

COMPUTER 7 – The student should by the completion of one(1) nine week term be able to do the following:

- Touch type – alphabet, numeric, symbols, and 10 keypad
- Basic word processing skills
- Basic internet skills needed for research
- Complete final exam

COMPUTER 8 – The student should by the completion of one (1) nine week term be able to do the following:

- Review the keyboard and reinforce their keying proficiency
- Basic word processing skills by utilizing Microsoft Word
- Basic intermediate internet skills needed to do research

- Complete a project by utilizing their internet skills
- Complete final exam

MUSIC 7 – Students will be introduced to the importance of music, musical instruments, the elements of music, and the system used for writing down music. It will also include information on the various types of Western and non-Western music and careers in music.

FAMILY CONSUMER SCIENCE 8 – The student will be introduced in a one nine-week course to the areas of career information, foods, clothing, budgeting, child development, and housing. Being a more effective consumer will be stressed throughout the course.

PHYSICAL EDUCATION 7 - Lifetime sports and physical fitness are the focus of this course.

PHYSICAL EDUCATION 8 – Lifetime sports and physical fitness are the focus of this course.

HEALTH 7 – This course covers the mental, physical, and social aspects of health. These aspects will try to target the specific needs of today’s adolescent. Some areas covered are nutrition, physical conditioning, coping skills, drugs, alcohol, and tobacco.

ART 8 – Students will have the opportunity to explore the use of a wide variety of art styles, artists, and the history of art.

TECHNOLOGY 8 – This is a woodworking and graphic arts class. Students will complete a project with the proper understanding of the woodworking machines. Students will also study the printing industry and the processes involved in producing printed material.

EXPLORATORY 7 – All seventh grade students will use listening, reading, and writing skills to better prepare them to meet the Pennsylvania Academic Standards.

ENHANCEMENTS

SPANISH 7 - This introductory course will provide the student with the opportunity to continue to develop skills in listening, speaking, reading, and writing the Spanish language as well as giving an insight into the culture and customs of Spanish-speaking countries.

FRENCH 8 – This introductory course will provide the student with the opportunity to begin to develop skills in listening, speaking, reading, and writing the French language as well as giving an insight into the culture and customs of French-speaking countries.

PSSA READING – This class is aimed at preparing student for the PSSA reading test by helping them develop higher-order reading and language competencies. Students will be given the opportunity to perform at higher cognitive levels with more meaningful context in which to use information and skills they have acquired, thus allowing them to more easily retain what they have learned.

PSSA MATH – Students will be offered the opportunity to perform in math at high cognitive levels with more meaningful context in which to use information and skills they have acquired, thus allowing them to more easily retain what they have learned..

THE MARKET’S COOL – Kids are consumers! They spend, save and earn money. They buy snacks with their allowance, save their babysitting money for computer games, and deliver newspapers to earn enough money for a new bike. This class, using the school store, will give our students a chance to become wise consumers, to learn the skills needed to solve problems and to make decisions in the real market world.

GUIDELINES FOR EXPECTED SCHOOL BEHAVIOR

The school community of Jefferson-Morgan, including students, parents, teachers, administrators, and others, must work together to create and maintain a safe and supportive environment that promotes teaching and learning.

Students will have the responsibility to be aware of and abide by the school rules, regulations, and procedures as listed in the *Parent/Student Handbook*.

GUM is not permitted.

Food and drink may be eaten in the cafeteria only.

When a change is made in normal school routine, written permission from home stating the requested change must be given to the homeroom teacher and approved in the office.

Jackets and hats are not to be worn during school hours.

When a student enters his/her classroom, he/she is to be seated and wait for instruction from the teacher. Class begins upon entering the room.

The classroom should be orderly to ensure a pleasant learning environment.

Students should be acknowledged before speaking.

Students should maintain appropriate behavior towards each other.

Respect the property of other students and the school. Stay out of other students' lockers. Put papers in the trash can, not on the floor.

School property must be respected and cared for at all times.

Respect for teachers, fellow students, and other adults must be appropriate at all times.

ACTIVITIES AND CLUBS

There are several clubs and activities active in the Jefferson-Morgan Middle School. Any student wishing to participate in a club or activity should check with the faculty sponsor to determine the membership requirements.

RULES AND REGULATIONS FOR ACTIVITIES

1. All dances will conclude before 10:30 P.M.
2. Seventh and eighth grade students from Jefferson-Morgan or any other school district are not permitted to attend senior high formals. (Cinderella Ball or Prom)
3. Only seventh, eighth, and ninth grade students are permitted to attend the Spring Fling.
4. Dances are not permitted on the night before a school day.
5. Sponsoring organizations are responsible for any damages to the building or equipment during the activity.
6. The office must clear all meetings and activities.

7. The Student Council and the Principal must approve all fund raising projects.
8. A sponsor must be present at all meetings, activities, practices, and/or committee meetings of any group or club.
9. Any club wishing to sponsor an activity must complete and submit an activity petition to the Student Council.
10. If school facilities are needed for an activity, an “Application for Use of School Property” must be submitted to the principal.
11. No purchasing of materials or advertising of activities shall be permitted until all approvals have been secured.
12. All dances must be held on school property unless specific approval is obtained from the Principal.
13. Sale of food items in the school building is subject to the Principal’s approval.
14. Security must be present at all dances and activities held in the evening.

ANNOUNCEMENTS

1. Student Council members will make announcements at 7:40 AM during homeroom.
2. The Principal must approve all announcements.
3. **Students should be attentive during the announcements as many of them are of importance to everyone. Classroom disruptions will be kept to a minimum.**
4. Should an event/game be cancelled an announcement of this will be made either at the end of a class period or at the very beginning of the period.
5. It is the intention of the office to have as few interruptions/disruptions as possible.
6. Immediately following the morning announcements, all students will view Channel One.

ASSEMBLIES

Assembly programs will be held throughout the year. These programs are held for the benefit of the student body in the auditorium or gymnasium. Students will be called to the assembly programs via the public address system. Teachers are requested to escort and supervise their students during the assembly program. Consideration for other students should guide each student’s behavior. Please cooperate with the following guidelines for assembly conduct:

1. Move to the assembly in an orderly manner.
2. Talking should cease when the program begins.
3. Pay attention during the program.
4. Do not whistle, shout, or cause other disturbances
5. Leave the assembly quietly.

ATTENDANCE

The Public School Code of the Commonwealth of Pennsylvania requires regular attendance of all pupils in the public schools. These requirements are found in Sections

13-1326, 13-1327 and 13-1329. A child must attend school regularly from the time he enters, which shall not be later than at age eight years, until the age of seventeen years. The design of the Jefferson-Morgan School District Attendance Policy is to comply with the Pennsylvania School Code and to help families resolve problems that contribute to poor attendance. Attendance is the responsibility of the student and the family. **The school district requires that the parents furnish a written explanation of the child's absence from school. The school will telephone homes of students who are not in school that day.** Students who know they will be absent for 3 or more days may call the office to request their assignments. Please call before 7:30 AM (724-883-2310 Ext. 317). Assignments will be available after 2:00 PM on that day.

EXCUSES

- Attendance is the number one predictor of a student's success in school. Each student is required to submit a written excuse signed by a parent, guardian, or physician to their homeroom teacher on the morning of his/her return from an absence. Students arriving tardy to school or after homeroom MUST report to the Middle School Attendance Office. Absence/Tardy notes should include:**
 - >Student's name**
 - >Date(s) of absence or tardiness**
 - >Reason for absence or tardiness**
 - >Signature of parent/guardian**
- If the written excuse is not turned in within 3 days after the absence, the entire absence is considered unexcused and therefore illegal. When the student has a total of 3 unexcused days of absence, the school will file charges with the District Magistrate. Penalties for violation of compulsory attendance requirements are found in the Pennsylvania School Code, Section 13-1333.**

Jefferson-Morgan School District has the capabilities to receive e-mail excuses. An application to e-mail excuses must be on file in the attendance office. A parent's signature is required for this process.

MAKE-UP WORK FOR LEGAL ABSENCES

Students who are legally absent are required to make up missed work. Students who are absent the day before a test or the day of the test will be given time to make up the test. **However, if the test was announced prior to the student's absence, then the student must take the test as scheduled. The student will have a day for each day absent to make up any work. A suspension is a legal absence.**

MAKE-UP WORK FOR ILLEGAL ABSENCES

Students who are illegally absent from school or class will not be permitted to make up work and will receive a zero (0) for missed work.

EXCESSIVE ABSENCE

Unless the child is under a doctor's care for a long-term illness, notice will be sent home after 10 days of cumulative absence. From that point on, a doctor's excuse will be required for each successive absence, and a parent excuse or no excuse will be considered illegal. (Section 113-410 School Administrator's Handbook dated March 20, 1970)

The 10 days of cumulative absence will ***not*** include the following:

1. Illness as certified by a written explanation signed by a licensed practitioner of the healing arts.
2. Death in the family.
3. Impassable roads
4. Religious holidays as certified by a written explanation signed by the student's minister.
5. Administrative reasons such as approved field trips or special programs.

Penalties for students who have missed 10 or more days and/or 10 or more class periods in a semester or 20 or more days in a year may be:

1. Allowed the grade but without credit.
2. Subject to repeating a class or all classes.

TARDIES, HALF DAYS, FULL DAYS AND EARLY DISMISSALS

Tardiness is the arrival after the designated starting time of school, but before the first hour of school has concluded (7:42 – 8:42). Students tardy four times shall be charged with a half-day absence. These half days will count toward the 10 days of cumulative absence described above.

Half-day absences will be charged to students when they arrive after the first hour of the school day (8:45 AM).

Full day absences will be charged to students who arrive after the first three and one-half hours of the school day (11:15 AM). A one-day absence will be charged to students who leave before 11:01 AM.

Early dismissal for students shall not be charged when the dismissal is after 2:15 PM.

A student CANNOT participate in or attend any function or athletic event if he/she is absent from school that day.

Repeated infractions of the Board policy requiring the attendance of enrolled students may constitute disobedience as to warrant the suspension or expulsion of the student from their regular program.

EARLY DISMISSALS/SIGN-OUT

Early dismissals may be granted for the same reasons allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist other than during school hours; however, when emergency demands, the appointment should be made as early or as late in the school day as possible. When an early dismissal is required, a **written request** from the parent including a phone number for verification must be presented in the office before homeroom period on the date of the early dismissal. The student's name will then be listed on the daily bulletin. All students who do not present their written request for an early dismissal before the homeroom period will be required to get an early dismissal slip signed by all of their teachers whose class they will miss before signing out in the office.

All students with an early dismissal must sign out before leaving the building. Parents must report to the middle school office to pick up students with early dismissals. Early dismissals should be for emergencies only.

BEFORE/AFTER SCHOOL REGULATIONS

1. Students are not permitted in the Middle School before 7:15 AM (unless serving AM detention).
2. Students are not to remain in the building beyond normal dismissal time unless they are under the **direct** supervision of a staff member.
3. Practices or meetings of any kind must be scheduled with the principal and must be properly supervised.
4. Students are to remain in the area of the practice/meeting. The activity members are responsible for the area of the building where the meeting, practice, etc. is scheduled. Spills and litter are to be cleaned before the group leaves the area.

BULLYING

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

- >Physical intimidation or assault
- >Extortion
- >Oral or written threats
- >"Put Downs"
- >Social Isolation
- >Name-calling
- >Threatening looks
- >Gestures or actions
- >Cruel rumors and false accusations

Incidents of bullying must be reported in writing to a building principal, guidance counselor or staff member.

CAFETERIA

Jefferson-Morgan Middle School maintains a cafeteria on the ground floor for students and other personnel. The cafeteria also provides eating space for those who carry their lunch. The cafeteria is computerized. Students will need their student ID number/debit card to make purchases in the cafeteria.

All students must report to the cafeteria during their assigned lunch period:

- All students must eat lunch in the cafeteria.
- Tables should be left clean with chairs under the table
- Line jumping is not permitted
- All paper must be placed in the trash cans
- Food, drinks, plates, cups, silverware or trays are not to leave the cafeteria
- Students are to remain in the cafeteria the entire lunch period
- Chairs are not to be moved from table to table

The following manners should be observed in the cafeteria:

- Take your time in the cafeteria line
- Make your choice of food quickly
- Handle only the food you intend to buy
- Eat as if you were dining at the home of a friend
- Be sociable but not boisterous
- Appropriate behavior is expected at all times

You will be notified if your Meal Benefit Application is approved or denied.

The Jefferson-Morgan School District uses a debit system for cafeteria lunch sales. Students are issued personal identification numbers. Entering the number into the terminal on the key pad will access your accounts. Students can deposit money into their accounts, which are then debited when the account holder makes a purchase. Parents can

write checks to the Jefferson-Morgan School District for any amount. Students may pay in advance or pay cash. **Snack items are not considered part of the meal plan and therefore must be paid for in cash.** Parents also have the option of designating how much money in their child's account will be used for meals only or for a la carte/snack items. Please send in a note addressed to the Cafeteria stating your intentions. Pre-paying into student accounts eliminates the need for a student to carry cash on a daily basis and provides a more efficient food service operation.

CHILD ABUSE

The Board is concerned with the physical and mental well being of pupils and directs that the District will cooperate in the identification and reporting of suspected child abuse in according with the law.

The Superintendent shall develop procedures for compliance with the statutory requirements that instances of child abuse be reported. Such procedures shall:

- ❖ Inform all staff members having contact with students of their legal responsibility to report all cases of abuse, abandonment, cruelty, or neglect in physical or mental injury by other than accidental means; designate the building principal, superintendent, or school nurse as the staff member who shall report suspected instances of child abuse to the appropriate county child protective services: require prompt attention to such injuries as result from abuse as to protect the health of the child; provide for the release to the appropriate county child protective services agency the name and age of the child and the name and address of the parents (s) or guardian (s); information regarding the nature and extent of the child's injuries, abuse or maltreatment; and such information which in the opinion of the Superintendent, has bearing on the suspected child abuse; and advise the staff members of their immunity from liability for making a report of suspected child abuse in good faith.

The Superintendent shall also establish procedures for securing background checks for prospective employees (Act 151 and Act 34)

JEFFERSON-MORGAN SCHOOL DISTRICT DISCIPLINE PROCEDURES

PURPOSE:

The responsibility of the total school community is total school community is to create and maintain an atmosphere that is conducive to teaching, learning, and living. Everyone in the educational process has the right to expect that the environment will be safe, pleasant, and well organized. The climate should produce security and consistency

through the establishment of reasonable rules and guidelines that require an interaction based upon mutual respect and cooperation. The emphasis should be on courtesy, consideration, and the fulfillment of all necessary obligations at all times.

AUTHORITY:

The Board shall require each student of this district to adhere to the rules set forth in the code of student discipline and to submit to such disciplinary measures as are appropriately assigned to the infraction of those rules. The rules govern student conduct **in school and during the time spent in travel to and from school.** Such rules shall require that students conform to reasonable rules, standards of socially acceptable behavior, respect the rights, person and property of others, preserve the degree of order necessary to the educational program in which they are engaged, and obey constituted authority and respond to those who hold that authority.

STUDENT RIGHTS:

Having legal rights as person and citizens, students may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions and the right to be free from discrimination. As part of the educational community, they have the right to be treated with dignity and the right to contribute to the educational process.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and obedience to school rules and regulations. No student has the right to interfere with the education of another student. Most of all, students share with the administration and faculty, responsibility to develop a climate within the school that is conducive to wholesome learning and living. The responsibility of each student is to respect the right of all who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have knowledge of importance in relation to such cases.
3. Dress and groom themselves so as to meet fair standards of safety and health, and common standards of decency.
4. Assume that until a rule is waived, altered or repealed, it is in full effect.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Protect and take care of school property.
8. Attend school daily, except when excused, and be on time attending all classes and functions.

9. Make all necessary arrangement for making up work when absent from school.
10. Pursue and complete courses of study prescribed by state and local school authorities.
11. Avoid inaccuracies in student newspapers and publication.
12. Refrain from using disrespectful, indecent or obscene gestures or language.

.DETENTION, SUSPENSION, AND EXPULSION POLICY

The Jefferson-Morgan School District is mindful that classroom disruptions affect the quality of education for all students. Knowledge cannot thrive in a disruptive or disorderly school.

The Disciplinary Council will meet on a regular basis to review disciplinary problems. The Council will be composed of a building principal, one faculty member and one faculty member rotated bi-annually.

Students who violate the discipline policy may be excluded from the regular school program by means of detention, suspension, or expulsion.

Detention is a period before or after school confinement serving as the first step in the discipline process.

- ❑ Detention will be held from 7:15 AM to 7:40AM and from 2:50 PM to 3:35 PM. Students are to report to the front doors at 7:12 AM and report directly to the AM detention room upon entering the building. Students choosing to serve AM detention will be assigned two consecutive mornings. Failure to attend two consecutive AM detention will result in enforcement of the Behavior Management Plan. Students must report to PM detention immediately following dismissal at 2:45 PM.
- ❑ Students will be given a prior day notice to arrange for transportation at the conclusion of detention. Students are responsible for notifying their parents/guardians when they have been assigned detention. Transportation to and from detention is the responsibility of the parents/guardians.
- ❑ A faculty member will supervise morning and afternoon detention.

Suspension is exclusion from school for a period of one to ten consecutive days.

- ❑ The principal may suspend any pupil for disobedience or misconduct for a period of one to ten days.
- ❑ No students may be suspended without notice of the reasons for which he/she is being suspended and an opportunity to be heard in his/her own behalf before a school official.
- ❑ Parents/guardians will be notified following the suspension action taken by the school.
- ❑ When the suspension exceeds three (3) school days, an informal hearing will be held with a school official, student, and parent/guardians.
- ❑ Suspension may not be made to run consecutively beyond the ten (10) day period.

- ❑ The students shall have responsibility to make-up exams after the termination of the suspension. Class work may be requested at the time of the suspension to be completed during the suspension.
- ❑ Students may not attend or participate in any school-sponsored activities during the suspension.

Behavior management class is the exclusion from regularly scheduled classes for a period of one (1) to ten (10) days.

- ❑ No student will be assigned to the behavior management class without notice.
- ❑ When the student is assigned to the behavior management room for longer than three (3) days, an informal hearing will be held with a school official, student, and parents/guardians.

Expulsion is the exclusion from school by the Board of Education for a period exceeding ten (1) days and may be permanent expulsion from the school rolls of the district for any student whose misconduct and disobedience is such as to warrant this sanction.

- ❑ No student shall be expelled without an opportunity for a formal hearing before the Board of Education.
- ❑ Parents/guardians who are unable to provide an education for their child shall submit a written statement within thirty (30) days stating that they are unable to do so. If the approved educational program is not complied with, the school district may take action to ensure the student will receive a proper education.

DISCIPLINE POLICY LEVELS

The Jefferson-Morgan School District has approved a Discipline Policy that categorizes most offenses into levels of seriousness. This simply makes it easier to understand how different discipline incidents are viewed. **Note:** The administration reserves the right to determine the seriousness of each individual incident and place it under the appropriate level. It is further stipulated that any of the following levels could lead to a waiver of suspension, behavior management, or detention with a recommendation by the principal for permanent expulsion should that action be deemed necessary.

BEHAVIOR MANAGEMENT GUIDE

Level One

Inappropriate behaviors will include, but not be limited to:

Class cut, disregard for authority, disrespectful attitude, disruptive behavior, inappropriate display of affection, profanity, tardy for class and/or school

Consequence: One day of detention.

A student may have three “**Level One**” incidents. **Upon a fourth discipline sheet for a Level One incident, that incident becomes a Level II discipline.**

Detentions will be assigned the following AM or PM. Transportation following the PM detention must be provided by the parent. **If a student does not show up for the assigned detention, then assignment to the Behavior Management Classroom will result the following day.**

Level Two

Inappropriate behaviors will include, but not limited to:

Harassment, theft, bus violations, internet/computer policy violations.

Consequence: One day in Behavior Management Classroom

A student may have two “**Level Two**” incidents, the **third** of which would result in **three days of Behavior Management Classroom**. Parents will be notified. Charges may be filed.

Possession/use of tobacco

Consequence: Three days of Behavior Management Classroom; parents will be notified; charges may be filed

Level Three

Inappropriate behaviors will include, but not limited to:

Fighting, harassment and terroristic threats, leaving school building without permission, profanity directed toward staff

Consequence: Three days of Out of School Suspension. Parent will be notified. Charges may be filed. **A second occurrence of a level three behavior will result in a “Level Four” consequence. Discipline on this level may be altered by the building principal if sufficient evidence is presented.**

Level Four

Inappropriate behaviors will include, but not limited to:

Possession/use of drugs or alcohol, physical assault on an employee or student, possession/use of fire crackers, smoke bombs and other incendiary devices, possession/use of weapons and dangerous instruments, willful destruction of school property

Consequence: Three to ten days of Out of School Suspension, with the possible recommendation to the Board for Expulsion. Parents will be notified and a conference will be required. Charges may be filed.

DRESS CODE

Students’ dress will conform to the present contemporary community standards of health, decency, modesty, safety, and optimum learning conditions and good taste.

Shorts and skirts MUST be of modest length (mid-thigh length – except for uniforms). Pants/shorts are to worn at the natural waistline. At no time should undergarments be displayed.

Tank tops and halter-tops may be worn if no undergarments is displayed. **Bare midriffs are not acceptable.** Clothing which advertises, promotes or gives reference to drugs, alcohol, tobacco, sexual, ethnic or racial innuendoes will not be permitted.

Cleanliness must be maintained in all aspects of personal appearance. Students may be required to wear certain types of clothing while participating in physical education classes and other activities such as band, shop, or science labs. **Students are not permitted to wear their street clothes for physical education classes.**

Any type of headwear is not to be worn in the school building during school hours.

Chains, except wallet chains, spiked jewelry, or any jewelry that may cause injury or constitute a hazard are not permitted.

Coats and outer garments that are worn to school should not be worn inside of the building during school hours.

All students must wear shoes or some type of footwear.

If you have to ask concerning appropriateness of dress, then do not wear it.

Students violating this Dress Code shall be subject to the following discipline:

- 1st Offense: Written warning to student and parent**
- 2nd Offense: One day of detention**
- 3rd Offense: One day of behavior management**
- 4th Offense: Three days of behavior management**
- 5th Offense: One day OSS and conference with parent/guardian**
- 6th Offense: Three days OSS and conference with parent/guardian**
- 7th Offense: Three to ten days OSS and possible recommendation to the Board for expulsion. Parents will be notified and a conference will be required.**

In addition to ALL above instances, students and parents will be given written warning and student will be retained in the office or isolated area (behavior management) until a parent/guardian provides a proper change of clothing.

DRUG/ALCOHOL POLICY AND ADMINISTRATIVE GUIDELINES

PREFACE

This policy, including the rules, regulations and guidelines, is a coordinated effort by the Jefferson-Morgan School District to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by members of its entire student population.

Every school in the United States will be free of drugs, violence and the unauthorized presence of firearms and alcohol, and will offer a disciplined environment conducive to learning.

SCHOOL DISTRICT MISSION STATEMENT

The primary responsibility of the Jefferson-Morgan School District is the education of its students. Students have the right to a safe, secure, and peaceful school environment. Students and staff are protected from harm and supported by a climate conducive to

learning. Collaboration between members of the entire school, parents and the community is critical to this prevention effort.

STATEMENT OF POLICY

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Jefferson-Morgan School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol and mood altering substances by the entire student population.

As an extension of this policy, the following rules, regulations and guidelines shall be used by all school district personnel when responding to drug, mood altering substances and alcohol related situations:

- *No person may possess, use, produce, sell, and in the procurement of alcohol, narcotics, drugs, mood altering substances or distribute alcohol, drugs, or other substances, nor use or possess paraphernalia for the purpose of drug use, at any time, in school buildings, on school property and grounds in school-sponsored vehicles or at school-sponsored events at other sites.*
- *The terms “alcohol, drugs and other substances (such as gases, solvents, butane, propane, adhesives); marijuana or its derivatives; cocaine/crack; LSD or other hallucinogenic drugs; barbiturates; PCP; amphetamines and amphetamine-like compounds; heroin; methadone; scheduled narcotics; steroids; herbal/natural euphorants; look-alike products; and any substances commonly referred to as “designer drugs.”*
- *The inappropriate and/or illegal use of prescription and over-the-counter preparations is prohibited. Prescription medication or over-the-counter preparations for personal use shall be allowed only as per district medication policy, under the supervision of school personnel, with written orders from a physician. Federal, state, and local laws shall apply.*

RULES AND REGULATIONS

Any student violating the statement of Policy shall be subjected to discipline pursuant to the provision and procedures outlined in the Board Policies. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule and regulation enumerated herein.

SCHOOL GUIDELINES

As an integral part of the Jefferson-Morgan School District Drug and Alcohol Prevention Program these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substances and

alcohol related incidents. The Jefferson-Morgan School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities.

AUTHORITY

The Board reserves the right to use any prudent measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rules or regulation enumerated in the Jefferson-Morgan School District and Alcohol Procedural Guidelines, including but not limited to suspension and expulsion.

All staff members, administrators and members of the Board of Education involved in such circumstances are obligated to guard the confidentiality of the student.

ADDENDUM to Jefferson-Morgan School District Drug and Alcohol Policy

At the elementary level, every attempt will be made to be consistent with the Drug and Alcohol Policy/Guidelines of Conduct. However, not all options, as described guidelines are available, nor appropriate, for elementary students. Due to the wide range of individual differences related to ages and circumstances, elementary students will be subject to options established by the elementary administrators working in concert with counselors, psychologist, Instructional Support Teams and other resources as needed.

DEFINITION OF TERMS

DISTRIBUTING

deliver, sell, pass, share or give any alcohol, drug or mood altering substances, as defined by this policy, from one person to another or to aid therein

DRUG/ALCOHOL ASSESSMENT

consists of verbal interview with client, interview with parent, written information from client and parent, other evaluative clinical assessment tools, urine screen (optional)

DRUG PARAPHERNALIA

includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol or mood altering substances. Examples include but are not

limited to roach clips, pipes, rolling paper and bowls.

EMERGENCY SITUATION

any situation in which it reasonably appears that the health or safety of the student in question, other students or school personnel or facilities will be endangered by the delay inherent in compliance with the notification requirements set forth herein

LICENSED DRUG/ALCOHOL FACILITY

a hospital, facility or agency, licensed by the Pennsylvania Department of Health, to provide drug and alcohol related services for assessment and treatment of the disease of chemical dependency.

LOOK-A-LIKE

any substance that resembles or is made to resemble a controlled and/or illegal substance.

STUDENT SUPPORT

a multi-disciplinary team composed of school personnel (teachers, staff, administrators and counselors). This team has been trained to understand and work on the issues of adolescent chemical use, abuse, dependency, and will play a role in identification and referral process of students coming to their attention through the process outlined in this policy.

POSSESSION

possess or hold, without any attempt to distribute any alcohol, drug, or mood altering substance determined to be illegal or as defined by this policy.

WELLNESS ASSESSMENT

school nurse will take vital signs/monitor, conduct routine neurological examination, observe, and note general appearance.

PERTINANT LAWS/REGUALTIONS/LEGAL AUTHORITY

School Code

PA Code (Title 22)

Immunity Bill (ACT 67 of 1984, 42PA C.S.A. Section 8337)

ACT 63 – “Pennsylvania Drug and Alcohol Control Act,” Act of April 15, 1972 (P.L. 221, No. 63)

71 P.S. 16901. 101 et. seq.

ACT 64 – “The Controlled Substance, Drug, Device, and Cosmetic Act,”
Act of April 14, 1972 (P.L. 233, No. 64), 35 P.S. 780-101 et, seq.

ADDITIONAL REFERNECES AND RESOURCES

Public School Code – Act of March 11, 1949 (P.L. 30 as amended), 24 P.S.
101 et. seq.

Section 510: Rules and Regulations

Section 1317: Authority of Teacher Over Pupils

Section 1318: Suspension and Expulsion of Pupils

Section 1409: Confidentiality and Transference and Removal of Health
Records

Pennsylvania Code. Title 22 Educaton. Chapter 12. Students “Regulations on
Student Rights and Responsibilities.”

Pennsylvania Criminal Code. Section 6308. “Purchase, Consumption,
Possession or Transportation of Intoxicating Beverages by Minors.”

The Federal Family Education Rights and Privacy Act (“Buckley
Amendment”) 20 U.S.C. 1232 (g) and Regulations at 45 CFS 99-11

Act 93 of 1989. (SB454), “Use of Anabolic Steroids by Athletes”

Search and Seizure

Administration of Medications

SITUATIONAL CATEGORY - 1

The possible drug use of a student is of concern; however, there is NO EVIDENCE of
violation of law or school regulations. This situation may involve:

- a. The student who is suspected of using drugs but does not show extreme
behavioral changes.
- b. The student who contacts a professional staff member in regard to the drug
use of self, a friend, or another student.

DISCIPLINE/REHABILITATION

1. Informal hearing
2. SAFE Referral
3. An intervention conference will be held if the SAFE team feels it is warranted
by the data.
4. Administration actions as deemed necessary: Behavior Management or three to
ten days of Out of School Suspension with the possible recommendation for
expulsion. Parents will be notified and a conference will be required.

SITUATIONAL CATEGORY – 2

A student is caught possessing prescription or over-the-counter medications that have not been registered with the nurse according to district policy.

DISCIPLINE/REHABILITATION

Administration actions as deemed necessary: Behavior Management or three to ten days of Out of School Suspension with the possible recommendation for expulsion. Parents will be notified and a conference will be required.

SITUATIONAL CATEGORY – 3

A student possess drug-related paraphernalia

DISCIPLINE/REHABILITATION

1. Informal hearing
2. Three to ten days of Out of School Suspension, with the possible recommendation to the Board for expulsion. Parents will be notified and a conference will be required. Charges may be filed. Recommendation for assessment by a licensed drug and alcohol facility. All costs and responsibilities are to be assumed by parent/guardian. Release of Information Form must be signed to verify that drug and alcohol assessment and recommendation have been followed. Assessment must be completed within 10 days.
3. Referral to SAFE team
4. Failure to comply with #3
 - a. Formal School Board hearing for expulsion from school
 - b. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

SITUATIONAL CATEGORY – 4

A student is found to be in possession, use, or under the influence of drugs, mood altering substance or alcohol.

DISCIPLINE/REHABILITATION

1. Informal hearing
2. Three to ten days of Out of School suspension, with the possible recommendation to the Board for expulsion. Parents will be notified and a conference will be

required. Charges may be filed. Recommendation for assessment by a licensed drug and alcohol facility. All costs and responsibilities are to be assumed by parent/guardian. Release of Information Form must be signed to verify that drug and alcohol assessment and recommendation have been followed. Assessment must be completed within 10 days.

3. Referral to SAFE team
4. Failure to comply with #3
 - a. Formal School Board hearing for expulsion from school
 - b. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility.

SITUATIONAL CATEGORY – 5

A student is found to be in possession, use, or under the influence of drugs, mood-altering substance, or alcohol when attending any school-sponsored function.

DISCIPLINE/REHABILITATION

The student will be sent home immediately at parental/guardian expense, or detained until a parent/guardian can accompany the student. Further discipline as provided by the appropriate situational category will be administered following the administration's investigation.

SITUATIONAL CATEGORY – 6

A student is distributing a drug, mood altering substance, or alcohol.

DISCIPLINE/REHABILITATION

1. Informal hearing
2. Three to ten days of Out of School suspension, with the possible recommendation to the Board for expulsion. Parents will be notified and a conference will be required. Charges may be filed. Recommendation for assessment by a licensed drug and alcohol facility. All costs and responsibilities are to be assumed by parent/guardian. Release of Information Form must be signed to verify that drug and alcohol assessment and recommendations have been followed. Assessment must be completed within 10 days.
3. Referral to SAFE team
4. Failure to comply with #3
 - a. Formal School Board hearing for expulsion from school.
 - b. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility.

IN MOST DRUG AND ALCOHOL RELATED INCIDENTS THE POLICE WILL BE NOTIFIED. THE SCHOOL DISTRICT RESERVED THE RIGHT TO FILE THE APPROPRIATE CHARGES AS DEEMED NECESSARY BY THE INCIDENT.

CONFIDENTIALITY

Information will be limited to those with the need to know

DISPOSITION OF SUBSTANCE

Analysis will be made if evidence is found. Cost of analysis of substances will be the responsibility of parent/guardian.

**EMERGENCY SCHOOL CLOSING
ADJUSTMENTS IN STARTING TIMES**

Inclement weather or other emergencies may result in the delay, closing, or early dismissal of normal school hours. Announcements regarding any changes will be forwarded to the local radio and television stations. Please listen to any of the following:

WANB	1580AM	103.1 FM
WMBS	590AM	
WASP	1130AM	94.9FM
KDKA	CHANNEL 2	
WTAE	CHANNEL 4	
WPXI	CHANNEL 11	

Do not call the school for this information. This ties up our phone lines, which may be needed for emergency purposes.

Please have an emergency plan in place for your children should a delay or early dismissal occurs. It is impossible to call individual parents or permit students to call home to determine what they should do or where they should go when an emergency occurs.

EMERGENCY PREPAREDNESS PROCEDURES

This plan establishes procedures to be followed which will minimize the effects of the several emergencies listed below. The procedures are intended primarily as a ready reference for all staff to be carefully studied and practiced prior to the occurrence of an emergency.

The emergencies outlined in the plan are:

- Bomb threat
- Civil disobedience
- Explosion and/or Threat of explosion
- Irrational behavior
- Intruders in the building
- Weapons on school property/Weapons assault
- Threats – Student to student; Student to staff

RESPONSIBILITIES

PRINCIPAL/ASSISTANT PRINCIPAL

- Assume overall direction of all emergency procedures based on procedures and actions outline in the Plan.
- Exercise good judgment, based upon the facts available in any emergency situation, is of paramount importance.
- Contact superintendent, emergency personnel and police.

This plan should not be considered as a restriction to the judgmental prerogatives.

OFFICE STAFF (HIGH SCHOOL SECRETARY AND ELEMENTARY SECRETARY)

- Provide assistance to the principal/assistant principal by handling telephones; assist with health emergencies as needed; act as messengers; etc.

TEACHERS

- Supervise students in their charge.
- Direct students in the emergency procedure in accordance with signals, warning, written notification or intercom orders.
- Take roll when class is relocated to an outside or inside assembly area or at another location.

- Report missing students to the principal/assistant principal immediately.
- Send students in need of first aid to school nurse or person trained in first aid. Acquire first aid for those unable to be moved.

INSTRUCTIONAL ASSISTANTS, AIDES

- Assist teacher

MAINTENANCE SUPERVISOR/CUSTODIAL STAFF

- Lock all exterior doors DAILY. (High school 8:00 A.M.; Elementary 8:45 A.M.)
FRONT DOORS (ONE SET) ARE TO BE USED BY THE PUBLIC
- Examine buildings and plants for damage; provide damage control.
- Keep principal informed of condition of school.
- Assist as directed by the principal.

BUS DRIVERS

- Supervise the care of children if emergency occurs while children are in the bus.
- Transfer students to new location when directed.
- Transport individuals in need of medical attention.

NURSE

- Administer first aid.
- Supervise administration of first aid by those trained in it.
- Organize first aid and medical supplies.

ALL OTHER EMPLOYEES

- Report to the principal for direction.

EMERGENCY ACTIONS

1. Student and professional staff are to **evacuate the building if the following situations occur:**
 - Bomb threat
 - Explosion and/or threat of explosion
 - Fire

PROCEDURES:

- The fire alarm system will be activated and/or an announcement “**EVACUATE THE BULDING**”; will be made via the intercom
 - An announcement “**ALL CLEAR**” will be made when the determination has been made that the building is secure.
2. DIRECTED TRANSPORTATION/EVACUATION PROCEDURE if the following situations occur:

- Bomb threat
- Explosion and/or threat of explosion
- Fire

PROCEDURES:

- An announcement “**DIRECTED TRANSPORTATION/EVACUATION**” will be made via the intercom when the determination has been made that the school site must be cleared immediately.
- The Principal/Assistant Principal announces the **TRANSPORTATION/EVACUATION AREA**.
- Buses will be available and students and staff will be taken to an off-school site. Teachers must maintain student, taking role immediately. Students must remain under the supervision of their respective teachers during this evacuation procedure.
- Staff will be provided information as soon as possible. Students are to be supervised and are not to leave the site.

3. Students and professional staff are to **SECURE BUILDING** if the following situations occur:

- Irrational behavior/Extreme violence
- Gun fire/Weapons assault
- Intruders in the building

PROCEDURES:

- An announcement “**SECURE THE BUILDING**” will be made via the intercom.
- Students, for whatever reason, who may not be in their assigned classroom, should immediately upon hearing the “Secure the building” announcement, return to their assigned class.
- Teachers are to notify office of students not in the classroom when the announcement is made.
- Teachers and other staff are to immediately lock doors and have students lie on the floor. If possible, while students are getting on the floor, close any blinds (if it appears safe to do so.)
- Teachers and students are to remain on the floor until a staff member they recognize assures them it is safe to unlock doors.
- The **ALL CLEAR** signal will be given via the intercom, if possible. Otherwise, teachers are to keep doors locked until a staff member gives them an **ALL CLEAR** signal.

4. Procedures for **CIVIL DISOBEDIENCE/STUDENT DISORDER** if the following situations occur:

- Assemblage on school premises
- Unauthorized persons on school property whose purpose and conduct is antagonistic.

PROCEDURES

- The major purpose is to keep the school personnel and students from undue exposure to danger. Every effort will be made to keep students within their classroom.
- Custodians will proceed to check security of all exterior doors, including restrooms and remove any trash containers and other burnable items from public access.
- Teachers and custodians will be directed to close and lock their classroom doors.
- Teachers are to keep their students in locked classrooms until notified otherwise. Students are to be maintained during this time.
- The announcement “**ALL CLEAR**” will be given when the situation appears safe.

5. PHYSICAL AND VERBAL THREAT PROCEDURES

STUDENT TO STUDENT; STUDENT TO STAFF

Each will be investigated on its merit; appropriate follow-up action will be instituted following the School Discipline Code.

The district has a **ZERO TOLERANCE** on life threatening statements if the following situations occur:

Threat – Student to Student

- Teacher refers student to office.
- Principal/Assistant Principal notifies parent/guardian by phone with a follow-up certified letter.
- Appropriate district initiatives – Student Assistant Program (high school) and Instructional Support Team (elementary) will be notified for recommendation and services.

Threat – Student to Staff

- Teacher reports incident to office.
- Principal/Assistant Principal escorts student to office. Student is not to be left alone.
- Principal/Assistant Principal investigates incident.
- Appropriate district initiatives – Student Assistant Program (high School) and Instructional Support Team (elementary) will be notified for recommendation and services.

STAFF INFORMATION

Staff will be informed of the emergency situation as soon as possible. Staff should be familiar with the Emergency Plan and the Action Plan that is expected to be implemented.

PUBLIC RELATIONS

The Superintendent/designee will be responsible for informing the media of all emergency situations. The Superintendent/designee will be the official spokesperson for the district. District personnel are to refer the media to the Superintendent who shall inform the Board of School Directors as soon as possible of the emergency.

PARENT/GUARDIAN NOTIFICATION

The school nurse/office personnel will use the school EMERGENCY CARD to notify parents/guardians of medical emergencies.

EVACUATION PLAN

In our ongoing efforts to develop and maintain the safety of our students in the Jefferson-Morgan School District, please be advised of the following emergency plan. Five (5) church buildings will be used for the purpose of dispensing accurate information and pick-up stations during an emergency evacuation of our Middle School/High School and/or Elementary buildings. Should it be necessary to evacuate these buildings, students will be bused to the following sites: Jefferson Baptist Church, Pine Street, Jefferson (724-883-4088 or 724-883-3752) for elementary students in grades K-3. The second pick-up site for the elementary grade students will be the Jefferson Methodist Church, Jefferson (724-883-2161 or 724-883-2165) for elementary students in grades 4-6. The Jefferson Church of the Nazarene, Jefferson (724-883-3456) will be the site for grades 7-9 for the Middle School/High School students. The final information pick-up site for grades

10-12 for the Senior High School students will be the Central Football Complex located at the Jefferson-Morgan Football field (724-883-4235). A member of the school staff will be assigned to each area.

Each information pick-up station will be in contact with a command center for accurate communication and dissimulation of information.

It is critically important should there be an emergency which necessitates an evacuation that **YOU DO NOT COME TO THE MIDDLE SCHOOL/HIGH SCHOOL OR ELEMENTARY SCHOOLS TO PICK UP YOUR CHILD/CHILDREN**. No students will be permitted to leave the premises in their own vehicle or with other students.

I certainly hope that it never becomes necessary to implement this plan. If you have any questions or comments, please call me at 724-883-2310 x 216.

FIELD TRIPS

When students are on a school sponsored field trip, they are subject to all school regulations and to the discipline of the teacher in charge.

Students displaying unacceptable conduct in the classroom may be denied participation in field trips.

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

GRADING SCALE

A	100% - 92%
B	91% - 82%
C	81% - 70%
D	69% - 60%

F 59% - BELOW

HALL TRAFFIC REGULATIONS

Every change of class or dismissal involves a large number of students. Privileges and regulations in the corridors must be considered in terms of welfare of the entire group rather than in terms of the individual student.

The following traffic regulations are necessary for the efficient operation of the traffic in the middle school:

- ❖ **Keep to the right at all times.**

MIDDLE SCHOOL HOMEWORK POLICY

We believe that homework is an important part of each child's education. It gives the parent the opportunity to become aware of a child's daily performance throughout the school year and to see what the child is studying in his/her daily class work.

Homework teaches students to be independent learners. It also gives students experience in following directions, raising additional questions for study and developing responsibility and self-discipline.

Homework assignments should be well planned by the classroom teacher and provide meaningful opportunities for learning enhancement or skill practice. Well-designed assignments relate directly to class work and extend students' learning beyond the classroom. Homework is most useful when teachers carefully prepare the assignment, thoroughly explain it, and give prompt comments and criticism when the work is completed.

Homework expectations should be clearly shared with students and parents through communication such as parent letters at the beginning of each school year.

The 7th and 8th grade teachers have two categories of homework – the assignments that will be graded for completeness and those that are graded for accuracy. Assignments graded for completeness will be scored on a 4-point scale, with a “4” indicating that all of the work was completed down to a “1” indicating that a small portion of the work was completed. Assignments graded for accuracy will be corrected and scored according to the classroom teacher's grading scale.

It is the responsibility of each teacher to establish rules and guidelines for homework in his/her classroom. These rules should be stated and consistent from the first day of school. Teachers should have these guidelines written and given to students during the first week of classes. Students should take them home and have a parent sign a

form stating they have read and discussed the policy with the child. Each classroom teacher should limit daily homework to what can reasonably be completed within 20 minutes.

JEFFERSON-MORGAN SCHOOL DISTRICT HONOR CODE

Jefferson-Morgan School District believes that honest and trust are cornerstones of academic learning. This policy reflects the district's desire to foster a learning environment based on academic integrity.

- I. Academic Dishonest encompasses, but is not limited to:
- > Copying or duplicating assignments that will be turned in as an "original"
 - > Using programmed materials in electronic materials
 - > Exchanging answers with others when prohibited
 - > Using another student's assignment and submitting it as your own.
 - > Giving an assignment to someone else for the purpose of submitting it as their own.
 - > Copying from another student or allowing the copying of an individual assignment.
 - > Passing test or quiz information during a class period or from one class period to members of another class period with the same teacher.
 - > Presenting the works or the opinions of someone else as your own without proper acknowledgement (plagiarism)
 - > Unauthorized use of study aids, cheat sheets, notes, books, or formulas. This includes preprogrammed information on calculators, computers or cell phones and the use of text messaging during class time.
 - > Purchasing papers online.
 - > Not following additional specific guidelines for academic honesty as established by department, class, or teacher.
 - > Unauthorized acquisition, use and/or distribution of test materials or answer sheets*
 - > Unauthorized use of teacher computer files and grading programs*

Cheating is defined as dishonest violation of rules or giving or receiving information in academic, extracurricular or other school works, so as to give or gain advantage (*The American Heritage Dictionary*).

Plagiarism is defined as the presentation of the words or ideas of another as one's own (*The Merriam Webster Dictionary*).

- II. The following actions will be taken in regard to students in violation of this Policy:

These offenses are cumulative grades 7-8.

FIRST OFFENSE

- >Automatic “0” on assignment or test.
- >Teacher must document incident on Disciplinary Report.
- >Teacher notifies parent/guardian of incident.
- >Parent conference is scheduled
- >Referral is placed in student’s disciplinary file.
- >Notification of offense to Junior National Honor Society, Student Council, and coaches, if applicable.

SECOND OFFENSE

- >Automatic “0” on assignment or test.
- >Teacher must document incident on Disciplinary Report.
- >Most recent marking period grade is reduced by 25% (for that class only)
- >Teacher notifies parent/guardian of incident.
- >Parent conference is scheduled.
- >Referral is placed in student’s disciplinary file.
- >Notification of offense to Junior National Honor Society, Student Council, and coaches, if applicable.
- >Disqualification from school sponsored awards.

THIRD OFFENSE

- >Automatic “0” on assignment or test.
- >Teacher must document incident on Disciplinary Report.
- >Most recent marking period grade is reduced by 50% (for that class only).
- >Teacher notifies parent/guardian of incident.
- >Parent conference is scheduled.
- >Referral is placed in student’s disciplinary file.
- >Notification of offenses to Junior National Honor Society, Student Council, coaches, if applicable.
- >Disqualification from school sponsored awards.
- >Ineligible for Honor Roll.
- >Student is removed from any and all elected or appointed leadership positions for the remainder of the school year.
- >Student is removed from extracurricular activities for a period of 90 school days.

III. Student Appeal Process

Any student who wishes to appeal these penalties may do so within 10 days of the date of notification.

- >Student must submit written notice of appeal to Middle School Principal within 10 days.
- >Three members of the Middle/High School Design Team will listen to the student's appeal. One of these members will be an administrator.

IV. Student Responsibilities

- >Maintain and support the academic integrity of the school.
- >Understand the school wide Honor Code.
- >Clarify with the instructor any questions concerning the Honor Code.
- >Avoid situations which might contribute to violation of the Honor Code.
- >Ensure that other students do not make inappropriate use of their work.

V. Teacher Responsibilities

- >Maintain and support the academic integrity of the school.
- >Understand the school wide Honor Code.
- >Clarify any questions concerning the Honor Code.
- >Trust students unless give a reason to think otherwise.
- >Create and share specific guidelines for students to follow.
- >Take immediate action when violations are determined.
- >Report the action on a discipline referral form.
- >Contact the student's parent.
- >Review guidelines after a violation has occurred and discuss why the violation was inappropriate.

VI. Parent/Guardian Responsibilities

- >Support the academic integrity of the school
- >Be knowledgeable of the school wide Honor Code.
- >Support the imposition of penalties if the Honor Code is violated.

VII. Administrator Responsibilities

- >Maintain and support the academic integrity of the school.
- >Make available to all students, teachers, and parents a copy of the school's Honor Code
- >Administer fair consequences for Honor Code violations
- >Maintain records of Honor Code violations.

HONOR ROLL

The Jefferson-Morgan Middle School will prepare and publish a school honor roll at the end of each nine-week grading period. The requirements for being included on the honor roll are:

Highest Honor.....4.00 Grade Point Average
High Honors.....3.50 Grade Point Average
Honors.....3.00 Grade Point Average

A student receiving a D in any subject will not be included on the Honor Roll.

Students receiving an incomplete will **NOT** be eligible for the Honor Roll until the incomplete is made up according to the procedures for incompleteness.

INTERSCHOLASTIC SPORTS

The Jefferson-Morgan Middle School offers students the opportunity to participate in the following interscholastic sports:

- Basketball – 7th and 8th grade boys
- Basketball – 7th and 8th grade girls
- Cheerleading – 7th and 8th grade girls
- Football – 7th and 8th grade boys
- Volleyball – 7th and 7th grade girls
- Wrestling – 7th and 8th grade boys

In order to participate in any of these activities a student must have a physical examination, waiver and consent forms signed by a parent and be in compliance with academic and attendance regulations set forth by the PIAA.

JEFFERSON-MORGAN SCHOOL DISTRICT INTERNET/COMPUTER POLICY

PURPOSE

Access to unique resources and the opportunity for collaborative work is now available in the Jefferson-Morgan School District through the use of technological/telecommunications systems. All such must be in support of education and research and consistent with the goals and policies of the District; therefore, the technological/telecommunications systems will be used to support the District's curriculum, the educational community, projects, communications and research for students, faculty, and staff.

The Jefferson-Morgan School District Acceptable Use Policy is designed to provide information and guidelines for utilizing the District's technological/telecommunications systems. In order to assure the understanding of this Acceptable Use Policy regarding the Internet, Local Area Networks (LANS), computers, and related technological/telecommunications systems use in the Jefferson-Morgan School District, the student, parent, and a sponsoring teacher must read and sign this document.

AUTHORITY

Jefferson-Morgan School District reserves the right to record the use of the technological/telecommunications systems and monitor tile serve space utilizations by District users while respecting their privacy rights. In addition, the District reserves the right to remove a user account from their networks to prevent unauthorized use of illegal activity.

- Technological/telecommunications systems operation in the District will be approved by the Superintendent and Board of Education, and monitored by the building principal.
- The classroom teacher and/or librarian will administer individual terminal control.

GUIDELINES/PROCEDURES

All use of the District's technological/telecommunications systems are intended to be used for educational purposes and to carry out the legitimate business of the District. Appropriate use of these resources includes instruction, independent study, authorized research, and the official work of the offices, departments, recognized student organizations, and agencies of the District.

The policy shall apply to all users – District students, faculty, and staff – of all technological/telecommunications systems which are entered via equipment and access lines located at the Jefferson-Morgan School District, or who obtain their access privileges through association with this district.

Only the authorized owner of the account will use network accounts for its authorized owner of the account for its authorized purpose. All communications and information assessable via the technological/telecommunications systems should be assumed to be private property and shall not be disclosed. User shall respect the privacy of other users on the system.

The use of video, technology materials, computer software, etc., which is protected under the copyright laws will not be transmitted nor stored without the express written permission of the copyright owner.

PRIVILEGES AND RIGHTS

Access to the Jefferson-Morgan networks is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. As a user of the technological offerings

available in the District, one has the privilege of intellectual freedom, privacy, equal access and safety.

RESPONSIBILITIES OR PROHIBITIONS

With the rights and privileges of membership in the network community come certain responsibilities. Users must familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network privileges. Each user has full responsibility for his/her account. All violations of this policy that can be traced to an individual will be treated as the sole responsibility of said individual. Under no condition should a user give his/her password to another user or share his/her account.

It is the user's responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to report all violations of privacy. Users have the responsibility to make only those contacts leading to some justifiable personal growth on the Internet and local area networks. The user is also responsible for making sure all e-mail sent or received by him/her does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local area networks or the Internet.

Every student who receives an account will discuss with a faculty member, the proper usage of the systems and ramifications if improper usage. Based upon the acceptable use guidelines outline in this document, a designated district-wide review committee will deem what is appropriate use of the systems and take appropriate action for improper usage.

The use of the Jefferson-Morgan School District's technological/telecommunications systems, which includes the Internet and local area networks for illegal, inappropriate or unethical purposes by students, staff or faculty members, is prohibited. More specifically:

- Use of the networks to facilitate illegal activity is prohibited
- Use of the networks for commercial or for-profit purposes is prohibited.
- Use of the networks for non-work or non-school related communications is prohibited.
- Use of the networks for product advertisement or political lobbying is prohibited.
- Malicious use of the networks to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial communications on the networks are prohibited.
- Use of the networks to access obscene or pornographic material is prohibited.
- Use of the networks to transmit material likely to be offensive or objectionable to recipients is prohibited.

- Use of the networks to intentionally obtain or modify files, passwords or data belonging to other users is prohibited.
- Use of the networks to misrepresent other users on the networks is prohibited.
- Use of the school technology or the networks for fraudulent copying, communication or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
- The networks shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified, or abused in any way.
- The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Services. Therefore, to tamper, interfere, intercept, or use electronic mail for criminal purposes is prohibited.

CONSEQUENCES FOR INAPPROPRIATE USE

The technological/telecommunications systems user, student, staff, faculty members, etc., shall be responsible for damages to the equipment, network systems or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions outlined in this document will be subject to the loss of network privileges. Other appropriate disciplinary procedures may take place as needed in accordance with the Collective Bargaining Agreement.

Illegal use of the networks, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services is a violation of State and Federal Laws and violators will be reported to the appropriate legal authorities for possible prosecution.

CONSEQUENCES FOR VIOLATION OF INTERNET/COMPUTER POLICIES

- First Offense - Loss of Internet/Computer privileges for 30 days
- Second Offense - Loss of Internet/Computer privileges for 90 days
- Third Offense - Loss of Internet/Computer privileges for one school year

Internet access, one of the many technological services available at Jefferson-Morgan School District, is now available through the elementary and high school libraries. While the Internet provides thousands of World Wide Web sites that provide information for education, it is impossible to control access to all materials available through the Internet, and an adept user may discover controversial information. Therefore, students will use the World Wide Web in supervised settings and the District requires parent permission for student World Wide Web access.

In order to insure adequate resources for all users, the Jefferson-Morgan School District reserves the right to log network (s) use and monitor files server space and bandwidth while respecting the privacy of the user accounts. Users must delete e-mail messages on a daily basis to conserve files server space.

Jefferson-Morgan School District makes no warranties of any kind, whether express or implied, for the service it is providing and will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of any information obtained through Jefferson-Morgan School District networks is at the user's own risk. Jefferson-Morgan School District specifically denies any responsibility for the accuracy or quality of information obtained through its technological/telecommunications system.

INTERNET/COMPUTER POLICY

Required Signatures (Student Use): Sign and return this form to your sponsoring teacher.

I understand and will abide by the terms and conditions for Internet, Local Area Networks (LANS), Computers, and Related Technological/Telecommunications Equipment access at Jefferson-Morgan School District. I further understand that any violation of the regulations as outlined in the preceding pages is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

User Signature _____ Date _____

Parent/Guardian (If user is under the age of 18, a parent/guardian must read and sign this agreement)

As the parent or guardian of this student, I have read the terms and conditions for Internet, Local Area Networks (LANs), Computers, and related Technological/Telecommunications Equipment access. I understand that this access is for educational purposes; however, I must recognize it is impossible to restrict access to all controversial materials and I will not hold Jefferson-Morgan School District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child uses the Internet, Local Area Networks, etc., outside of school-sponsored activities. I hereby give permission for my child to use the World Wide Web and certify that the information contained on this form is correct.

Parent/Guardian (Please Print) _____

Signature _____ Date _____

Sponsoring Teacher (Must be signed if the applicant is a student)

I have read the terms and conditions for Internet, Local Area Networks, etc., access and agree to discuss this agreement with the student. Because the student may use the networks for individual work in the context of another class, I cannot be held responsible for the student's use of the networks. As the sponsoring teacher I do agree to instruct the student on acceptable use of the networks and proper network etiquette.

Teacher's Name (Please Print) _____

Signature _____ Date _____

**APPLICATION FOR INTERNET, ETC., ACCESS: (PLEASE PRINT)
STUDENT APPLICATION**

User's Full Name _____

Home Address _____

Home Phone _____ Parent's Work Phone _____

I am a student at Jefferson-Morgan School District and will graduate in _____

**APPLICATION FOR INTERNET, ETC., ACCESS: (PLEASE PRINT)
STAFF APPLICATION**

I understand and will abide by the terms and conditions for Internet, Local Area Networks (LANS), Computers, and Related Technological/Telecommunications Equipment access at Jefferson-Morgan School District. I further understand that any violation of the regulations as outlined in the preceding pages is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken, subject to the Collective Bargaining Agreement.

User's Full Name _____

Home Address _____

Home Phone _____ Building Extension # _____

I am a member of the staff in the _____ building of the Jefferson-Morgan School District.

User's Signature _____ Date _____

NATIONAL JUNIOR HONOR SOCIETY

The National Association of Secondary School Principals (NASSP) sponsors the Junior National Honor Society. The purpose of the JNHS is fourfold: (1) to develop an enthusiasm for scholarship; (2) to stimulate a desire to render service; (3) to promote leadership; and (4) to develop character.

The National NHS Constitution governs all chapters. Local needs and conditions are addressed through chapter bylaws. At the National level, the National Council and NASSP Board of Directors are responsible for administering the affairs of JNHS. Locally, the principal reserves the right to approve all activities and decisions of the chapter, except in the case of a dismissal appeal through normal school district appeal

channels. The chapter advisor is responsible for the day-to-day supervision of the chapter. The faculty council establishes, implements and reviews selection and dismissal procedures.

Membership is open to seventh and eighth grade students. Active members must maintain honor roll status and meet other obligations as determined by the chapter. All members shall participate in chapter service projects and are expected to be active in supporting the ideals of scholarship, character, leadership, and service. Members become graduate members upon graduation.

Selection is based on four criteria: **scholarship, leadership, service, and character**. To fulfill the **scholarship requirement**, students must have a cumulative scholastic average of at least 3.3 from grades 6 to their present level. **Leadership** is based on the student's participation in one or more community activities and one or more school activities. To meet the **service requirement**, the student must have been active in one or more service projects in the school or community. **Character** is measured in terms of integrity, behavior, ethics, and cooperation with both faculty and students.

The faculty council screens the students. Students may not apply for membership. Membership is an honor bestowed upon a select group of students (those who fulfill the four criteria) by the faculty council on behalf of the school faculty.

Members shall be governed by the discipline/dismissal code set forth by the faculty council in accordance with the guidelines mandated by the national council and the NASSP Board of Directors.

LIBRARY

The function of the school library is to aid the student by supplying him/her with supplementary material for his/her studies, as well as recreational reading material. The librarian will assist students in finding materials they need.

Books may be checked out for two (2) week periods with the exception of reference books and overnight material. Reference materials may not be taken from the library except with special permission of the librarian. Overnight materials may be checked out at the end of the last period and must be returned prior to the first period of the next school day. The fine for overdue overnight materials is ten (10) cents a book for each period. Numerous magazines and periodicals are available on the library for research

and/or enjoyment. Current issues of all magazines must remain in the library; however, back issues may be checked out for overnight use.

GENERAL LIBRARY POLICIES

- ❑ Only those students with permits will be admitted to the library.
- ❑ The teacher requiring the research must issue research permits. They must state the nature of the research and be initialed by the principal for admittance to the library.
- ❑ Three to five students (in addition to those with research passes) will be admitted to the library.
- ❑ Books are not to be taken from the library until they have been checked out.
- ❑ Students are not to leave the library except with a written pass signed by the librarian or until the dismissal bell rings.
- ❑ Books will not be checked out to a student who has any overdue books until his/her record has been cleared. Lost books should be reported immediately and payment made for the appropriate cost of replacement.
- ❑ Books may be returned at any time during the day. They should be placed in the charging desk at the spot marked "Return Books Here."
- ❑ Failure to comply with any of these policies may mean that a student will lose his library privileges.

LOCKERS

An attempt is made to assign a hall locker for books and coats in the vicinity of the student's homeroom. Locks may be purchased in the Middle School Office for \$2.00. **Do not give the combination to other students.** Students are permitted in their lockers in the **morning before homeroom, after fourth period, after seventh period, and at the end of the day.** Locker visitations are not an excuse for tardiness.

It should be remembered that the locker is the property of the Jefferson-Morgan School District, District officials, and/or their agents may search a student's locker and seize any illegal materials (s). The search of a student's locker may be without warning if there is a reasonable suspicion to believe that the locker contains materials (s), which may pose a problem to the health, safety, and welfare of students, employees, or visitors. Furthermore, District authorities shall conduct random canine sniffing of each locker through the year, even without probable cause to do so. Any illegal items may be seized by the District authorities and/or law enforcement agencies and used as evidence against the student in a proper forum. Prior to a locker search, the student shall be notified and given an opportunity to be present. An administrator will usually request the presence of another member of the District's staff to be present during the locker search. Students are assigned a locker and are responsible for its contents.

Hanging items of any type and/or writing are not permitted on the inside or the outside of the lockers – this includes stickers.

Book bags may be brought to school, but must be kept in the locker. They may not be carried throughout the day.

Students are totally responsible for all items left in their lockers. Valuables should never be left in the locker. Do not put any materials in someone else's locker.

LOST AND FOUND

The principal's office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to the principal's office as soon as possible. Students looking for lost possessions should check in the principal's office. If lost and found articles are not claimed within a reasonable time, they will be discarded.

NON-DISCRIMINATION POLICY

The Jefferson-Morgan School District is an equal opportunity education institute and will not discriminate on the basis of race, color, national origin, sex, and disability in its activities, programs or employment practices as required by Title VI, Title IX, Sections 504 and the Americans with Disabilities Act. For information regarding civil rights, grievance procedures, services, activities and facilities that are accessible to and usable by disabled persons, contact Donna Furnier, Compliance Officer, Jefferson-Morgan School District, Jefferson, PA 15344 (724-883-2310).

NURSE

The nurse's office is located on the first floor near the main office. Before going to the nurse, except in an emergency when first aid is required, a student must be excused by the classroom teacher with a signed pass to report to the high school office. At the discretion of the nurse, the parent will be notified and asked to pick up the student. Students are not permitted to call home before consulting with the nurse about the illness.

PARTIES

There are to be NO parties during instructional time in the middle school unless prior arrangements have been made with the building principal.

PASSES

- **A student must have a signed pass in their possession at any time they are in the hall except during class change time.**
- If a student wishes to go to the restroom, the nurse's office, the guidance office, or principal's office, the classroom teacher will issue the hall pass.
- Each teacher should issue one pass per student and **only one student dismissed from the classroom at a time.**
- Restroom passes (paddles) are for restroom excuses only.
- Students **must sign out when leaving the classroom for any reason.**
- **If a student wishes to go to another classroom, the pass must originate with the teacher accepting the student, be initiated by the releasing teacher and approved by the principal. Students are to remain in their assigned classroom except to complete make-up work and/or tests.**
- **VISITING ANOTHER CLASSROOM IS NOT PERMITTED.**
- **A classroom teacher may refuse to honor a pass to another teacher's room.**

POLICY CONCERNING PRESCRIBING DRUGS

The basic position of the Jefferson-Morgan School District regarding the administration of medication during the school day is that it should be avoided if at all possible. The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication, in accordance with the direction of a parent or family physician, to a student during the school day will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

Prescribed medications of any type will not be administered except under the direct order of a physician. This order must be in the form of a written order form from the child's physician and must include the following information: date, full name of the student, name of medication, prescribed strength and dosage, length of time to be administered, possible side effects, signature of physician, and signature of the parent (s)/guardian (s). It is the responsibility of the parent (s)/guardian (s) to provide the school with this written order.

POLICY CONCERNING NON-PRESCRIPTION DRUGS

Professional employees employed by the school district will not administer non-prescription medication, such as cough drops, nose drops, eye drops, aspirin, etc. If necessary for a student or parent (s)/guardian (s) will be completely responsible for student administration of such drugs. In this case, a note of information must be furnished to the school.

PRESS RELEASE

The Superintendent shall designate who shall formulate a press release if the same were deemed warranted.

PROMOTION REQUIREMENTS

1. Seventh grade students must earn at least four and one half (4.50) seventh grade credits to be promoted to eighth grade. **Students failing more than one core subject (Reading, English, Science, Math, or World Geography) will not be promoted.**
2. Eighth grade students must earn at least five and one-half (5.50) eighth grade credits to be promoted to ninth grade. **Students failing more than one core subject (Reading, English Science, Math, or World Culture) will not be promoted.**
3. Summer school credits will be accepted only from institutions, which have received accreditation from the Commonwealth of Pennsylvania or approved by the principal.

PROTECTED DISABLED STUDENTS

In compliance with state and federal law, the Jefferson-Morgan School District will provide to each protected disabled student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected disabled student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation, or access to, any aspect of the school program.

These services and protections for “protected disabled students” are distinct from those applicable to all eligible or exceptional students enrolled (for seeking enrollment) in special education.

In order to qualify for services as a “protected disabled student” the referred person must be of an age which public education is offered in his/her school district, usually 4.7 to 21 years of age.

RADIOS AND CD PLAYERS, ETC.

Radios, CD Players/MP 3 Players, Electronic Devices, Personal Listening Devices, Playing Cards, Sports Cards, or any other Play Items, Etc.

Jefferson-Morgan Middle/High School does not permit students to carry these devices on school property: Radios, Headsets, Tape Players, Electronic Games, Beepers, Pagers, TVs, Cell Phones, CD Players, MP3 Players, Lap Top Computer, Laser Pens, Playing Cards, Sport Cards, or any Electronic Device or Play Item (Toys) unless requested by a teacher for a specific assignment and approved by the principal. If a student is caught with such devices, it will be confiscated and the student could receive disciplinary action. The school will not be responsible for such devices that are damaged or stolen.

SCHOOL PHONE NUMBERS

The telephone number at the Middle School/High School is 724-883-2310 (Ext. 210). The school phone is for business purposes only. Students are permitted to use the school phone, only in an emergency, with permission from the principal. Students will NOT be called from class for phone calls nor will messages be delivered to students except in an emergency. Parents/guardians are requested not to call the school requesting to speak with their child. Emergency messages should be directed to the principal

SMOKING AND TOBACCO USE POLICY

Tobacco Free Environment

The Jefferson-Morgan Board of Education recognizes that use of tobacco products during school hours and on school property presents a health and safety hazard which can have serious consequences for both the smoker and non-smoker as well as for the safety and integrity of the district and is, therefore, of concern to the Board. In addition, the negative image of adults working with school children on school property or in school buildings while use of tobacco products is unacceptable to the Board.

Smoking is the use or possession of a cigarette, cigar, pipe or smoking equipment.

Tobacco use is the use or possession of smokeless tobacco in any form, including, but not limited to, chewing tobacco.

PROHIBITION

There will be no smoking or use of tobacco products by any student in any school buildings, buses, vans, vehicles and/or grounds owned, leased or controlled by the district. The total ban of tobacco products applies to Jefferson-Morgan Middle School/High School, Jefferson-Morgan Elementary School, Cary Kolat Training Center and Field House and the High School bleachers at Parker Stadium.

Tobacco possession and use by student is prohibited at district activities conducted away from district property, under property, under any circumstances.

Citations will be filed with local magistrate for violators of this policy.

A student convicted of possession or using tobacco in a school building or on a school bus or school property shall be fined up to \$50.00 plus court costs or admitted to alternative adjudications.

STUDENT ASSISTANCE PROGRAM

The goal of the Student Assistance Program is to systematically and professionally respond to young people's problems as they are exhibited in inappropriate behaviors. At Jefferson-Morgan this goal is addressed by the SAFE team (Save Adolescents From Extinction). The "job" of the student is to learn to be a responsible citizen of the school community. When the student is unsuccessful at this "job", the SAFE team can assist the student by intervening, identifying the underlying problems and attempting to solve the problems (or help the student cope with an unsolvable problem).

SAFE intervention often (but not always) discloses a drug and/or alcohol problem. Problems such as student or parent use/abuse, medical, psychological, social, child abuse or learning disability problems may be uncovered. Problem solving may be in-house or may require professional referral.

SAFE serves students and the school community well when it intervenes in student problems early and supports the student through not only recovery but also aftercare.

SAFE OPERATING PROCEDURES

The operating procedure of the SAFE team will consist of:

1. Receive referrals from the following sources but not limited to those sources:
 - a. Teachers
 - b. SAFE team members
 - c. Coaches
 - d. Other school staff
 - e. Peers
 - f. Self
2. Referrals will be address at SAFE tea meetings. (Team will meet at designated times set by the building administrator.
3. The SAFE team will assign a case manager.
4. Behavior checklist forms will be distributed to the school staff members who have current association with the referred student by the case manager.
5. Information from behavior checklist forms will be tabulated by the case manager and presented to the SAFE team.
6. The SAFE team will review information and a plan of action will be determined.
7. Possible action plan to be suggested:
 - a. Parent interview to be conducted if deemed necessary.
 - b. Behavior and/or academic contracts with student.
 - c. Recommend attendance to insight groups
 - d. Intervention
 - e. Recommendation for D/A or Mental Health Assessment by licensed agency
 - f. Monitor student for a specific period of time
8. Case Manager contacts person who made original referral and other staff members who completed behavior checklist to explain the plan of action taken by the SAFE team.
9. A follow up on a plan of action to determine its effectiveness by original case manager and SAFE team.
10. The SAFE team will consist of:
 - a. Central Office Administrator
 - b. Building Administrator
 - c. School Nurse
 - d. Guidance Counselor
 - e. Three teachers
 - f. Ad Hoc Members

- g. Professional Staff – VISIONS, Comprehensive, Addiction, Prevention Services
11. All members of the SAFE team must have received training by an approved provider.

CONFIDENTIALITY

All information received and discussed by the SAFE team must remain confidential and cannot be shared outside of SAFE team meetings except as permitted in specific instances where permission has been granted.

STUDENT INSURANCE

Student insurance will be available through the school district. It is required that each student participating in any interscholastic sport and/or extra-curricular activity purchase school insurance and/or have a waiver form signed by the parent/guardian and student. If the student does not have school insurance, a waiver must be signed for each sport and/or activity in which the student participates.

TELEPHONES

A public telephone is available near the auditorium for use by students in emergency situations. Permission to use the public telephone must be given by the principal.

Transportation arrangements should be made in advance. The phone is not to be used for this purpose. All school phones are reserved for business purposes.

Students will not be called out of class to receive telephone calls. Only in an emergency situation will a message be delivered to a student via the principal.

PUPIL TRANSPORTATION POLICY

According to the School Law of Pennsylvania, it is the privilege of every pupil living beyond a distance of two (2) miles from a public school to receive free transportation to school. For many years now, it has been the policy of the Jefferson-Morgan School Board to go beyond meeting the requirements of the state of Pennsylvania in this respect.

It is our desire to continue with our previous practices and provide the very best transportation that we can afford to the boys and girls in our school district.

We recognize the rights of all people to receive the benefits offered by the various levels of government, but we also believe that for every right there is also a responsibility. In keeping with this philosophy, we intend to try to protect the rights of all people by defending them against the irresponsible actions of some of the pupils.

The actions listed below are considered by the Board and other officials of this school district to be detrimental to the health, safety, and welfare of other pupils on the same vehicles as well as other users of the highway. All students shall be required to conduct themselves in a manner that will comply in the proper way with the items listed herein:

- 1. Cleanliness and Safety** – The following is strictly prohibited:
 - A. Spitting or throwing trash on the floor of the school bus.
 - B. Bringing disagreeable objects, or material on the school bus.
 - C. Food brought onto a school bus, as part of a lunch shall not be opened, eaten or left on the bus.
 - D. Pupils shall never extend their arms or any part of the body from windows.

- 2. General Conduct -**
 - A. No one will ever throw or shoot objects of any kind through the air.
 - B. Annoying or striking any other student is prohibited.
 - C. Drivers shall have the authority to assign seats to any or all pupils and that assignment must be obeyed.
 - D. There should be no pushing or disorderly rushing in getting on or off the bus.
 - E. No one shall illegally use the emergency door.
 - F. Pupils should never move from seat to seat while the bus is in motion.
 - G. All pupils shall conduct themselves in the proper manner at a bus stop or on the way to and from there.

- 3. Language -**
 - A. Loud or boisterous noise could distract the bus driver.
 - B. Any foul, vulgar or profane language shall not be permitted at any time.

- 4. Smoking -**
 - B. Smoking on the bus shall be prohibited. In case of an accident, this could be one of the most serious offenses.

- 5. Destruction or Misuse of Property -**
 - A. Marking or destroying any part of the bus stop, or any other person's property shall not only be considered misconduct, but destroyed property shall be paid for by the student.

The school bus driver has the same authority on the bus as a teacher has in a classroom, and it shall be the driver's duty to report all misconduct to the principal in charge of the offending student.

Student transportation is a service by the School Board and the State and this service can be denied any student at any time by the action of the school directors or the chief school administrator. These officials of the school district have the authority to deny transportation to any child, regardless of age or sex, who shall refuse to comply with the policies established above.

When a student is denied transportation because of misconduct on a school bus, an official notice will be sent to the parents. Following the notice, it will be the responsibility of the parent to provide transportation to and from school. Lack of transportation shall not be considered a lawful excuse. Any unlawful absence from school will be treated in accordance with the provisions of the school law Pennsylvania, Section 1333 of the School Code provides for the arrest, fine, and/or imprisonment of parents guilty of violating the compulsory attendance requirements.

STUDENT RESPONSIBILITIES ON THE SCHOOL BUS

For your safety, the safety of others and the safety of the bus driver, students must adhere to the following rules:

1. Obey all directions and requests of the bus driver. The bus driver is in charge of the students and the bus.
2. Remember that your safety, even your life depends upon the driver, never distract or disturb the driver.
3. Be on time for your bus in the morning and the afternoon.
4. Ride the bus to which you are assigned. No student will be permitted to ride another bus unless he/she brings a note from the parent/guardian and with permission from the principal. Notes must be presented to the middle school office prior to homeroom period. Notes from both parents are necessary for one student to ride the bus to the home of another student.
5. Approach the bus only after it has come to a complete stop.
6. Board the bus one person at a time; do not crowd around the bus or push one another.
7. Take your seat promptly and face the front of the bus at all times; do not stand while the bus is in motion. The driver has the right to assign seats.
8. Be considerate of the driver and other passengers. Keep conversation at a low volume; do not make unnecessary noise. Keep your hands inside the bus at all times. No waving out the windows or throwing objects from the bus,
9. Maintain orderly behavior that promotes the safe operation of the bus. Profanity, smoking, and/or fighting will not only result in the suspension of bus privileges but also in the appropriate disciplinary procedures according to the discipline policy.

10. Get off the bus at your stop. Move away from the bus promptly; go directly to your home.

Remember that riding the school bus is a privilege, not a right. You may lose the privilege for misconduct or violation of regulations.

CONSEQUENCES FOR VIOLATION OF BUS REGULATIONS

First Offense – One day in behavior management

Second Offense – Three days of bus suspension. Parent must provide transportation.

Third Offense – Five days of bus suspension. Parent must provide transportation.

Fourth Offense – Ten days of bus suspension. Parents come to school and conference
With the appropriate building principal before student bus privileges are resumed.

Fifth Offense - Possible expulsion from bus.

*All infractions are subject to damage costs and possible expulsion for repeated violations.

UNLAWFUL HARASSMENT

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, gender, 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 Coordinator of Curriculum and Instruction 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, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

The administration 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 she/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

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

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

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

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

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the

building principal to investigate the complainant, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

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

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

Step 3 – Investigative Report

The building principal shall prepare a written report within (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.

Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

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

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

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

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, she/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.

Any questions, contact Ms. Donna Furnier at 1351 Jefferson Road, Jefferson, PA 15344. Her telephone number is 724-883-2310, Ext. 216. Ms. Furnier's e-mail address is dfurnier@jmsd.org. Ms. Furnier's office is located in the Business Office Suite in the Middle/High School Building

USE OF BOOKS/EQUIPMENT

Books are loaned to the pupils, and proper care must be taken of them. The pupil is responsible for the books and materials given to him. Teachers must keep a numbered inventory of all books issued to students and collect the same at the conclusion of each year. **Books are to be covered at all times.** Books should not be left lying about the classroom, hall, gym, and locker room or outside. If books are found they should be taken to the lost and found area in the principal's office.

All furniture, equipment, walls and floors in the classrooms and halls should be used properly and kept clean. Teachers are responsible for the condition of all equipment in their rooms. Desks, heating units, tables are not to be used as a chair. Student desks are to be used appropriately without damage occurring. This means sitting in the chair properly with out creating force, which could damage the desk.

Every student can help to make homerooms, classrooms, shops and corridors attractive and inviting. If any damage is done, the student will have to pay for the repairs and/or replacement of the books and equipment. Students are not permitted to sit or stand on desks, tables, unit ventilators, etc. at any time.

BUILDING VISITATION

Visitors to the middle school must report to the main office. Visitors must sign in, secure the principal's permission to be in the building, obtain and wear a visitor's pass. Visitors are permitted in the building only for educational and school related matters. Teachers cannot take time for conferences/visits during instruction time. A conference with a teacher requires a prior appointment. Visitors are not permitted to visit with students at school. Visitors who do not sign in and wear a visitor's pass may be subject to reprimand by the administration and the Board.

Students from other schools are not permitted as visitors, except through permission of the principal.

WEAPONS POLICY 218.1

INTRODUCTION

It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. Pennsylvania Act 26 of 1995 requires local districts to adhere to certain discipline and reported requirements in the event a student is in possession of a weapon. The Federal Gun Free Schools Act provides that no local educational agency may receive federal financial assistance unless it has in affect a policy requiring the expulsion from school for a period of not less than one (1) year of any student who is determined to have brought a firearm or explosive device to school. The Gun Free Schools Act requires that when any local educational agency requests financial assistance, it must assure that the local educational agency has in affect such a policy. Therefore, the Jefferson-Morgan School District has adopted the following Weapons Policy.

PROHIBITION

- A. Students are prohibited from possessing a weapon:
 - (1) in any Jefferson-Morgan School District building;
 - (2) on any grounds of the Jefferson-Morgan School District;
 - (3) in any conveyance (including private) providing transportation to or from the Jefferson-Morgan School District;
 - (4) at any school function, activity, or event whether or not held on Jefferson-Morgan School District grounds; or
 - (5) while student is on his/her way to or from school.

- B. Students are also prohibited from possessing a weapon on any other public School districts property. As such, a person who is determined to have possessed a weapon on another public school district's property will not be admitted to Jefferson-Morgan District for a period of one (1) year from the date of the person's resultant expulsion or voluntary withdrawal from the other public school district.

DEFINITIONS

A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku (nun chuck stick), brass or metal knuckles, firearm, shotgun, rifle, pellet gun, BB gun, look alike gun, chemical agent such as mace, explosive device and any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon includes any object purported by the possession to be such a weapon. A weapon

possessed and used in conjunction with a lawful supervised school activity or course shall be permitted

Weapons does not include any device which is authorized by the school for legitimate educational purpose, such as tools, scissors, compasses, pencils, implements for art class, and the like, or any device or object, which has been given prior approval by the Principal in connections with any educational program or extra-curricular activity. Any student, however, using such an object on an aggressive threatening and/or intimidating manner shall be considered in possession of a weapon.

Firearms means the following:

- A. Any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of any explosive.
- B. The frame or receiver of any such weapon
- C. Any firearm muffler or firearm silencer.
- D. Any destructive device

The term does not include any antique firearm.

Destructive device means any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to any of the devices described above.

A student is in possession of a weapon for purposes of this policy when the weapon is found on the person of the student, in the student's locker or otherwise under his or her control while the student is on school property, on property being used by the school or at any school function or activity, or at any school event held away from the school or while the student is on his/her way to school.

Other school property shall mean any public school ground, school sponsored activity or any conveyance providing transportation to or from a school sponsored activity of a public school district, intermediate unit or area vocational-technical school.

INVESTIGATION PROCEDURES

Every school employee and/or student who has knowledge of a weapon being impermissibly on or in school property shall immediately inform the principal or other appropriate school official who will immediately conduct an investigation. A student who has knowledge of a weapon being in school or on school property shall be subject to disciplinary proceedings if the student does not timely report the same.

Upon reasonable suspicion that a student possesses a weapon, the principal or his designee will request that the student voluntarily empty his or her pockets, and remove any coat, book bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult. It is noted that Rules and

Regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects.

If the student resists such a voluntary search, the principal or school officials shall immediately summon the local police and request assistance. The parent/guardian of the student shall likewise be notified. Officials and administrators of the District shall cooperate with the police investigation arising out of a possession of a weapon on school property by a student. Upon the police appearing, however, under circumstances shall the school officials act as the student's informed adult on regard to any Miranda Warnings.

The school official shall also follow the procedures for student locker searches.

REPORTING

All incidents involving the possession of a weapon prohibited by this policy shall be reported by the Superintendent or Principal to local law enforcement officials.

All incidents involving the possession of a weapon prohibited by this policy shall be reported by the Principal to the Superintendent, who shall likewise report to the School Board.

The Superintendent shall report to the Department of Education, Office of Safe Schools, all incidents relating to expulsions for possession of a weapon pursuant to this policy. Reports shall include the following:

1. The age or grade of the student.
2. Name and address of the School District.
3. Circumstances surrounding the incident, including the type of weapon
4. The disciplinary sanction imposed by the District
5. Notification of law enforcement officials
6. Remedial programs used in the disciplinary response
7. Any parental involvement required in the disciplinary sanction
8. Any arrests or convictions and adjudications, if known

PENALTIES

In the event the student is found to have violated this policy, the student may be subjected to suspension and/or expulsion. Such penalties shall be given in conformance with formal and informal due process proceedings required by law.

Except as provided herein, a student in possession of a weapon shall be subject to an expulsion from school for a period of not less than one (1) calendar year as provided by Act 26 of 1995. Such a penalty shall be given in conformance with formal and informal due process proceedings required by law.

The Superintendent may recommend to the Board of Directors disciplinary action less than a one-year expulsion on a case-by-case basis. The Superintendent shall assess the circumstances of the possession, including but not limited to the type of object confiscated, the intent of the student and the potential threat or danger to the school community for the purpose of making a recommendation on the appropriate discipline in accordance with Act 26 of 1995.

In the event the Superintendent has chosen to not initiate expulsion proceedings, the School Board may direct the Superintendent and administration to schedule a due process hearing.

For instances involving any elementary school student possessing a small folding pocket knife (pen knife), the student shall be suspended from school for a period of three to ten days, and will not be referred to the Board of Directors for expulsion proceedings unless the pocket knife was used to inflict bodily harm or used to threaten or intimidate another person, or the Superintendent otherwise elects to proceed with expulsion.

STUDENTS WITH DISABILITIES

In the event a student with a disability is determined to be in possession of a firearm in violation of this policy, all steps taken to comply with the Individuals with Disabilities Education Act, as amended, and other applicable Federal and State Law and regulations. The student may be removed from school for up to ten (10) days during which time educational services need not be provided. During that time, the IEP team will convene to determine the program and placement of the student into an alternative educational placement for any period of time in excess of the ten days but not to exceed forty-five (45) calendar days. During any period of alternative educational placement due process may be implemented in accordance with Federal and State Law and regulations, and the IEP team may convene to determine if the possession of the firearm was related to the student's disability. The student may be subject to further disciplinary action in accordance with Federal and State Law regulations.