

JEFFERSON MIDDLE SCHOOL
MT. LEBANON SCHOOL DISTRICT
21 MOFFETT STREET
PITTSBURGH, PA 15243



2023-2024 STUDENT HANDBOOK

Jefferson Middle School

21 Moffett Street • Pittsburgh, Pennsylvania 15243
412-344-2120 • 412-344-1252 (fax) • <https://jms.mtlisd.org/>

Dear Student and Family:

The Jefferson Middle School administrators and faculty extend a warm welcome to the students as they begin the 23-24 school year. We are sure that students in this learning community will be provided with ample opportunities to learn and grow in a safe and caring environment.

All students are expected to uphold the core values and to follow the rules that are established for the welfare of the entire student body. In addition, we urge students to participate in any extracurricular activities, which best suit individual interests and activities. In doing so, students will increase their opportunities for learning and fulfill a well-rounded education. The professional staff will provide a challenging and stimulating learning environment. Remember, however, that individual success in this school will be directly proportional to individual efforts.

Jefferson Middle School maintains a reputation for academic excellence and outstanding citizenship. We pride ourselves on being a respectful community of learners. The information in this handbook has been compiled to help students adjust to this school and become an integral part of it. Also, this guide was prepared to assist students in understanding the school and its policies. The handbook includes information regarding the scope of the school programs and activities offered.

Please review this necessary information with your child and sign and return this page to your child's homeroom teacher by Friday, September 1, 2023.

Best wishes for a successful school year!

Sincerely,

Dr. Sarah Shaw
Principal

Mrs. Amanda Jackson
Assistant Principal

My child, _____ homeroom _____, and I have reviewed the 2023-2024 Student Handbook.

Parent/Guardian Signature _____ Date _____

Student Signature _____

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

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FREQUENTLY CALLED NUMBERS

PRINCIPAL

Dr. Sarah Shaw 412.344.2120 #5

MAIN OFFICE/PRINCIPAL'S SECRETARY

Mrs. Kate Swatko 412.344.2120 #5

ASSISTANT PRINCIPAL

Mrs. Amanda Jackson 412.344.1087

ATTENDANCE/ASST PRINCIPAL'S SECRETARY

Mrs. Jill Harris 412.344.1087

COUNSELORS

Mrs. Allison Levison 412.344.2125

Mr. Peter Berg 412.344.2025

GIFTED SERVICES COORDINATOR

Mrs. Kathryn Duchin 412.344.2140

MEDICAL OFFICE (NURSE)

Mrs. Lauren Suess 412.344.2127

SCHOOL SUPERINTENDENT

Dr. Melissa Friez 412.344.2077

SECONDARY ASSISTANT SUPERINTENDENT

Dr. Ronald Davis 412.344.2039

SPECIAL EDUCATION DIRECTOR

Dr. Jennifer Shuman 412.344.2012

SCHOOL PSYCHOLOGIST

Ms. Erika Vasquez 412.344.2018

OFFICE OF FISCAL SERVICES

Mr. Robert Geletko 412.344.2099

FACILITIES OFFICE

Mr. Richard Marciniak 412.344.2191

To reach a staff member's voicemail:

Dial 412.344.2000

Enter the 5 digit mailbox number

Leave your message and hang up

To email a teacher/staff member:

Type first initial last name @mtlsd.net

EX: jsmith@mtlsd.net

(*a few teachers may be first name last name @mtlsd.net)

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

ATTENDANCE

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

Upon returning from an absence, a parent/guardian's written or emailed excuse or other appropriate note (including a doctor's note) must be presented to the homeroom teacher and/or attendance office within **three (3) calendar days**. If the homeroom teacher does not receive the excuse by the third calendar day after return, the absence will be considered unexcused/illegal. **All email excuses must be sent to the student's homeroom teacher and to the attendance office at jmsattendance@mtlsd.net.** After 10 parent excused absences, a medical note will be required for an absence to be marked excused.

Absence/Tardy notes must include:

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

If a child incurs three (3) illegal absences, the parent will be notified by the Assistant Principal advising the parents of the dates of illegal absences. In the event of additional illegal absences, the family will receive an invitation to a school attendance improvement conference. The purpose of this conference is to create an action plan. The school attendance improvement plan will include strategies to remove the barriers to attendance and the consequences if the student accumulates additional illegal absences.

If a child incurs (6) illegal absences, the Assistant Principal may refer the student to a school or community based attendance improvement program or the local children and youth agency and may file a citation against the parent. By regulation, a student with six or more illegal absences in an academic year is classified as "habitually truant."

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

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

PRE-APPROVED ABSENCES

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

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

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

TARDINESS

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

Three (3) unexcused tardies are permitted per semester before a warning is given. After the warning is received, if 3 additional unexcused tardies occur, the student will be assigned an A.M. or P.M. detention with escalating consequences if tardies continue.

EARLY DISMISSAL

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

When an early dismissal is necessary, the parent should submit a request that includes:

- Student's name
- Date and Time of dismissal
- Reason for dismissal
- Signature of parent/guardian

In an effort to make communication more efficient, please send all attendance emails to JMSAttendance@mtlisd.net from the parent/guardian email address on file with the district. If the request is for an early dismissal and it is prior to homeroom on the day of the dismissal (8:10), please also include your student's homeroom teacher on the email so they can give your student an early release slip in homeroom. Students can also bring in a written request to the homeroom teacher.

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

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

ACTIVITIES AND ORGANIZATIONS

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

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

ANNOUNCEMENTS/BROADCAST

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

ARRIVAL

Students arriving before 7:45 AM should be dropped off in the rear of the building and enter the Cafeteria for "Breakfast Club". Students arriving at or after 7:45 should be dropped off at the front of the building on Moffett Street. Students should *never* arrive at the building prior to 7:15 AM. Students must remain in the cafeteria until the 7:45 a.m. bell. At that time, students will be permitted to go to their lockers before homeroom. Students are to be in homeroom and ready for the day at 8:00 AM. Students not in homeroom by 8:00 AM will be marked tardy.

ATHLETIC PROGRAMS

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

ELIGIBILITY FOR ATHLETICS

A student must pursue a curriculum defined and approved by the principal as a full-time curriculum and must maintain an acceptable grade in the curriculum, as certified by the principal. Eligibility is cumulative from the beginning of a grading period, and is reported on a weekly basis. The student must be passing four (4) full credit subjects to be eligible for the following week.

1. The student must have passed at least four (4) full-credit subjects, or the equivalent, during the previous grading period. Back work may be made up, providing it is in accordance with the regular rules of the school.
2. In cases where a student's work in any preceding grading period does not meet the standards described above, the student shall be ineligible to participate in interscholastic athletics for the first 15 school days of the next grading period.
3. New students must meet eligibility requirements for curriculum. Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding grading period or previous year shall be obtained from the records of the last school which the student has attended.
4. At the end of the school year, the student's final grades and credits in their subjects, rather than their grades and credits for the last grading period, shall be used to determine eligibility for the next grading period.

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

BULLYING

Bullying is defined as an intentional electronic, written, verbal or physical act, or a series of acts, whether in the school setting or outside the school setting, that:

- are directed at another student or students
- are severe, persistent or pervasive
- have the effect of doing any one or more of the following:
 - substantially interfering with a student's education
 - creating a threatening environment; and/or
 - substantially disrupting the orderly operation of the school.

Bullying consists of a pattern of repeated, harmful behavior seeking either physical or social power over another. It can occur in person, via electronic communications (e.g., text messages or emails) or via social media. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can be verbal and may include teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm. Bullying can be social or relational and involve harming someone's reputation or relationships and can include leaving someone out on purpose, telling others not to be friendly with someone, spreading rumors about or embarrassing someone. Bullying can be physical and involve hurting a person's body or possessions and includes hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's belongings, and making mean or rude hand gestures.

If any student witnesses bullying or is subject to bullying, the witnesses are encouraged to properly report this so appropriate action may be taken in a timely manner. Incidents of bullying may be reported using the [Bullying Report Form](#). Visit the school's [website](#) under the "Safety" heading. The MTLSD School District anti-bullying policy can be found on the [District Website](#) under Policy JICD - Anti-Bullying.

CAFETERIA

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

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

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

CAFETERIA RULES

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

- Take Care of Yourself
 - Monitor your voice.
 - Stay in your seat.
 - Eat only your own food.
 - Follow lunch monitor instructions.
- Take Care of Others
 - Keep hands, feet, and belongings to yourself.
 - Be kind, inclusive, and mannerly.
- Take Care of Your School
 - Clean up after yourself.
 - Respect facilities and materials.
 - Place trash in trash cans.
 - See something? Say something.

Please contact the Food Service Director by phone at 412-344-2014 with any questions or concerns, including food allergies.

CHANGE OF PERSONAL INFORMATION

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

COMMUNICATION WITH SCHOOL PERSONNEL

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

CONFERENCES

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

DAMAGED ITEMS

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

DEFICIENCY NOTICES

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

DELAYS/CANCELLATIONS

When emergencies, such as weather conditions or power failures require the delay or closing of school, notice is given as early as possible. Weather closings and delay notices are usually made by 6:00 a.m. Typically, when school is canceled,

after-school and evening activities are also canceled.f

School delays and cancellations are posted on the MTLSD website, Schoology, and social media. An automated phone call will be made to your designated phone number during an emergency, delay, or cancellation. Please refrain from calling the school.

TWO HOUR DELAY SCHEDULE

- Breakfast begins at 9:15
- Doors open at 9:45
- School starts at 10:00AM

DISCRIMINATION

Students are entitled to achieve their maximum potential through the programs and activities offered free from all forms of harassment and discrimination for any reason including membership of any protected class including, but not limited to, race, color, age, creed, religion, sex, religion, color, gender, gender identity, sexual orientation, ancestry, national origin, familial status, language, sexual orientation, genetic information, pregnancy, protected genetic information, gender identity, or handicap or disability. Please refer to The Mt. Lebanon School District Board Policy GBAA for additional information on discrimination/unlawful harassment/sexual harassment.

DRESS CODE

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

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

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

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

DRUG AND ALCOHOL POLICY

Students are prohibited from distributing, dispensing, possessing, using, or being under the influence of any alcoholic

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

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

ELECTRONIC DEVICES

Use of any cell phone/smartphone (iPhone, Droid, etc.) that is not directly related to the educational curriculum without pre-approval from a faculty/staff member or administrator is strictly prohibited during the school day (8:00 am – 3:00 pm). Additionally, students may not, under any circumstance, use electronic devices in restrooms and/or locker rooms. Cell phones and other electronic devices should be turned off and put in lockers whenever possible if not in use for educational purposes approved by the teacher.

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

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

EMERGENCY DISMISSAL

The news media will be notified if students must be dismissed due to a building emergency. The information will be sent via e-blast, a broadcast on the district website, and an automated phone call will be made to your designated phone number. **It is imperative that parents/guardians update their emergency contact information on Dashboard at the beginning of each school year.** Parents/guardians should develop a contingency plan with the student in the event an emergency is implemented.

FIELD TRIPS

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

FIRE DRILLS

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

FOOD AND BEVERAGES IN SCHOOL

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

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

FOOD AND ENVIRONMENTAL ALLERGIES

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

FREEDOM OF EXPRESSION

Students have the right to express themselves unless such expression materially and substantially interferes with the

educational process, including school activities, school work, discipline, safety, and order on school property or at school functions; threatens immediate harm to the welfare of the school or community; encourages unlawful activity; or interferes with another individual's rights.

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

Students wishing to post signs or announcements in the building must first have the written or stamped approval of the building principal. Signs must be no larger than 8.5 x 11 inches. The following are prohibited:

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

GRADING

GRADING SYSTEM:

The suggested grading system is:

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

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

HONOR ROLL

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

HIGH HONOR ROLL

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

INCOMPLETE (I) GRADE

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

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

GYM LOCKERS AND ATTIRE

To prevent loss of personal items during gym class:

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

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

HAZING

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

HEALTH SERVICES

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

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

Students **MUST** secure a pass from their teacher to visit the nurse's office.

ALLEGHENY COUNTY SCHOOL IMMUNIZATION REQUIREMENTS

28 PA.Code, Chapter 23, Chapter C requires that all children, Kindergarten through 12th , including all public, private, parochial, intermediate unit and home schooled students, show written proof of immunizations before they can attend school in the Commonwealth of Pennsylvania. Your child will not be permitted to attend school until proof of immunizations have been submitted and approved by the Certified School Nurse. Please contact your child's school nurse; the Allegheny County Health Department or your child's Primary Caregiver with any questions or concerns

STUDENTS ENTERING SCHOOL: Students who are entering school are required to have the following properly spaced

vaccines:

- 4 doses of Tetanus, Diphtheria and Acellular pertussis
 - 1 dose on or after 4th birthday; 3 doses if series started on or after 7 years of age
- 4 doses of Polio
 - 4th dose on or after 4th birthday or 3 doses if last one is on or after 4th birthday with proper spacing
- 2 doses of Measles, Mumps, Rubella (usually given as MMR)
 - 1st one on or after 1st birthday
- 3 doses of Hepatitis B with proper spacing
- 2 doses of Varicella (chicken pox)
 - 1st one on or after 1st birthday
 - OR written statement from physician/designee/parent indicating month and year of disease
 - OR serologic proof of immunity

7TH GRADE: Students entering GRADE 7 are required to have the following vaccines PRIOR to the first day of school in addition to the above vaccines:

- 1 dose of Tetanus/Diphtheria/Pertussis (Tdap)
- 1 dose of Meningitis (MCV4)

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

- 2nd dose of Meningitis (MCV4)

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

- If the child does not have all the doses listed above, and the next dose is medically appropriate, (with the proper spacing), the child must receive that dose within the first five days of school or risk exclusion
- If the next dose is not the final dose of the series and/or the next dose is not medically appropriate, the child must provide a medical plan, signed by a Pennsylvania Licensed Physician, Physicians Assistant and/or Certified Registered Nurse Practitioner indicating when and/or if the immunization will be administered. This medical plan is due within the first five days of school or risk exclusion.

The Allegheny County Health Department (412-578-8060) is available to provide school required vaccines to children. Please refer to their website (<https://www.alleghenycounty.us/healthdepartment>).

Pennsylvania Immunization regulations:

- <https://www.health.pa.gov/topics/Documents/School%20Health/SIR8.pdf>
- <https://www.health.pa.gov/topics/Documents/School%20Health/SIR5.pdf>

EMERGENCY INFORMATION FOR SUDDEN ILLNESS OR INJURY

Student Medical information and Emergency Contact information facilitates the care of an ill or injured student as well as provides nursing office staff with routine contact and release information. Only those persons, (including parents/guardians), indicated on a students contact list in power school will be contacted and can give permission for the student to leave the building. In middle school, the child must be picked up from the nurse's office. Facilities are available for temporary care only.

Please consider that facilities are available for temporary care only. Parents should develop a plan that would allow their child to be picked up from school within a half hour of notification of an illness or an injury.

It is essential that parents keep their emergency contact information current. Please update EACH SCHOOL YEAR, your emergency contact numbers/medical information for each child in your household that attends the District schools.

FOOD AND ENVIRONMENTAL ALLERGIES

Due to the increasing number of children with food-related allergies/restrictions, food provided for school sanctioned events should not contain nuts or peanut ingredients. Foods sold in the cafeteria are clearly labeled—parents/guardians may also contact the Food Service Department for ingredient lists. Students are responsible for choosing their food purchases.

A health and safety procedure is established for all students with life-threatening allergies. Parents/guardians are asked to contact their child's certified school nurse to discuss the health and safety procedures for their child at the beginning of the school year and as needed throughout it.

In the event of a life threatening allergic reaction, (known and unknown allergies), Epinephrine Auto Injectors are available and may be used by trained staff throughout the school complex. However, each student should have their own emergency epinephrine device

GYM EXCUSES

Your child may be excused from physical education for two (2) consecutive classes with a note from a parent/guardian stating the reason for such.

If your child needs to remain out of physical education for longer than two (2) consecutive classes, a note signed from a physician, certified nurse practitioner or physician's assistant will be required thereafter.

Notes from licensed personnel should be submitted directly to the nurse's office. Students that require the use of any mobility devices need to have a note stating such (with beginning and end dates) from a Pennsylvania licensed physician, physician's assistant and/or a certified registered nurse practitioner.

A modified physical education checklist is available for students with medical excuses (see the phys. ed teacher and nurse). Students, however, may not participate in gym, PIAA or intramural sports while under medical supervision for an acute injury that requires stitches, crutches, slings, casts, etc.

A written note from a Pennsylvania licensed physician, physician's assistant (PA), and/or a certified registered nurse practitioner (CRNP) is then required for reentry into gym, etc.

That note should be signed by the licensed healthcare professional and include the following:

- Reason for exclusion from physical education classes and dates to be excluded
Any accommodations that will be needed—including any academic ones
- If any mobility device or elevator will be needed, the licensed provider must state that on the note and the dates required for the length of exclusion—a note is required for a student to return to any activity once being out for a medical reason.
- If a student has any type of sling, brace, ace wrap, stitches, etc. on their body, they are to be excluded from gym

until it is removed by a licensed healthcare provider with a note stating such or it becomes a chronic issue and the need to wear the apparatus becomes more constant—that will then require a separate note from the child's licensed healthcare provider to participate in physical education classes and/or recess with a chronic need.

If your child will not be able to participate in physical education classes due to a lengthy condition, physical education accommodations may be able to be made with a licensed health care provider's order. Please contact your child's certified school nurse and their physical education teacher for assistance with this.

If a parent note is presented for a minor illness or injury, a modified, safe activity will be provided (see phys ed teacher). Parent notes should be submitted to the nurse and the phys ed teacher. Students who provide a parent note must change their clothing for class or points will be deducted.

HEAD LICE

The positive action of reporting an incidence of head lice to your child's school cannot be overstated. Parents who treat their child for lice and do not report it to the school risk the infestation of others and the reinfestation of their own child. When the nurse's office is notified of a student with a positive case of live lice, the following occurs:

- Parent is contacted
- Child sent home for treatment
- Child rechecked by nursing staff upon return to school after treatment has been completed
 - Continued checks for 4 weeks
- The class of the infected person may be checked with confidentiality being maintained. Parents/guardians of children found to have only nits after treatment will be contacted to check their child's head and remove the nits, but are not excluded from school.

HEALTH INSURANCE

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

HOMEBOUND INSTRUCTION

When lengthy illness (more than 10 days) prevents a student from attending school, homebound instruction may be requested by the parent. The parent must obtain a written statement from a physician describing the need for homebound instruction. When approved, the school arranges for certified teachers to instruct a student at home or in the hospital for five (5) hours per week. During homebound instruction, the student is considered present in school for attendance purposes.

When homebound instruction is no longer needed, a clearance note from a Pennsylvania licensed physician, physician's assistant and/or certified registered nurse practitioner is needed in order for the student to resume in-person instruction. Forms to request instruction are available in the principal's office. Homebound instruction is intended for short-term absences of a month or less. All notes from healthcare providers will need to be turned into the nurse's office.

HOSPITALIZATION

When a student is in a hospital or any type of inpatient rehabilitation program, the parent should inform their child's principal AND certified school nurse. When the student is ready to return to school, the parent should notify:

- The principal, certified school nurse, and school counselor in advance. The school may request a meeting with the

parent and student for planning purposes.

- Provide a note from a Pennsylvania licensed physician, physician's assistant and/or a certified registered nurse practitioner with date of return to school and any accommodations that may be needed.

ILLNESS/INJURY

Basic health care is available in the nurse's office for any illness or injury that occurs during the school day hours. Parents are notified for an illness or injury as the case warrants. By law, nurses are not permitted to make a diagnosis and or prescribe treatment.

The district is not equipped to provide advanced emergency care. Students needing urgent medical attention (per the direction of the nurse) will be transported to an emergency care facility by a local ambulance service. Parents/Guardians will be notified in a timely manner in regards to the need for this.

Parents/guardians should contact their child's certified school nurse for any special healthcare needs of their child(ren) or if your child requires medication during the school day hours. Also, please keep this information current to insure that your child is receiving the best care possible.

Information regarding your child's health status may be shared, as needed, with school personnel that your child comes in contact with.

If a child needs to utilize any mobility device—such as crutches, walkers, etc and/or needs the use of the elevator, a note from a licensed healthcare provider will be required with beginning and end dates for such.

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

MANDATED PROCEDURES

Pennsylvania law mandates the following screenings:

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

If a student does not pass any portion of the mandated screenings, a referral will be sent home to the parent/guardian.

If a parent/guardian/teacher has any concerns regarding a vision or hearing issue, please contact that child's certified school nurse to discuss.

Pennsylvania law mandates the following examinations:

- Physical - Grades K, 6, 11 and/or upon first enter into school in Pennsylvania
 - Children transferred from other school systems in Pennsylvania shall be examined as soon as possible after the transfer regardless of their age or grade if an adequate health record is not made available by the original school.
 - Outside of Pennsylvania transfers/new students shall be required to have a new physical.
- Dental - Grades K,3, 7 and/or upon first enter into school in Pennsylvania

- Children transferred from other school systems in Pennsylvania shall be examined as soon as possible (either by their own dentist or the school dentist) after the transfer regardless of their age or grade, if an adequate health record is not made available by the original school.
- Outside of Pennsylvania transfers/new students shall be required to have a new dental.

A delinquent obligation to the school is issued when a student does not meet the above mandated health requirements.

Parents are encouraged to have the physical/dental examinations performed by their child's Pennsylvania licensed healthcare provider, since he/she is aware of their child's health history and status. These examinations are at the parents' expense and are to be submitted to the child's nurse's office. If you prefer, upon parent/guardian request and permission, the school physician or dentist will complete these examinations during the school year at the expense of the district. Please contact your child's certified school nurse for permission forms.

MEDICAL EXEMPTIONS

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

MEDICATION (PRESCRIPTION AND NON-PRESCRIPTION)

The administration of medication, both prescription and non-prescription, during school hours, is strongly discouraged for safety reasons and to limit traffic in the nurse's office. However, if a Pennsylvania licensed physician, physician's assistant and/or certified registered nurse practitioner deems it medically necessary for a student to take an FDA approved medication, either prescription or non-prescription, during the school day, please abide by the following procedure:

- Medication orders must be dated on or after July 1st of the new school year
- Both prescription and over-the-counter (non-prescription) medications require an order form a licensed prescriber.
- A new medication order is required for each medication that the student is prescribed (example: Benadryl and an Epinephrine Auto Injector need two (2) different orders).
- Each medication requires the signature of a Pennsylvania Licensed MD/DO, CRNP or PA AND the student's parent/guardian. The completed medication form must be turned in to the nurse's office before any medication can be given by the nurse.
- Prescription medication must come in the labeled pharmacy container with the current dosing instructions on the label. Each time there would be a dosage change of the same medication, along with a new order, a new pharmacy labeled container with new instructions must be submitted.
- Over the counter medication must come in the original, unopened container and must match the dosage/type on the medication form. (example: if *liquid* Tylenol is ordered then *liquid* Tylenol must be brought in).
- Please be mindful of the medication's expiration date. Expired medications cannot be administered in the school district.
- No Herbal remedies/oils are FDA approved for administration in a school setting
- Parent/Guardian must bring the medication prescribed to the nurse's office at the school where the child attends.

It is the responsibility of the student to report to the nurse's office for their medication. Please remember that your child may not receive their medication if these procedures are not followed.

Per the state of Pennsylvania, students are only permitted to self carry the following medications:

- Epinephrine Auto Injectors
- Rescue Inhalers

- Diabetic medications/supplies

Please be aware it is a violation of the district's drug and alcohol policy to self-carry any medication with the only exceptions being: Rescue Inhalers, Epinephrine Auto Injectors and Insulin pumps/pens/supplies.

In order for students to self- carry the above mentioned emergency medications the following steps are required:

- All paperwork must be completed and submitted to the nurse's office
- Paperwork is reviewed by a certified school nurse and the student completes the self carry assessment with the certified school nurse in order to self carry their medication.

Mt. Lebanon School District reserves the right to withdraw permission to self-carry and administer said medication, if at any time, the student is unable to demonstrate responsible behavior in carrying and/or taking the medication.

Refer to the Medication Policy for complete details on medication administration.

RE-ADMITTANCE AFTER FIVE (5) DAYS OF ABSENCE

Parents are encouraged to notify the nurse of any illness or injury which results in a long absence from school. A parent's written statement for a school absence related to illness is generally all that is required, however, in special circumstances, a Pennsylvania Licensed Physician's statement may be requested.

RELIGIOUS EXEMPTIONS

Statements of religious exemptions or strong or ethical conviction opposing immunization must be submitted in writing and signed by a parent/guardian, stating reason and to which vaccines the child is exempt from.

If a child is exempt (medical or religious) from immunizations, he/she/they may be removed from school during a disease outbreak.

HOMELESS STUDENTS

Homeless children have the right to a free, appropriate, public education. For more information, please see the [MTLSD Identification of Homeless Handbook](#).

LIBRARY

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

LOCKERS

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

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

Reminders:

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

LOST AND FOUND

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

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

MAKE-UP WORK DUE TO ABSENCE

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

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

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

MESSAGES/TELEPHONE USE

Parents are requested to limit phone messages to students. Should the urgent need arise to contact a student during the school day, a parent/guardian may call the Attendance Office. There is a phone in the office for student use if necessary.

Each classroom and office contains a telephone for faculty/staff use only. Use of the office phones shall be prohibited except in the case of an emergency. Please note that **CELL PHONE USE IS PROHIBITED DURING THE SCHOOL DAY FOR PERSONAL PHONE CALLS AND TEXT MESSAGES**. Cell phones and other electronic devices should be turned off or silenced and remain in student lockers during the school day unless they are being used for learning under the supervision of a teacher.

NETWORK/INTERNET USE (District Policy IJND)

A. Acceptable Network Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's rules and regulations as may be adopted and amended from time to time. All staff and students (and/or the students' parents, depending upon the age of the student as specified by administrative procedures) who wish to use the Network must sign one or more Network agreements whenever requested by the District.

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

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

B. Inappropriate Use and Activities

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

of employment. Where circumstances warrant, inappropriate use of the Network may be referred to law enforcement authorities.

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

C. Protection and Filtering

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

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

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

D. Ownership and Retention

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

ORGANIZATIONAL STUDY SKILLS

Combining a paper or digital agenda with Schoology features can provide students with a comprehensive system to track assignments effectively. It combines the benefits of traditional methods with the convenience and automation of digital tools, helping students stay organized, manage their workload, and meet due dates more efficiently. Ultimately, it is essential for students to experiment and find the approach that works best for their individual learning style and

preferences while learning about the features of Schoology.

Students need to spend time outside of school to properly complete their work. There will be long-range assignments that require planned study time. Students should prioritize their assignments, follow the study suggestions below, and allow sufficient time to complete each assignment. Planning and organization are the keys to successful study skills.

The student should:

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

PARENT/TEACHER ASSOCIATION (PTA)

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

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

Jefferson Middle School is a member of the Positive Behavior Support Network-a system that works with over 300 schools in the Commonwealth. PBIS is an approach for creating and maintaining safe and effective learning environments for students and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond. JMS's PBIS will provide a set of consistent, school-wide expectations to create a caring, confident community of learners who demonstrate empathy, kindness, and respect.

At Jefferson Middle School, our community embraces three core values:

- Take Care of Yourself
- Take Care of Others
- Take Care of Our School

PBIS is a system that involves our whole school, including our teachers, students, administrators, non-teaching staff, families, and community. This includes:

- A consistent philosophy of expectations for student behavior
- Explicitly teaching expectations through lessons
- Following behavior flow charts for discipline and consequences
- Acknowledgement of desired behaviors in the classroom, throughout the building, and across the community with a ticketing system
- Collectively working as a community to earn rewards for positive behavior

REASONABLE FORCE

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

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

RESTRICTION FROM SCHOOL ACTIVITIES

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

SAFE2SAY SOMETHING

Safe2Say Something is a service provided by the Pennsylvania Office of the Attorney General that is intended to save lives and prevent violence in the school environment. It permits students, parents, teachers, administrators and Mt. Lebanon citizens to anonymously report safety concerns that are routed to a command center and shared with MTL central administration, building administration and the Mt. Lebanon Police Department. Reports may be made by:

- Phone: 1-844-SAF2SAY (1-844-732-2729)
- Safe2Say Something Mobile app
- Online at www.safe2saypa.org

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

SAFETY

The Mt. Lebanon School District is committed to taking proactive measures to protect the safety of all our students and staff members. We have made preparations to deal effectively with emergency situations that could occur in or around our schools while classes are in session. While we hope that a natural disaster or other serious incidents never occur, our goal is to be as prepared as possible for any potential emergency. Our priority at all times is to protect all students and staff from harm.

Our School Safety website provides information on emergency preparedness and safe walking routes to weather closing

and delay procedures and much more. This information is a valuable resource for our families and staff.

If you have information about a safety concern, you can report your information to Safe2Say.

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

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

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

SAFE WALKING

The Mt. Lebanon School District is a walking school district. Student safe walking awareness is reviewed annually with the assistance of the Mt. Lebanon Police Department (MLPD). In addition to reinforcing safe walking rules with students at the beginning of the school year, the MLPD has established Safe Walking Routes for each school. Please review these routes throughout the school year. Safe Walking Routes can be found on the District website under “Safety.”

SAFETY DRILLS

In an effort to continually prepare for emergency situations, we will conduct School Safety Drills throughout the year. The purpose of these drills is to provide the students and staff with the knowledge and experience that they need to make decisions in case of an emergency. Safety drills may include the following:

- ALiCE (Active Intruder)
- Evacuation
- Fire
- Shelter in Place
- Weather

SCHEDULE

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

SEXUAL HARASSMENT

Sexual harassment of students or employees is prohibited in the Mt. Lebanon School District. Any student that believes that he or she has been subjected to sexual harassment should immediately report the incident to any principal, guidance

counselor, teacher or school nurse. Students who have been found to have engaged in sexual harassment of others will be subject to discipline. The District also prohibits any retaliation against complainants or witnesses of such misconduct. According to the MTLSD Policy GBAA, examples of prohibited conduct of a sexual nature, which may constitute prohibited sexual harassment include, but are not limited to:

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

STUDENT OF THE MONTH

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

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

STUDENT CONDUCT INFORMATION

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

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

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

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

- Teacher/staff member will discuss the behavior with the student
- Teacher/staff member will complete a Take Care Form with the student
- Teacher/staff member will discuss the behavior with a parent
- Teacher/staff member will assign a consequence (Ex: after school detention, lunch detention, etc.)
- Parent meeting may be scheduled to discuss behavior
- Disciplinary referral sent to office and disciplinary consequences given
- Suspension from school with the possibility of local law enforcement/magistrate involvement
- Disciplinary review/administrative review with parents and student
- Superintendent review with administrative staff
- School Board hearing

***See Response to Student Misconduct Chart at the end of this handbook for additional information regarding disciplinary actions resulting from misconduct.**

STUDENT SUPPORT SERVICES

Mt. Lebanon School District provides support for students with a broad range of educational needs. The majority of students are educated without any modifications to the regular education program. A small percentage of students may need minor accommodations to enable them to progress in the regular classroom. Other students may need more extensive support offered through a special education program. Detailed information can be found on the MTLSD website. For additional information, contact the building principal, 412-344-2120, or the Supervisor of Special Education, Dr.Jennifer Shuman, 412-344-2044.

CRISIS INTERVENTION

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

GUIDANCE DEPARTMENT

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

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

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

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

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

HEALTH SERVICES

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

PSYCHO EDUCATIONAL EVALUATIONS

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

SPECIAL EDUCATION SERVICES

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

- Adapted Physical Education
- Emotional Support Program
- Learning Support Program
- Mentally Gifted Program
- Occupational Therapy
- Physical Therapy
- Speech and Language Support

READING SPECIALIST

Students who do not participate in the special education program for reading are currently able to participate in a remedial reading program with the reading specialist. Students must meet eligibility requirements. The program is not a tutoring

service to support the regular curriculum but instead is a diagnostic reading program that teaches the skills necessary to attain reading proficiency. Progress monitoring and diagnostic assessments will be administered by the reading specialist throughout the year.

STRIVE

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

STUDENT ASSISTANCE PROGRAM/TEAM (SAP)

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

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

Contact the Guidance Department for more information about our SAP program.

TEAMS

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

Teams at JMS:

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

TOBACCO USE AND POSSESSION

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

VIDEO / AUDIO MONITORS ON DISTRICT BUSES

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

VISITORS

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

WEAPONS

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

WITHDRAW FROM SCHOOL

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

WRITING LAB

The Writing Lab is a computer-equipped classroom where students work on their writing for any subject. Staffed by a Writing Clinician, who is an English teacher, the Writing Lab helps students complete assigned and creative writing while emphasizing the importance of the writing process, especially revision strategies. The Writing Clinician is available to discuss the strengths and problems individual writers face and help them discover solutions to writing challenges. The Clinician will neither write nor fix papers; final revision is the student's responsibility. Teachers often require students to work on assignments in the Writing Lab during regular class time. In addition, the Writing Lab is available to students during their free time and after school. Writing lab hours will be posted at the start of the school year.

MIDDLE SCHOOL: RESPONSE TO MAJOR INFRACTIONS

Infractions	Consequences Level 1	Consequences Level 2	Consequences Level 3
Bomb Threat/Pulled Fire Alarm/Fire Starting/ Explosives (Board Policy <u>JLI</u> , <u>GBGB/JIC</u>)	OSS (10 Days) Expulsion Refer to Board Policy JLI, GBGB/JIC, JICJ		
Cafeteria Misconduct	Warning Lunch Detention Alternate Seat/Setting	AM/PM Detention Alternate Seat/Setting Community Service to School	Saturday Detention ISS (1-3 Days) Alternate Seat/Setting
Cell Phone/Electronic Device	Warning Confiscation by Office	Confiscation by Office Parent Retrieval of Device	Confiscation by Office Parent Retrieval of Device AM/PM Detention
Cheating/Dishonesty	Warning Recompletion of Assignment/Test	Failing Grade on Assignment/Test Teacher/Parent Conference AM/PM Detention	Saturday Detention Teacher/Parent Conference SAP Referral
Class Cut	Warning Parent Contact Lunch Detention	AM/PM Detention No Credit for Missed Assignment Teacher/Parent Conference	Saturday Detention Teacher/Parent Conference SAP Referral
Computer/Internet Misuse	Warning Parent Contact Temporary Loss of Privileges	Long Term Loss of Privileges Lunch Detention AM/PM Detention	Indefinite Loss of Privileges ISS (1-3 Days) OSS (1-3 Days)
Destruction of Property	Parent Contact Restitution Community Service to School	Restitution Lunch Detention AM/PM Detention Parent/Admin Meeting	Restitution ISS (1-3 Days) OSS (1-3 Days)

Disrespect	Warning Restorative Reflection Parent Contact Lunch Detention	AM/PM Detention Saturday Detention ISS (1-3 Days)	SAP Referral ISS (3-10 Days) OSS (1-10 Days)
Disruptive/Uncooperative	Warning Parent Contact Lunch Detention Community Service to School	AM/PM Detention Parent/Admin Meeting ISS (1-3 Days) Community Service to School	SAP Referral OSS (1-10 Days) Community Service to School
Dress Code Violation	Warning Parent Contact Clothing Change	Clothing Change Lunch Detention	Clothing Change AM/PM Detention ISS (1-3 Days)
Excessive Tardiness	Warning Letter	AM/PM Detention	Saturday Detention School Attendance Improvement Conference Referral to Community Resources Citation to Magistrate
Fighting/Assault	Parent Contact OSS (3-10 Days) Counselor Referral Peer Mediation	Parent Contact OSS (5-10 Days) SAP Referral	Referral to LLEA Alternative Placement Expulsion
Harassment/Anti-Bullying (Board (Policy <u>JICD</u> / <u>JLI</u> / <u>GBAA</u>))	Parent Contact Referral to Counselor Peer Mediation Warning AM/PM Detention	Saturday Detention AM/PM Detention SAP Referral Loss of Privileges ISS(1-10 Days)	Loss of Privileges OSS (1-10)
Horseplay/ Unsafe Behavior	Warning Parent Contact Lunch Detention	AM/PM Detention Parent/Admin Meeting ISS (1-3 Days)	SAP Referral ISS (3-10 Days) OSS (1-10 Days)
Leaving School Without Permission	Parent Contact AM/PM Detention No Credit for Missed Assignment Referral to LLEA	No Credit for Missed Assignment Referral to LLEA ISS (1-3 Days) SAP Referral	No Credit for Missed Assignment Referral to LLEA OSS (1-3 Days)

Missed Detention	Warning Rescheduled Detention	Reoccurring AM/PM Detention	Saturday Detention ISS (1-3 Days)
Physical Aggression	Parent Contact Referral to a Counselor Peer Mediation Warning AM/PM Detention	AM/PM Detention SAP Referral Saturday Detention ISS (1-10 Days) Parent/Admin Conference	Saturday Detention ISS (3-10 Days) OSS (1-10 Days)
Sexual Harassment (Board Policy <u>GBAA/JICD</u>)	Parent Contact Referral to Counselor ISS (1-10 Days) OSS (1-3 Days)	Parent Conference SAP Referral OSS (3-10 Days) Referral to LLEA	OSS (3-10 Days) Expulsion Referral to LLEA
Theft	Parent Contact Restitution AM/PM Detention Referral to LLEA	Saturday Detention ISS (1-10 Days) Parent/Admin Conference Referral to LLEA SAP Referral	ISS (3-10 Days) OSS (1-10 Days) Referral to LLEA SAP Referral
Threat (Verbal, Written, Gestures) (Board Policy <u>JLI, JICD/GBAA</u>)	Referral to Counselor Referral to SAP Threat Assessment	Threat Assessment ISS (1-10 Days) OSS (1-10 Days)	Threat Assessment OSS (3-10 Days) Referral to LLEA Expulsion
Truancy	Warning Letter	Student Attendance Improvement Conference Referral to Community Resources	Citation to Magistrate
Unacceptable Language	Warning Parent Contact Lunch Detention	AM/PM Detention Saturday Detention ISS (1-3 Days)	SAP Referral ISS (3-10 Days) OSS (1-10 Days)
Unacceptable Physical Contact (poking, shoving, tapping, etc.)	Warning Parent Contact Lunch Detention AM/PM Detention	Saturday Detention ISS (1-3 Days)	SAP Referral ISS (3-10 Days) OSS (1-10 Days)
Violation of Drug/Alcohol Policy	OSS (1-10 Days) Referral to LLEA	OSS (3-10 Days) Referral to LLEA	OSS (5-10 Days) Referral to LLEA

(Board Policy <u>JICH</u> ; <u>JICG</u>)			Expulsion
Violation of Tobacco Policy (Board Policy <u>JICG</u>)	ISS (1-3 Days) SAP Referral	ISS (3-10 Days) OSS (1-5 Days)	OSS (1-10 Days) Referral to LLEA
Weapons Policy (Board Policy <u>GBGB/JICI</u>)	Refer to Board Policy GBGB/JICI		

Note: ISS=In-School Suspension, OSS=Out of School Suspension, LLEA=Local Law Enforcement Agency, SAP=Student Assistance Program

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

Determination of level and consequence is the sole discretion of the administration. Levels represent severity of incident and not necessarily the number of times an incident occurred. When appropriate, consequences will be paired with a restorative opportunity for students to reflect and repair harm done.

APPENDIX

APPENDIX A: PBIS Student Handbook

JEFFERSON MIDDLE SCHOOL
PBIS HANDBOOK



**TAKE
CARE
FRAMEWORK**

Jefferson Middle School is a member of the Positive Behavior Support Network-a system that works with over 300 schools in the Commonwealth. PBIS is an approach for creating and maintaining safe and effective learning environments for students and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond.

Jefferson Middle School PBIS Purpose Statement:

JMS's PBIS will provide a set of consistent, school-wide expectations to create a caring, confident community of learners who demonstrate empathy, kindness, and respect.

At Jefferson Middle School,
our community embraces three core values:

**Take Care of Yourself
Take Care of Others
Take Care of Our School**

PBIS is a system that involves our whole school, including our teachers, students, administrators, non-teaching staff, families, and community.

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POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Positive Behavior Interventions and Support (PBIS) is a system for the **entire** school population.

Characteristics of the Take Care System:

- Interventions are planned and positive rather than reactive and punitive.
- Desired behaviors are explicitly taught to students through consistent lessons across the school.
- Lessons are reinforced on a regular basis and as needs arise throughout the school year.
- Staff will align classroom expectations with Take Care language.

Why Implement PBIS?

- Improved consistency of expectations schoolwide
- Improved academic performance
- Reduced bullying behaviors
- Improved social-emotional competence
- Improved social and academic outcomes for students with disabilities
- Decreased rates of student-reported drug and alcohol abuse
- Reduced office discipline referrals
- Improved teacher outcomes, including perception of teacher efficacy; school organizational health and school climate, and perception of school safety

WHAT DOES THIS PBIS FRAMEWORK LOOK LIKE FOR OUR JMS STUDENTS?

At Jefferson Middle School,
our community embraces three core values:

Take Care of Yourself
Take Care of Others
Take Care of Our School

We will apply these core values to eight specific areas:

Classroom
Cafeteria
Bathrooms & Locker Rooms
Hallways & Stairwells
Arrival and Dismissal
Technology
Wellness
Offsite


All students will be explicitly taught what it looks like
to Take Care of Themselves, Others, and Our School
in each of these eight specific areas.

JMS MATRIX

	TAKE CARE OF YOURSELF	TAKE CARE OF OTHERS	TAKE CARE OF YOUR SCHOOL
CLASSROOM	<ul style="list-style-type: none"> Be prepared, engaged, and self aware. Listen to adult directions. Participate in class. Complete work with integrity. 	<ul style="list-style-type: none"> Use appropriate language and volume. Keep hands, feet, & belongings to yourself. Be kind, inclusive, and mannerly. 	<ul style="list-style-type: none"> Clean up after yourself. Respect facilities and materials. See something? Say something.
CAFETERIA	<ul style="list-style-type: none"> Monitor your voice. Stay in your seat. Eat only your own food. Follow lunch monitor instructions. 	<ul style="list-style-type: none"> Keep hands, feet, & belongings to yourself. Be kind, inclusive, and mannerly. 	<ul style="list-style-type: none"> Clean up after yourself. Respect facilities and materials. See something? Say something.
BATHROOM & LOCKER ROOM	<ul style="list-style-type: none"> Go, flush, wash, and leave. Take a hall pass. 	<ul style="list-style-type: none"> Keep hands, feet, & belongings to yourself. Use the bathroom for its intended purpose. 	<ul style="list-style-type: none"> Clean up after yourself. Respect facilities and materials. Place trash in trash cans. See something? Say something.
HALLWAYS & STAIRWELLS	<ul style="list-style-type: none"> Be on time. Be where you are supposed to be. Take a hall pass with you. Walk. 	<ul style="list-style-type: none"> Use appropriate language and volume. Keep hands, feet, & belongings to yourself. Be aware of your surroundings. 	<ul style="list-style-type: none"> Keep hallways clean. Close lockers. See something? Say something.
ARRIVAL & DISMISSAL	<ul style="list-style-type: none"> Be on time and leave when dismissed. Listen to adult directions. Stay on the sidewalk and use crosswalks. Wait in designated areas. Be aware of your surroundings. 	<ul style="list-style-type: none"> Use appropriate language and volume. Keep hands, feet, belongings to yourself. Be aware of your surroundings. 	<ul style="list-style-type: none"> Represent JMS with respect and dignity. Clean up after yourself. See something? Say something.
TECHNOLOGY	<ul style="list-style-type: none"> Bring a charged device each day. Use and store technology with care. Use only your own device. Be aware of your digital footprint. 	<ul style="list-style-type: none"> Think before you post or search. Use proper email etiquette. Keep online interactions positive. Respect others' privacy. 	<ul style="list-style-type: none"> Represent JMS with respect and dignity. See something? Say something.
WELLNESS	<ul style="list-style-type: none"> Get enough sleep and exercise. Choose healthy foods and drinks. Make hygiene a routine. Check in with trusted adults. Use coping skills. 	<ul style="list-style-type: none"> Look out for others. Be kind, inclusive, and mannerly. 	<ul style="list-style-type: none"> Make good choices. See something? Say something. Attend school daily.
OFF-SITE	<ul style="list-style-type: none"> Stay on the sidewalk. Use crosswalks. 	<ul style="list-style-type: none"> Use appropriate language and volume. Be aware of your surroundings. Respect your community members and property. 	<ul style="list-style-type: none"> Represent JMS with respect and dignity. Clean up after yourself. See something? Say something.

ACKNOWLEDGEMENT SYSTEM

An integral part of PBIS is to recognize students for standing out while demonstrating positive behaviors that Take Care of Themselves, Others, or Our School. Students may receive a ticket from a staff member when they display this type of behavior.

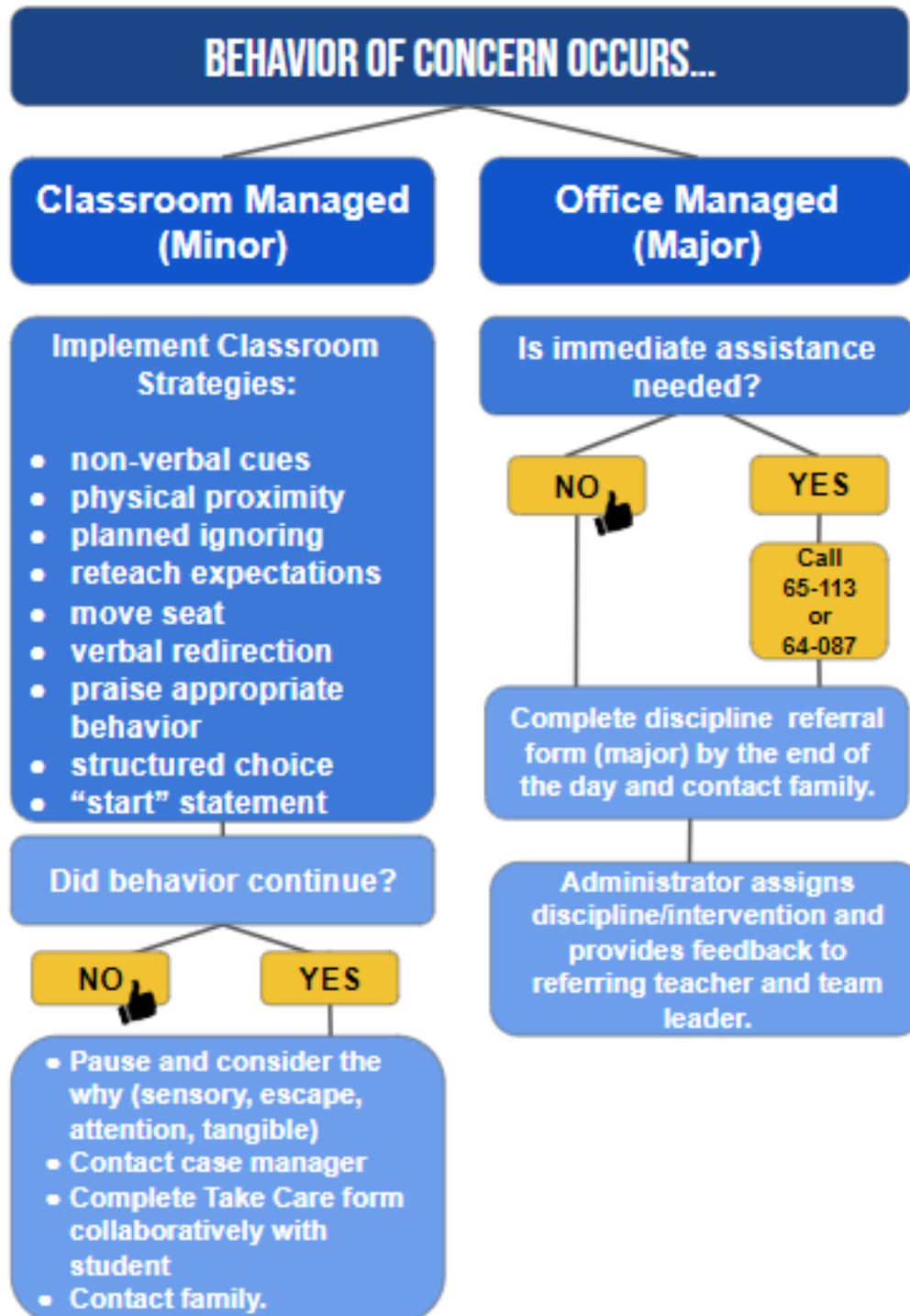
Student: _____
Teacher: _____
THANK YOU for taking care <input type="checkbox"/> Of Yourself <input type="checkbox"/> Of Others <input type="checkbox"/> Of Your School


TAKE CARE TICKET PROCEDURES

1. Take Care tickets are awarded to students who are demonstrating Take Care behaviors. Teachers and staff members should give out **five** tickets a week, making sure to vary locations and recipients.
2. Students who have earned tickets will need to visit the ticket station to turn in their tickets to the Take Care Ticket Bin. The preferred time to visit the office is during Team Time. Students must follow the usual Hall Pass procedure to visit the office.
3. At the ticket station, the student will use a Chromebook to fill out an online form and then place it in the Take Care Ticket Bin.
4. School-wide rewards will accrue as the bin fills up.
5. When an individual student receives ten tickets, an email will be sent home to acknowledge that achievement.

DISCIPLINE PROCEDURES

Jefferson Middle School will use consistent procedures for handling discipline. Teachers will use the flowchart to handle and direct concerns appropriately.



APPENDIX B: MTLSD Identification of Homeless Handbook

Homeless children have the right to a free, appropriate public education.

McKinney-Vento Homeless Education Assistance Improvements Act of 2001

Who is considered homeless?

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes children or youth:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Does residency have to be proven?

No, because homeless families are unable to establish a “home” on a permanent basis, a school cannot require proof of residency that might prevent or delay the enrollment of school-age children.

What choice of schools do homeless students have?

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

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

OR

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

Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

Is there any reason to delay enrolling a homeless child?

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

What supports can school districts provide to homeless students?

Homeless students are eligible for supports and services to remove barriers to educational success. Details about academic supports can be found on the District’s website: www.mtlds.org/families/homeless.

The District will support families with accessibility to health-related resources and referrals to physical/mental health providers, not limited to access to a physician, dentist, and other specialty doctors. The District may assist with transportation for access to medical providers as well as assist with overcoming barriers related to insurance.

The District shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district. If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

Information regarding the Free Lunch program available to homeless students can be found on the District’s website: www.mtlds.org/families/homeless

Additionally, supports may include clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations, and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process

If at any time there is a disagreement about homeless status or best interest for school placement, the District will notify the family in writing of their determination that the

family/unaccompanied youth is ineligible for McKinney Vento services.

At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Additional details can be found on the District's website: www.mtlsd.org/families/homeless

Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party disagrees with the determination, they can elevate the dispute to the state coordinator.

Family Engagement

Families are a valued member of our community and an essential part of a child's success. Opportunities for participation in school and building sponsored events are communicated in a variety of ways throughout the school year. If you need assistance to participate, please contact your building principal.

Community Partnerships

The District partners with community agencies to support families through collaboration. Additional details can be found on the District's website: www.mtlsd.org/families/homeless

Where can you call for assistance?

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

- 1) Mt. Lebanon School District Homeless Liaison:

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

- 2) If you require further assistance, please contact:

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

APPENDIX C: MTLSD Community Resources

Local Resources for Families

FOOD

SHIM (South Hills Interfaith Movement) [website](#)
Molly Penderville, Service Coordinator
412-854-9120 x108
cyanko@shimcares.org

Greater Pittsburgh Food Bank
[Locations](#)
412-343-1915

Salvation Army Pittsburgh Temple Corp. [website](#)
1060 McNeilly Rd.
412-207-2127

Mt. Lebanon School District
All K-12 Students
Free lunch

CHILDCARE

[Trying Together](#) resource to locate open childcare spots

RENT/MORTGAGE

Housing Alliance of PA, Pittsburgh location
412-281-1137
[Rights and Benefits for Renters and Homeowners](#)

Urban Redevelopment Authority of Pittsburgh [website](#)
412-227-4164

Urban League of Greater Pittsburgh
412-227-4802 [website](#)

TANF [website](#)
emergency assistance

Allegheny County Emergency Rental Assistance
[website](#)

UTILITIES

Duquesne Light [website](#)
412-393-7100

Columbia Gas [website](#)
1-888-460-4332

People's Gas [website](#)
1-800-400-9276

Comcast [website](#)
1-855-846-8376

Verizon [website](#)
[COVID-19 FAQ](#)

PA American Water [website](#)
1-800-565-7292

PETS

Humane Animal Rescue [website](#)

Animal Friends Chow Wagon

Ellie's Pet Pantry 412-345-7300 x290

412-847-7023

ABUSE

ChildLine (child abuse/neglect) [website](#)
1-800-932-0313 or 412-473-2000

Older Adult Abuse [website](#)
412-350-6905 or 1-800-344-4319

Domestic Violence [website](#)
1-800-799-SAFE(7233)
TEXT- LOVEIS 22-522

MENTAL HEALTH

resolve Crisis Services [website](#)
1-888-796-8226

National Suicide Prevention Lifeline
988 or 1-800-273-8255 [website](#)

PA Dept. Drug & Alcohol [website](#)
1-800-662-HELP(4357)

Mental Health in PA [website](#)
1-855-284-2494

GENERAL ASSISTANCE

United Way of Southwestern PA [website](#)
1-888-553-5778 or
2-1-1; TEXT your zip code to 898-211;
<http://pa211sw.org/>
food, rent, utilities and other basic needs

Allegheny Link [website](#)
866-730-2368
rental services and referrals for
other services

Community Human Services Fund [website](#)
412-246-1640; Referral365@chscorp.org

Pittsburgh Presbyterian Lazarus
412-697-7390

Immigrant Services and Connections (ISAC)
412-742-4200 [website](#)
Michelle King, Service Coordinator 412-892-4673 x345
mking@shimcares.org

Port Authority (COVID-19 Rider Info.)
412-442-2000 [website](#)

PA Support and Referral Helpline
855-284-2494

[District Internet at Home](#) assistance

APPENDIX D: Attendance Information

**POSITIVE ATTENDANCE
IS IMPORTANT TO
STUDENT SUCCESS.**

Truancy is having 3 or more unexcused absences in the current school year and these absences do not need to be in a row.

Habitual truancy is having 6 or more unexcused absences in the current school year. These absences do not need to be in a row.

If a student becomes habitually truant, the school is legally required to take action -this could include a referral to a community organization or the magistrate.

**LEGAL ABSENCES FROM
SCHOOL INCLUDE:**

- Illness or quarantine
- Medical or Dental Appt
- Death in the Family
- Impassable Roads
- Pre-approved educational trip (not school sponsored)
- Religious Holidays recognized by Board of Education

**Jefferson Middle School
Mellon Middle School**

Attendance INFO

Attendance is Compulsory in Pennsylvania
for children age 6-18.

PARENT NOTES FOR LEGAL ABSENCES

Parents can write/email up to 10 excuses within a school year for a legal absence. Beyond 10, a medical note is required for the absence to be marked excused.

NOTES

A note (written or emailed) is required within 3 calendar days of your child's return to school from a legal absence, otherwise the absence will be marked illegal. Emailed notes should be sent to the homeroom teacher and attendance office.

**MIDDLE SCHOOL ATTENDANCE
OFFICE EMAIL:**

Jefferson: jmsattendance@mtlsd.net
Mellon: mmsattendance@mtlsd.net

