

MARTIN MEYLIN MIDDLE SCHOOL

2018-2019

STUDENT HANDBOOK



Lampeter-Strasburg School District
1600 Book Road
P.O. Box 428
Lampeter, PA 17537
(717) 464-3311

www.l-spioneers.org

Mr. Jamie P. Raum – Principal
jamie_raum@l-spioneers.org

Mr. Gregory J. Fantazzi – Assistant Principal
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- WELCOME -

This handbook was prepared in order to acquaint the students and their parents with the policies and programs of Martin Meylin Middle School. Since the 1967 inception of Martin Meylin Middle School, the combined efforts of many people have produced a school building and a unique educational program that has received state and national recognition. Our school bears the name of an early eighteenth century Swiss who settled along the Pequea in West Lampeter Township. The settlers struggled in many ways. Martin Meylin, one of the most skillful iron workman on his day, produced greatly needed items in his boring mill to service the other colonists. We hope that the students, parents, and educational staff can continue to work together for the improvement of education in our community.

Board of Education

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Dr. Kevin Peart.....Superintendent
Dr. Andrew Godfrey.....Assistant Superintendent
Mrs. Karen Staub.....Director of Special Services
Mr. Keith Stoltzfus.....Business Manager
Mr. Jamie P. Raum.....Principal
Mr. Gregory J. FantazziAssistant Principal

MISSION STATEMENT

Lampeter-Strasburg is an equal rights and opportunities school district.

The Lampeter-Strasburg School District recognizes that each child has unique abilities, talents, and needs. The district is committed to providing, in an accountable partnership with the parents and the community, opportunities for each learner to acquire the knowledge, skills, and values to become a responsible, productive citizen.

"HAIL TO MARTIN MEYLIN"



Hail to Thee, O Martin Meylin
Hail the Blue and White
A Man of courage one you were
For you we'll show our might.

Chorus:

We set our goals and set them high
Like pioneers in days gone by.
We'll hold your banner to the sky,
Our spirits ne'er will die

Your halls of knowledge give to us
A sense of truth and pride
Fond memories of thee we'll keep
With us they'll e'er abide

Chorus:

Repeat - - - - -

MARTIN MEYLIN VISION STATEMENT

EVERY STUDENT, BY NAME, REGARDLESS OF BACKGROUND, CONDITION, OR CIRCUMSTANCE IS

*PROFICIENT in all subjects
PREPARED for High School, and
PERFORMING high outcomes*

Parent/Guardian Information

All school information and forms can be accessed through our school website - www.l-spioneers.org.

Parents are encouraged to visit the Principal's message posted on Martin Meylin webpage for school updates and event information.

Student grades and assignments will be posted on PowerSchool - <https://powerschool.l-spioneers.org/pub> and teachers Schoology account. Parents are encouraged to monitor these sites for current class information. Please call the main office if you need assistance with the log in procedure.

Social Media

Martin Meylin is connected to **Facebook**. Please like us at Martin Meylin Middle School for updated news and events.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents must immediately report change of address information to the building office. Telephone number changes, at home or at work, should also be reported as should any changes in the emergency release persons who are authorized to pick up the student.

CUSTODY INFORMATION

In cases of divorce or separation and for the child's protection, a copy of court-ordered custody agreements must be kept on file in the school office. It is important that the school be informed of any changes during the year which occur in custody agreements.

GRADE LEVEL TEAMS

The teams in Martin Meylin are formally structured with teachers and students assigned to specific teams under the direction of designated team leaders. The teams are 6th grade – BEARS & FALCON, 7th grade – LION & SHARKS, and 8th grade – KINGS & OWLS.

All grades are organized into interdisciplinary teams of teachers. Each team under the direction of a team leader, meets once weekly to coordinate curriculum instruction, field trips, and special projects; discuss student progress; meet with parents; and consider any other matters that may affect the team. Approximately 100 – 125 students per team.

SAFE SCHOOL PROCEDURES

EVACUATION DRILLS

Periodic evacuation drills are a necessary part of school safety routine. The objective of these timed drills is to clear the building as speedily as possible. When the evacuation alarms are sounded, windows, and classroom doors are to be closed. Exits will be kept open. Each pupil is to go swiftly and quietly to the designated exit.

VISITORS

1. All visitors to Martin Meylin need to enter through the Main Office. All school visitors will be required to identify themselves and state the purpose of their visit through the intercom prior to entrance into the building.
2. For the security and safety of our students and staff, all visitors shall not open the school doors for other parties.
3. All visitors **must** sign in at the Main Office and receive a visitors tag.
4. The office staff will communicate to the visitor over the intercom.

BICYCLE RIDING POLICY

The safety of the pedestrian and the bicycle rider is becoming more and more precarious than ever with the increased number of automobiles, trucks and school buses traveling on our streets, roads and highways.

As a safety precautionary measure it shall be the policy of the Lampeter-Strasburg School District that no pupil in grades kindergarten through eight shall ride a bicycle, skateboard, or scooter while on his or her way to or from school.

BELL SCHEDULES

DAILY SCHEDULE

A.M. Warning Bell	7:27	
Homeroom	7:30 - 7:38	
Period 1	7:38 - 8:35	
Period 2	8:35 - 9:35	(late bell - 8:38)
Period 3	9:35 - 10:35	(late bell - 9:38)
Period 4	10:35 - 11:35	(late bell - 10:38)
Period 5	11:35 - 1:05	
6 th grade lunch	11:35 - 12:05	(late bell - 11:38)
7 th grade lunch	12:05 - 12:35	(late bell - 12:08)
8 th grade lunch	12:35 - 1:05	(late bell - 12:38)
Period 6	1:05 - 2:05	(late bell - 1:08)
Directed Activity	2:05 - 2:43	(late bell - 2:08)

EARLY DISMISSAL

A.M. Warning Bell	7:27	
Homeroom	7:30 - 7:38	
Period 1	7:38 - 8:07	
Period 2	8:07 - 8:39	(late bell - 8:10)
Period 3	8:39 - 9:11	(late bell - 8:42)
Period 4	9:11 - 9:43	(late bell - 9:14)
Period 5	9:43 - 11:15	
6 th gr lunch	9:43 - 10:13	(late bell - 9:46)
7 th gr lunch	10:13 - 10:43	(late bell - 10:16)
8 th gr lunch	10:43 - 11:15	(late bell - 10:46)
Period 6	11:15 - 11:47	(late bell - 11:18)
Directed Activity	11:47 - 12:15	(late bell - 11:50)

2 HOUR DELAY

A.M. Warning Bell	9:27	
Homeroom	9:30 - 9:38	
Period 1	9:38 - 10:13	
Period 2	10:13 - 10:51	(late bell - 10:16)
Period 3	10:51 - 11:29	(late bell - 10:54)
Period 4	11:29 - 12:07	(late bell - 11:32)
Period 5	12:07 - 1:37	
6 th gr lunch	12:07 - 12:37	(late bell - 12:10)
7 th gr lunch	12:37 - 1:07	(late bell - 12:40)
8 th gr lunch	1:07 - 1:37	(late bell - 1:10)
Period 6	1:37 - 2:15	(late bell - 1:40)
Directed Activity	2:15 - 2:43	

1 HOUR DELAY

A.M. Warning Bell	8:27	
Homeroom	8:30-8:38	
Period 1	8:38 - 9:25	(late bell - 8:41)
Period 2	9:25 - 10:15	(late bell - 9:28)
Period 3	10:15 - 11:05	(late bell - 10:18)
Period 4	11:05 - 11:55	(late bell - 11:08)
Period 5	11:55 - 1:25	
6 th gr lunch	11:55 - 12:25	(late bell - 11:58)
7 th gr lunch	12:25 - 12:55	(late bell - 12:28)
8 th gr lunch	12:55 - 1:25	(late bell - 12:58)
Period 6	1:25 - 2:15	(late bell - 1:28)
Directed Activity	2:15 - 2:43	(late bell - 2:18)

REPORT CARDS/GRADES

*Report cards will be issued four times a year (9 weeks).
Parents are asked to sign report cards envelopes and return within 1 week of issued date.*

EXPLANATION OF SCHOLASTIC GRADES:

The student has earned a grade for any one of the reasons listed under each letter indicated below.

"A" - The student has ---

1. Demonstrated outstanding performance
2. Maintained high test results
3. Shown superior interest by doing extra work -research projects, etc.

"B" - The student has ---

1. Demonstrated above average or typical performance
2. Maintained good quality test results, projects, class work, etc.

"C" - The student has ---

1. Demonstrated average or typical performance
2. Met minimum standards in basic skill subjects
3. Met the basic requirements of the course

"D" The student has ---

1. Performed at a below average level
2. Met minimum standards with effort
3. Exhibited effort, but is unable to meet minimum standards of the course

"F" The student has ---

1. Not performed in relation to his/her potential
2. Not met the standards established for the course

The basic guidelines for daily grades, marking period grades, and final grades in every class are as follows:

A	=	93 -100	C	=	73 - 76
A-	=	90 - 92	C-	=	70 - 72
B+	=	87- 89	D+	=	67 - 69
B	=	83 - 86	D	=	63 - 66
B-	=	80 - 82	D-	=	60-62
C+	=	77 -79	F	=	0 - 59

Grade Concern/Extra Curricular Eligibility

Each Friday we generate a list of students who are experiencing academic difficulty. This information is used for athletic eligibility and to communicate with parents and staff. Students on this list will be given the opportunity for remediation and time to work during directed activities, or recess periods. Any student who is failing two or more subjects at the end of the week will be ineligible to compete the following week. Any student who fails two subjects for a marking period will be ineligible the next two full weeks. The Friday grade concern sheet will be utilized for eligibility

PROMOTION STANDARDS

Students will be promoted if they meet the course requirements with a passing grade.

Criteria for retaining a student who failed course requirements:

- a. Failure of the equivalent of two or more major subjects. Major subjects are ELA science, mathematics and social studies.
- b. Non-major subjects will be equated to 1/2 of a major subject.

HONOR ROLL

Students earning a weighted grade/point average of 3.0 or higher will be designated as honor roll students. The grade point average is derived by multiplying the grade point times the credit, then dividing the sum of the grade points by the total number of credits. Major subjects are one credit, all others are one half credit.

- *Distinguished Honor roll status is earned by a GPA of 4.0.*
- *High Honors status is earned by GPA's of 3.5 to 3.999.*
- *Honor Roll status is earned by GPA's of 3.0 to 3.499.*

Students earning honor roll status once in the school year receive a Martin Meylin bumper sticker.

Students earning honor roll status twice in the school year receive a Martin Meylin magnet.

Students earning honor roll status three times in the school year receive a Martin Meylin license plate or pen.

GUIDANCE SERVICES

6th grade - Mrs. Lutz

margaret_lutz@l-spioneers.org

7th & 8th grade - Mrs. Eberly

kerri_eberly@l-spioneers.org

A school counselor is a certified, specially trained, caring school person who helps all students. The counselor is a resource person, coordinator, consultant and group leader who helps teachers and parents understand children. Counseling students individually and in groups, the counselor helps students develop self-understanding and awareness; build self-confidence, recognize and make the best use of their capabilities, adjust to their school and home environments, and recognize, understand, and work through other decisions and difficulties.

How does a student obtain a conference with the counselor?

Any student may request a conference, be referred by a parent, teacher, administrator, or friend. Conference request forms for self-referrals are posted on the bulletin board outside the office or may be obtained from the secretaries.

Appointments are scheduled, however, if the counselor is in the office and not in conference, students may drop in.

How does the counselor function?

In order to help maintain the student-centered atmosphere of the school, the counselor acts as a resource person, advisor to the entire school staff in areas of curriculum development, student activities, and student and/or parent conferencing. The counselor meets regularly with team teachers at their regular meetings, and is a part of many parent-teacher conference and teacher-student conferences. In addition, the counselor meets with parents, teachers and students individually as necessary. Counselors also facilitate problem solving and mediations between students who are having difficulties with each other. Students are encouraged to seek a counselor's assistance for unresolved peer issues.

LIBRARY MEDIA CENTER

Whether for pleasure, research or class, the Martin Meylin Library Media Center (LMC) provides resources to fulfill your needs. Students may use the LMC during school hours or after school (2:45 - 3:10 p.m.). Students requesting Library use during the school day must come with an agenda planner. General 5-minute book checkout requires a pass from a teacher. Students using the LMC for study hall must retrieve a pass from library staff *prior* to that period, report to their appropriate study hall, and *then* to the LMC, to remain for the entire period. Whole- and half-group classes also use the LMC throughout the school day.

Resources in the Library Media Center include fiction, non-fiction, paperback books, magazines, reference books, encyclopedias, audio books and various online resources. Most print items circulate for two-weeks, and may be renewed. Fines accumulate on overdue materials at a rate of \$.10 per day with the omission of weekends and student absentees.

Online Resources:

Guests may search for books in district libraries from the web (Library.L-Spioneers.org). Students may log into the Martin Meylin library website to identify materials they have on loan, personal fines and write book reviews. Further resources such as MLA bibliography help, student and parent resources, suggested readings and various online databases can be found on the L-S webpage.

CAMERA SURVEILLANCE **Policy 5131.6**

All students, while on school property or while occupying a school bus, shall conduct themselves in accordance with the rules of the School District. The School Board shall require each student to adhere to the rules of the School District and to submit to such disciplinary measures as are appropriate. The School District may, from time to time, place and use video cameras, or other recording devices, on school property and on school buses. The images or sounds recorded by the video camera or other recording devices may be used by school authorities to determine whether conduct occurred which is contrary to the rules of the School District, to determine the extent of such conduct, and to determine the identity or identities of the particular student or students involved in such conduct.

BUS PROCEDURES **Policy 5131.12**

1. The school bus driver is to be obeyed at all times.
Student problems or concerns should be reported to the driver immediately.
2. No student is to distract the driver's attention by "horseplay", loud talking or standing while the bus is in motion.
3. Profanity or obscene literature will not be tolerated on the bus.
4. Water guns or other such devices used on a bus will carry an automatic suspension of riding privileges.
5. Littering the school bus or throwing things out the windows will not be tolerated.
6. Damage to any part of the bus by students will require that compensation be paid to the bus contractor.
7. Bus riders are not to cross the street or highway until signaled by the driver to do so.
8. **Students and parents should be aware that buses are equipped with video recorders. These recorders will be used periodically to monitor bus conditions.**
9. High school students will sit in the back of the bus separated from middle school students.

Bus service is provided for all children who live over one mile from the nearest school in their area and for others who live nearer and along roads that are too dangerous for safe walking. Parents requesting a bus change must get prior approval from the building administration.

SCHOOL HEALTH SERVICES

Mrs. Pamela Fliegel – pamela_fliegel@l-spioneers.org

Children of all ages must be physically, mentally, and emotionally healthy so they are able to learn. The school nurse works in partnership with parents and staff to promote the health and safety of our students. You can refer to the L-S district website for more complete information regarding school health services.

www.l-spioneers.org – **Parents - nurse's office**

Medication during School Hours

Medication should be ordered to be given to a student at school ONLY WHEN ABSOLUTELY NECESSARY. All medication must be taken to the nurse's office by an adult and must be administered by the school nurse or health room assistant. All prescription and over-the-counter medication must be furnished in the original labeled container. A

Medication Administration Consent Form signed by both the parent or guardian and the prescribing physician must accompany all prescription and **over-the-counter** medication. The form can be obtained on the L-S website under

www.l-spioneers.org - Departments-**Health**

Health Maintenance

Throughout the school year the school nurse will conduct various health screenings in accordance with state mandates. State Mandates for middle school include:

- * Height, Weight and Vision on all students
- * BMI and BMI Percentage
- * Immunizations – 7th grade
- * Hearing screening, grade 7 and all learning support students
- * A physical examination, grade 6 and new entrants
- * A dental examination, grade 7 and new entrants
- * Scoliosis Screening, grade 6 and 7

Immunization and health records are compiled and maintained throughout a student's education career. Parents have access to the student's most recent screenings through PowerSchool.

Illness and Injury

If a child becomes ill or injured during the school day, the nurse will assess the student and provide appropriate care. The nurse will communicate with you if your child is seriously injured or ill. The school nurse may not diagnose injury or illness, or treat injuries occurring outside of school. The health room is not a doctor's office or a medical clinic and should not be used as a replacement for medical care from your family health care provider.

****Please update the school nurse with any changes in your child's health status, emergency contact information, or immunizations received.***

The school nurse is a faculty member and coordinates with the school physician, and dentist in carrying out the above program.

STUDENT INSURANCE

Insurance is available to students at a nominal cost. The policy covers students for injuries sustained traveling to or from school, and school sponsored activities. The company is reliable and the insurance is offered to students on a voluntary basis. All accidents must be reported immediately to the teacher in charge. This will insure prompt action and coverage by the company.

ACCIDENTS

All injuries or accidents occurring during the school day must be reported to the teacher, nurse or office on the same day of occurrence.

ADMINISTERING MEDICATION TO STUDENTS

Policy 4116.31

When a student suffers from a physical condition that demands temporary or permanent medication as prescribed by a physician, the following policy of the Lampeter-Strasburg School District is in effect: It is the policy of the L-S School District to allow only prescribed medications, including those specified in developmentally appropriate physician standing orders, to be taken during school hours when deemed absolutely necessary. Parents / guardians may enlist the assistance of the school nurse or other personnel designated by the school administrator to supervise administration of the medication during school hours. In order to protect the student for whom the medication is intended, as well as other students, the medication must be delivered to school in a properly labeled container accompanied by a signed permission letter from the parent or guardian and delivered to the school nurse or designee. If an over-the-counter medication is prescribed by the doctor, a written physician's request for administration should be obtained and submitted. In addition, a written request from the physician is needed for medications to be administered for a period longer than ten (10) days. All medication shall be kept in a secure location, preferably in the school health room. All information concerning students who are taking medication shall be kept confidential and released only on a "need to know" basis. The Lampeter-Strasburg School District physician has provided specific orders regarding the administration of relief medication (cough drops, etc.) in schools. Parents may seek information about the orders or ask that medications not be given to their child by submitting a written request to the Superintendent.

EXTRACURRICULAR ACTIVITIES

- Band
- Student Council
- Chorus/Madrigals
- Orchestra
- Yearbook
- Avedium

SPECIAL EVENTS

1. All special events, such as evening programs, plays, concerts, etc. must be cleared with the administration.
2. A date must be established on the school calendar well in advance of the date of the event.
3. All events must be chaperoned by at least one faculty member

ATHLETICS

Interscholastic athletic participation is possible for 7th and 8th grade students in the following sports:

Fall - Football, Boys & Girls Soccer, Cross Country, Field Hockey, Cheerleading
Winter – Boys and Girls Basketball, Wrestling, Cheerleading
Spring - Track

Athletic equipment must be handed in or paid for within five (5) school days of the athlete's last seasonal game/match/meet or she/he will be subjected to disciplinary action.

STUDENT ASSISTANCE PROGRAM

The Lampeter-Strasburg Student Assistance Team is the heart of an intervention program designed to identify students having difficulty in school because of problems related to substance abuse, depression and potential suicide. The goal is to refer those students with problems for professional assistance. Referral sources include school personnel, parents, and students. To refer a student, parents and students can speak directly to a guidance counselor or the school nurse, or they can independently complete a referral form in either the Guidance Office or the Nurse's Suite.

The Student Assistant Team is comprised of a cross section of school representatives: administrators, guidance counselors, teachers and support staff. Working closely with this group are drug dependency counselors and mental health professionals who may meet with students referred to the program. Students can receive professional counseling at appropriate drug and alcohol or mental health community agencies. In addition, any student who violates the high school drug/alcohol policy (Board Approved 2/7/94) will automatically be referred for assessment.

LOST AND FOUND

Frequently items such as books, gym bags, clothing, etc., are lost by the students. A large barrel for lost and found clothing is located in the lunchroom hallway back entrance to the stage. Special items or valuables should be claimed in the office during lunch or before school starts in the morning

DELAYS / CLOSINGS

Occasionally, it becomes necessary to cancel school or dismiss early because of inclement weather or emergency conditions. The following radio and television stations will air information regarding these closings:

WGAL-TV 8

WDAC

WJTL

WGAL

WHP-21 WLAN

www.L-Spioneers.org

WIOV

WROZ 101.3

WITF

WSBA

EMPLOYMENT OF MINORS

1. Minors under eighteen (18) years of age must have an employment certificate or a permit to engage in allowable types of work at any time.
2. Minors who are sixteen (16) years of age may obtain a General Employment Certificate for work during school hours, if they can show a hardship case.
3. Exemption permits may be obtained for farm work on the applicant's farm, or for domestic service in a private home by minors who are fifteen (15) years of age or older. Parents must show evidence of an emergency in their home that requires their child to quit school for work.
4. Vacation Employment Certificates may be obtained by minors who are fourteen (14) years old or over.
5. Permits for minors living in the Lampeter Strasburg School District are issued through the **high school office** during regular office hours.
6. Minors must present birth certificates when applying for a working permit. School officials are required by law to see each applicant's birth certificate before issuing a working permit.

TECHNOLOGY
INTERNET SAFETY AND ACCEPTABLE USE POLICY
Board Policy-5133.5

Computer

Student use of computers is a privilege, not a right, and inappropriate use will result in cancellation of those privileges and appropriate disciplinary action. Building principals will deem what is inappropriate use, and their decision is final.

B.Y.O.D.

Student must complete BYOD permission form prior to utilizing personal technology in the classroom. All forms can be found on L-S school district website.

Some examples of unacceptable general use are:

1. Attempting to break through security software installed on computers.
2. Tampering with or changing any system configurations.
3. Loading any software onto a school computer.
4. Vandalizing the data of another user.
5. Attempting to access secure sites on the district network.

Use of the internet shall be limited to educational and instructional purposes related to the class curriculum of the particular user and for no other purpose.

1. Students using the internet must be directly supervised by a teacher. (A teacher must be in the same room at all times when a student is using the internet.)
2. Computers being used for internet access must be running software which attempts to restrict access to appropriate internet sites.
3. The supervising teacher must know student's purpose for accessing the internet.
4. Teacher must approve printing of any material downloaded from the internet.
5. Teachers may send and/or receive email messages for students under the teacher's email account.

Some examples of unacceptable internet use are:

1. Sending or receiving email.
2. Using an account owned by faculty member for sending or receiving email.
3. Posting any messages on the internet.
4. Internet Relay Chat.
5. Accessing sites that contain pornographic or other inappropriate information. Filtering software loaded on computers may not restrict access to some inappropriate sites. It is a student responsibility to avoid accessing these sites.

ONE / ONE INITIATIVE

All students are issued school district Chromebooks for their use on the first day of school. Students shall bring them to school in their protective carrying case fully charged each morning. Chargers should be left at home to charge the Chromebook each night. Student activity will be monitored for appropriate usage by school personnel. Chromebook Protection Plan will be offered by the district to families at the beginning of the school year.

MARTIN MEYLIN MIDDLE SCHOOL DAY PROCEDURES

- A. Students will exhibit appropriate behavior in the hallway as outlined in our student handbook.
- B. Students will enter each class in an orderly fashion, sit in their area, and prepare for the start of class. Students will also wait to be dismissed by their teacher at the end of each period.
- C. Students will be given a hall pass to be used for passing to lockers, restrooms, and the school nurse. These hall pass cards should be in students' possession while moving to these locations throughout the building and will be signed by teachers before leaving a classroom.

Free Read Book

A Martin Meylin student should have a free read book for each class.

Hall Traffic

No running, shouting, or disorderly conduct is allowed in any area of the middle school. Hallway traffic should keep to the right. Students should always be courteous of others around them in the hallway, including guests, teachers with carts, custodians, and others at lockers.

Electronic Devices

Students are not permitted to use a MP3 player, compact disc, game player, radio, laser pointers, cellular phone, iPad, iPod, or electronic transmission device during the school day unless teacher approved through the BYOD (bring your own device) program. Headphones must be removed prior to entering the building, they may be used during the school day with teacher permission.

Morning Arrival

Bus drop off and pick up will occur from the back entrances of Martin Meylin. All parent drop off be done at the main front entrance to the school, utilizing two lanes. Parent drop off should never occur in the bus drop area. Rooms will be opened at 7:20 a.m. by homeroom teachers. When students arrive at school they are to go directly and in an orderly manner to their lockers, then report promptly to their homerooms by 7:30. Loitering in the halls will not be permitted. Having entered the homeroom, students will remain there unless excused by the homeroom teacher. Students are authorized to get off the bus only at the middle school. A student arriving late for homeroom (after 7:38 a.m.) must report directly to the attendance and present a properly completed excuse card.

Breakfast

Morning breakfast is available to students in the cafeteria upon entry into the building. Small snacks and juices are available for purchase. Students are asked to purchase their breakfast and proceed to homeroom.

Afternoon Parent Pick – Up

Students shall be picked up in the lower parking lot by the gymnasium / Grand Hallway entrance at dismissal.

Lunch Time / Recess

1. Students may go to their lockers for lunches and coats if necessary before and after lunch.
2. Students will move through the lunch lines when dismissed by the lunch duty staff person. All students are encouraged to bring proper change or add money to their account (cash or check) before school in the cafeteria. No more than two charges will be permitted. Students charging may not buy ice cream or extras. Payment is expected the following school day.
3. All food and drinks are to be eaten in the cafeteria.
4. Students will not be excused to go to see another teacher without a written pass.
5. Students should use a pass from lunch for the restrooms or use the lavatory in transition from recess to lunch.
6. Students shall keep away from the parked cars. In case of inclement weather, students may sit in the cafeteria or go to the auxiliary gym. While in the gym, sneakers will be worn on the gym floor, no one shall be in the locker rooms.

Lockers

Each student is provided with a school locker for storage of school and/or personal items. The student is responsible for the condition of the assigned locker. In an attempt to keep lockers in a clean and orderly condition, locker checks will take place at various times. School personnel will conduct locker inspection with students to help accomplish these results. No items may be displayed on the outside/inside of student lockers, with the exception of schedules which are permitted on the inside of locker doors.

Money or items of great value should not be stored in lockers.

Students may go to lockers without a pass before school, before lunch, after lunch, and after last period. Students may also go to lockers before and after physical education to secure material for that period. Coats and backpacks may not be taken to clubs or phys. ed. for dismissal convenience at the end of the day.

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search students shall be notified and give an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials, which pose a threat to the health, welfare and safety of students in the school, lockers may be searched without prior warning.

Locker Searches

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that school officials may conduct random, periodic, or sweeping searches of all lockers.

School Property

The district furnishes each pupil with textbooks and supplies. It is important that the student take the best possible care of textbooks. Students are expected to refrain from littering the building or grounds of the school with paper. Respect for and appreciation of the school will be shown by taking proper care of all furniture and equipment. A charge will be imposed for lost, damaged, or broken property whether purposeful or accidental.

*****Please see [Any Time Learning Student Handbook](#)**

Announcements

Many announcements are made over the P.A. or PTV. In order to keep announcements to a minimum, such announcements must be pertinent to the school program. Announcements are made at different times of the day and PTV on YouTube.

DRESS CODE **Policy 5132**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board has the authority to impose limitations on pupil dress and grooming at school and during school sponsored activities and events. The Board will not interfere with the right of students and their parents to make reasonable decisions regarding student dress and grooming, except when their choices affect the educational program of the schools or the health, safety and welfare of others. The Superintendent or designee shall enforce the following guidelines governing student dress and grooming:

1. Students shall dress in clean, neat, appropriate apparel worn in its intended manner. Any clothing that may damage school property or impact the health, safety and welfare of the school community shall be prohibited.
2. Shoes or appropriate footwear shall be worn for health and safety reasons.
3. Students shall not wear hats, hoods, headbands or other head coverings or coats, capes or other outerwear in school. Prohibited items worn in violation of District policy shall be confiscated and retained in the office until the conclusion of the school day.
4. Students shall not wear clothing, jewelry or any other attire that present a health or safety concern or that advertise or advocate the use of alcoholic beverages, drugs, or other illegal behavior; lewd, profane or obscene language or messages; and messages that disrupt or create a reasonable apprehension of disruption of the educational program, including messages that advocate violence and mayhem, criminal behavior or the violation of Board policy and messages that have as their sole purpose the harassment and/or intimidation of others in the school community.
5. All clothing must cover the torso and undergarments.

...what not to wear (NOT allowed)

1. Pants worn below the waistline
2. Hats or sunglasses inside the building
3. Bare feet, shower, or beach footwear, bedroom slippers, or sports sandals
4. Bare mid-section; see through shirts and blouses, exposed undergarments.
5. Underclothing or imitations thereof worn as outer garments/PJ's/sleeping attire
6. Cut off sleeves, tank tops, and halter tops
7. Headbands or bandanas
8. Jackets, coats, or outer garment worn during the school day unless authorized by a staff member
9. Clothing depicting anything illegal, immoral, violent, or morbid.
10. Clothing displaying suggestive remarks
11. Clothing displaying beer, liquor, or drugs
12. Unnatural hair color is discouraged due to class distraction
13. Glitter on hair/face/body
14. Metal objects or chains that could be damaging.
15. Clothing that touches or drags on the floor, or that inhibits normal body movement.

After School Detention

Detention is held after school in the library until 3:50pm Mondays thru Thursdays when school is in session. Students should stay in class until "all others" are dismissed and then report to the library. Detentions will be used constructively, involving completion of necessary school work. Parents are responsible in providing transportation home. Students will be dismissed at 3:50pm and will exit the building by the Main Office. Students who receive an after school detention will be given a pink detention assignment sheet which will be brought home to parents for date selection and parent signature.

ATTENDANCE Policy 5113

A regular pattern of prompt attendance is a must for all students and helps to achieve success in school. The school must enforce the compulsory attendance laws of the Commonwealth of PA.

ABSENCE PROCEDURE

1. Excuse cards may be obtained from the homeroom teacher or office. Cards will **not** be sent home by the school after each absence. Excuse cards must be presented within 5 days of absence.
2. A completed excuse card signed by the student's parent or legal guardian **MUST** be presented to his/her homeroom teacher upon returning to school. **STUDENTS ARE NOT PERMITTED TO SIGN EXCUSE CARDS.**
3. The mere fact that a parent or guardian has sent a written excuse to school **DOES NOT** necessarily mean the absence is "excused". An absence becomes excused only when approved by a designated school official.

The following are considered legal absences:

1. Illness
2. Death in the family
3. Impassable roads
4. Quarantine
5. Exceptionally urgent reasons

The following are considered **not** legal absences:

1. Unapproved trips - hunting, fishing, camping, shopping
2. Absence without parent's knowledge

4. **Failure to return an excuse card after five (5) school days will ultimately result in the absence being recorded as unlawful (unexcused).** A SAIP (student attendance improvement plane) will be scheduled with assistant principal after three unexcused absences.
5. Students in need of an early dismissal must go to the attendance office with a parent signed excuse card or note the morning of the dismissal. Their dismissal time will appear on the Daily Bulletin. At the time of the dismissal, the student should go to his/her locker, the attendance office and leave via the front door. Upon returning to school the student must first report to the attendance office.
6. Phone call home system will be activated each day to notify parents that their child is not in school. Parents may call into the school instead, but should **not** consider this call acceptable **excuse in lieu of a written excuse** to be turned into the school.
7. Pre-approved educational trips
To qualify for such a legal absence parents should obtain;
 - a. trip request from the attendance office and submit the complete form to the assistant principal's office **PRIOR TO SUCH AN ABSENCE**. The request must include: the nature of the trip, identify the adult supervision, and dates of the trip. If inclement weather or other unforeseen circumstances necessitate changing the date/time of the trip, this **MUST** be cleared by the school official.
 - b. The educational value of the proposed trip or tour should be clearly stated if approval is to be granted (Please attach an itinerary as well).
 - c. The student is completely responsible to make-up or make provisions for assignments with the teachers **PRIOR** to leaving on such trips.
 - d. Failure to abide by this procedure will result in up to 8 detentions.

- e. The **maximum number of days absent permitted** under this policy is **five (5) days/year**. No absences will be permitted during the first or the last five school days. Exceptions to these provisions will be granted by the Superintendent only under exceptional extenuating circumstances.
8. Special circumstances, such as "Take Your Child to Work Day", may be considered legal absences. Prior request and notification must be made to school attendance office.

UNLAWFUL ABSENCE

Three unlawful absences result in a first offense notice and a SAIP meeting.

Additional unlawful absences result in referral to the District

Justice for prosecution as required by the PA school code. Act 29 of 1995 stipulates fines of up to \$300 and potential delay in applying for a driver's license up to one year.

EXCESSIVE ABSENCES

After an excessive number of excused absences (10), a letter will be sent to parents. If absences continue to occur, state guidelines stipulate notification be made requiring a medical excuse for all future absences.

AFTER SCHOOL ACTIVITIES

Students absent from school (other than for a pre-approved reason) are not permitted to attend or take part in any after school activities. Students involved in athletics, after school activities, or school productions must arrive by 8:05 a.m. to be eligible for their participation. After this time a doctor's note must be presented or administrative approval for participation or attendance of after school activity or event.

LATE ARRIVAL

A student arriving late for homeroom (after 7:35 a.m.) must report directly to the attendance and present a properly completed excuse card. Students less than two hours late without a legal excuse will be marked tardy. Some typical illegal excuses are: overslept, alarm failed, car trouble, missed the bus. Students will be assigned lunch detention when tardy three to six times. The seventh and subsequent tardiness will result in after school detention and/or other consequence

DISMISSAL

No one is authorized to walk to the high school without permission. No students are authorized to remain after school unless they are participating in an organized school sponsored activity or witnessing a scheduled sporting event. Students not riding the bus home will be picked up at the Grand Hallway entrance.

BEHAVIOR VISION AND CODE OF CONDUCT

A major responsibility of school personnel and students remains the need to support and maintain a learning environment. We, students and staff, spend many hours in the building each year, together, to develop and carry out a rich educational process. In an effort to provide a quality education for all students, rules, regulations and consequences have been established. It is our intention that the communication of, and adherence to these rules will aid students and staff in providing and maintaining a sound educational environment.

Detention may be issued by the Principal, Assistant Principal or any staff member. Parents will be informed of the discipline violation at the time the detention is issued. Contact will be made at home or parent's place of work by a Martin Meylin staff member. Detention will be held Monday through Thursday from dismissal until 3:50 p.m. in the media center.

Any student receiving out of school suspension may be ineligible for the next school activity/event. Parents will be notified and if necessary a parent conference will be held to discuss these issues and establish a plan for improved behavior.

Each classroom teacher and team will establish and review with students specific rules that apply to their respective areas. The information provided in this handbook is designed to; (1) present in writing a general listing of rules and consequences for staff and students, (2) create a sense of uniformity in the building through communication and enforcement of these rules, (3) actively involve parents through communicating discipline issues and consequences.

Progressive Discipline

Please be advised that infractions involving harassment, drugs, alcohol, weapons or that result in serious bodily injury would be addressed in accordance with Board Policy and existing Federal and State Laws rather than through the utilization of progressive discipline.

Continual infractions of school rules and procedures may lead to 1 day OSS – 10 day OSS.

Level 1 offense –

1 Lunch Detention -3 after School Detentions

(Example – Bus/classroom misconduct, Disruptive Behavior, Tardies)

Level 2 offense –

1 After School Detention -3 after School Detentions

(Example – Cheating, Hitting, Kicking, Obscene/Offensive Language)

Level 3 offense –

1 Day OSS Suspension -10 Day OSS / Police Contact After

(Example – Fighting, Harassment, Profanity, Theft, Smoking)

WEAPONS AND DANGEROUS INSTRUMENTS

Board Policy – 5144.22

It is the intent of the Board of School Directors to provide as safe an environment for students and staff as possible. In keeping with this responsibility, the Board directs the Superintendent to implement and enforce the following policy and guidelines related to weapons or dangerous instruments. Students are prohibited from possessing, carrying, storing, handling, using and/or transmitting weapons or dangerous instruments in any district or Intermediate Unit 13 building, on any property owned by the school district, on any school bus or vehicle, on any field trip, or at any school function, event, or activity being held off school property. For purposes of this policy, a weapon or dangerous instrument shall consist of any object or instrument which is commonly considered to be a weapon or dangerous instrument, and any object or instrument which is in fact used to effect threats, intimidation, harassment, extortion, or injury to a person or property. The term "weapon" includes items such as knives, daggers, razors, firearms, bombs, blackjacks, metal knuckles, clubs, and any other item or object possessed or used under circumstances not manifestly appropriate to lawful possession and use. The term "firearm" includes any weapon, loaded or unloaded, from which a shot can be discharged by gunpowder or compressed air and also includes the unassembled components of a firearm. In addition, the term "weapon" includes any look-alike device that could be used to intimidate or threaten another person and any noxious substance, such as mace. Violations of this policy shall be considered a flagrant violation and will result in an out-of-school suspension pending a Board of Review hearing. Based upon verification from the hearing and information gleaned in the investigation, violators will be expelled from school for a period of one year. Additionally, students who violate this policy will be referred to the appropriate police department and juvenile delinquency authorities for legal action. Parental or guardian notification shall also be made in a timely fashion. This mandatory expulsion for a period of at least one year may be modified on a case-by-case basis upon recommendation of the Superintendent.

HARASSMENT/DISCRIMINATION/HAZING/BULLYING/CYBER BULLYING

Board Policy 4116.55 & 5131.15

It is the policy of Lampeter-Strasburg School District to respect the dignity, uniqueness, and worth of every individual and to establish and maintain a learning environment that is free from all types of harassment, including sexual harassment. Moreover, it is a policy of the district not to tolerate verbal or physical conduct by any person who harasses, disrupts, or interferes with another's work or educational environment or who creates an intimidating, offensive, or hostile work or educational environment.

Students who engage in harassment of any nature (sexual, physical, verbal, ethnic, religious, etc.) on school premises, off school premises at school-sponsored activities or while on school-sponsored forms of transportation will be subject to appropriate disciplinary action. Please refer to School Board

Policy 5145.12 Sexual Harassment – Students and 5131.15 Harassment/Discrimination/Hazing/Bullying/Cyber Bullying.

TOBACCO, ALCOHOL, AND SUBSTANCE ABUSE POLICY

Board Policy 5144.21

STATEMENT OF POLICY

Through the use of a coordinated plan with the home, schools, employer and community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Lampeter-Strasburg School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, tobacco, and other mood altering substances by the entire student population.

As an extension of this policy, the following rules, regulations, and guidelines shall be used by all school district personnel when responding to drug, mood altering substance, and alcohol related situations. School district personnel are required to inform the building principal of any infractions. All school district personnel who become aware of specific, observable, descriptive behaviors that operate against the health and welfare of the student must refer that student to the building level intervention team.

DEFINITION OF TERMS

Alcohol/Drug/Mood Altering Substance shall include, but not be limited to, alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, any narcotic, any chemical substance or medication for which a prescription is required under law, inhalant, any substance which is intended to alter, or has the effect of altering, mood, state of mind or perception, over the counter medication and/or any substance which is intended for consumption, which is not food and that is not registered with the school nurse, annotated within the student's health record and given in accordance within school guidelines for the administration of medication to students in school.

Examples of the above include but are not limited to beer, wine, wine coolers, liquor, marijuana, diet pills, hashish, chemical solvents, glue, huffing products, and look-alike substances.

Approved Chemical Dependency Counselor is a drug and alcohol counselor with expertise in the area of chemical dependency and school-based assessment who has received certification from a recognized educational institution.

Confiscation shall occur when there is reason to believe that a student is in possession of alcohol, tobacco, drugs, or mood altering substances. School administrators are obligated to search lockers, cars on school property, clothing, purses, book bags, books, and other personal property to seize alcohol, drugs or mood altering substances. Reasonable efforts would be made to secure the student's voluntary consent and to have the student present at the time of the search.

Smoking shall mean using or possessing of tobacco, including cigars, cigarettes, pipes, smokeless tobacco, papers, and related paraphernalia.

Drug Paraphernalia includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

Possession shall be defined as possessing or holding (without any attempt to distribute) any alcohol, drug or mood altering substance or any drug related paraphernalia determined to be illegal or as defined by this policy.

Distribution shall include delivering, selling, passing, sharing or giving any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

School Property shall include not only the actual buildings, facilities and grounds on the school campus, but shall also include school buses, school parking areas, and any facility being used for a school function or activity regardless of location.

School District Personnel shall be defined as any administrator, nurse, school psychologist, teacher, and instructional support person, and secretary, employee of any contracted group who work with students, athletic coach or other educational or medical employee of the Lampeter-Strasburg School District.

RULES AND REGULATIONS

A student who at any time while on school property, or who at any place during a school session, or a school sponsored activity, is under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, drug or mood altering substances, drug related paraphernalia, or look-alike drugs shall be subjected to discipline pursuant to the provisions and procedures outlined in the policy.

Violations of this policy will result in an out-of-school suspension pending a Board of Review Hearing. Based upon the findings of this hearing violators may be expelled from school for a period of one year. Violators would also be required to complete steps outlined by the school's Student Assistance Program. Administrators are required by law to report all drug and alcohol violations to the proper law enforcement agencies.

Smoking, possessing cigarettes, or having any other paraphernalia for the express purpose of smoking or chewing, being an accessory to those using tobacco, or aiding and abetting anyone smoking on or about the school premises during, before or after school shall be subjected to discipline pursuant to the provisions and procedures outlined in the policy.

MARTIN MEYLIN MIDDLE SCHOOL CODE OF CONDUCT

The primary objective of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere in which there will be no interruption of the teaching-learning environment. All students will assume personal responsibility for their behavior and actions, develop appropriate self-control, exhibit self-discipline, and accept the responsibility and consequences of any inappropriate behavior. To accomplish this objective requires a cooperative effort from students, staff, and parents.

All students shall....

1. Respect the educational process through the display of appropriate language, attitude and physical behavior.
2. Respect and honor the rights of other students to learn in an environment free of intimidation, harassment (both verbal and physical).
3. Maintain satisfactory attendance. (Submit excuse cards in homeroom within five days of absence).
4. Report to classes on time.
5. Comply with the dress code.

Consequences for noncompliance for the above expectations shall include, but not be limited to the list below. The severity or the repetitive nature of a student's behavior will be given consideration when determining appropriate consequences.

- ⇒ Warnings
- ⇒ Detention
- ⇒ Denial of participation in school activities
- ⇒ Denial of privileges
- ⇒ Intervention by professional school staff
- ⇒ Parent contact or conference
- ⇒ Referral to appropriate law enforcement or other governmental agency
- ⇒ School probation
- ⇒ School expulsion
- ⇒ Board of Review Hearing

The following behaviors will be considered unacceptable by Lampeter-Strasburg Schools and will result in suspension and an administrative hearing. The behaviors listed below apply to actions on school property and school-sponsored activities. L-S Board policies can be viewed on the L-S School District web site under *School Board Policies and Procedures*.

1. Any purposeful action that results in great bodily harm to another human being.
- *2. Use or possession of a weapon, explosive, look-alikes, or anything that is used as a weapon. (Possession means on self or school property.)
- *3. Possession, use, sale or assisting in the transaction of any drugs or look-alikes. (Includes alcohol and tobacco.)
4. Verbal threat or physical assault to any school staff or school representative. (Shoving, pushing, spitting, hitting, etc.)
5. Acts of arson.
6. Acts of stalking. (Repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.)
7. Terroristic statements or threats about students, staff or the school in general.

*Consequences will automatically call for ten day O.S.S. - Board of Review Hearing - Possible expulsion from Martin Meylin for up to 1 calendar year from the time of the offense.

LAMPETER-STRASBURG SCHOOL DISTRICT

Martin Meylin Middle School

**Code of Conduct and Student Handbook Signature Page
2018-2019**

Please return this form with the required signature to Martin Meylin Main Office.

Student Last Name

Student First Name

Section

Grade

-We / I **DO** _____(initial) **DO NOT** _____(initial) give permission for our / my child to be photographed and interviewed in conjunction with school related events / activities and give permission for the photographs and interviews to be used in district and local multimedia publications.

-We have read & discussed the **Martin Meylin Student Handbook and Code of Conduct** and understand the school's expectations, policies, and procedures.

(Handbook can be accessed via the Martin Meylin web page)

- I do not have a Power School account set up and would like to receive grade concern notifications through the U.S. Postal service. Please initial _____

Parent / Guardian Signature

Date

Student Signature

Date

If you should have any questions, please do not hesitate to contact one of our building administrators for further clarification. It is important that students and parents are aware of our expectations so that Lampeter-Strasburg School District can be a safe and healthy place for students and staff.