

Message from the Principal

Dear Students & Parents:

Welcome to the 2017- 2018 school year. This Student Agenda contains our school rules and policies. This is one way in which we at Meehan will keep in touch with our parents as partners in the educational process. Please take time to review this book together. I extend to you my best wishes for your most successful school year ever.

*Sincerely,
Mrs. Mary A. Jackson*

Vision

All Austin Meehan graduates are prepared for high school, career, college, and become active participants in the global economy.

Mission

We will engage all students in an academically rigorous curriculum with a focus on science, technology, engineering, arts, and math. We will partner with parents, community, and industry to provide real world content to prepare students for the future.

Academies, Pathways, and Courses

Austin Meehan will adopt an academy structure with four academies. The academies will house seventh and eighth grade students with a focus on Science, Technology, Engineering, Arts, and Math.

Important Contact Information

Principal

Mrs. Mary A. Jackson 215-400-3420

Assistant Principal

Mr. John Austerberry 215-400-3420

School Nurse

Ms. Maria Hill 215-400-3420

Special Education Liaison

Ms. Mariana Olchowecky 215-400-3420

Counselor

Ms. Stephanie Torre 215-400-3420

Dean

Mr. David Mulvey 215-400-3420

website www.philasd.org/schools/meehan

School Calendar 2017-2018 (Subject to Change)

This calendar includes the dates of holidays. Refer to the School District website for ½ day dismissals and report card conferences

September 5

September 21-22

November 7

November 10

November 23-24

December 25-29

January 1, 2018

January 2

January 15

February 19

March 29

March 30

April 2

First day for students

Rosh Hashanah

Staff Only

Veterans' Day

Thanksgiving Holiday

Winter Recess

New Year's Day

Staff Only

Dr. Martin Luther King Day

President's Day

Spring Recess

Good Friday

Spring Recess

May 8
May 28
June 12

Election Day
Memorial Day
LAST DAY FOR PUPILS

Student Agenda

Every student receives an Agenda for the school year. Parents and teachers may communicate via the Agenda. The first Agenda is free. There is a replacement fee of \$5.00 for lost or stolen agendas.

Mandatory Student Dress Code

Boys and Girls wear solid navy blue golf (collar) shirts and khaki slacks. Girls may also wear a khaki skirt or jumper that is appropriate in length at the knee.

Every student is expected to wear the uniform daily, Including on school trips.

Students should wear comfortable closed toe shoes, such as a loafer or sneakers—no flip-flops or backless shoes.

It is expected that students will come to school clean and well groomed. Hats, coat, jackets and hooded sweatshirts must be placed in lockers in the morning, and are not permitted to be worn during the school day. Plain navy blue crew neck sweatshirts or sweaters are permitted during the school day. Bare shoulders, sleeveless T-shirts, tank tops, halter or midriff tops, shorts and mini skirts, Oversized earrings are prohibited.

Any student out of uniform will receive discipline points.

Clothing with offensive language, pictures, or symbols are prohibited. Students will not be permitted to wear oversized clothing. Uniform pants and shirts must fit appropriately. Uniform pants are NOT permitted to be torn or cut at the bottom. If the shirt is too long, it must be tucked in. If the pants are too big, you must wear a belt. Jeans are not permitted to be worn under the uniform pants. Students who insist on wearing jeans under their uniform will be considered out of compliance.

Students who violate the Dress Code will be subject to discipline points.

Arrival to School

8:15 a.m. – Students enter the building and go to their lockers.

8:25 a.m. – Late bell. Students are to be in their room and ready to learn. Students that arrive after the late bell or walk into advisory after 8:25 will be marked late for school. Lateness to class will be reflected in discipline points.

Academy 1 and 2 students enter the building via Academy 1.

Academy 3 and 4 students enter the building via Academy 4.

Students must go to their lockers and report immediately to advisory. Students are not permitted to enter the building before the first bell (8:15 a.m.) unless they are involved in extra curricular activities.

During inclement weather, an announcement will be made for students to report to the lunchroom upon arrival at school. Students should dress appropriately for weather conditions.

Student Identification Cards

In order to provide security for all Meehan students, photo ID cards must be worn on your person at all times. ID cards must be swiped everyday during morning entry. ID cards must be presented for free transpasses and lunch, or whenever proper identification is asked for by a staff member. Failure to carry an ID card, or to produce it upon request by any staff member, may result in disciplinary action. Lost ID's may be replaced for \$5.00. Students must secure a new ID within three days. If a student forgets his/her ID, a temporary one will be issued. The student will be charged \$1.00 for each temporary card issued. Fines must be paid prior to participation in any class or school activity.

Attendance and Lateness

If you are absent from school, you must bring a note from your parent/guardian on the day that you return. Excessive and/or unexcused absences may result in legal action (truancy).

Lateness to school causes a disruption to your educational program. Students who arrive late must obtain a Late Pass

upon entering school. The late pass is then given to the teacher as verification of late arrival to class/school.

When a school bus causes the lateness, the lateness is excused and will be recorded as such on the student's record.

Attendance Notes

- Every absence requires a note. According to state law, all absence notes must be submitted no later than 3 days after an absence.
- 3 or more days absence requires a doctors note
- 10 unexcused absence will result in truancy court

Dismissal

Dismissal time for students is 3:19 p.m.

Students who require an early dismissal for any urgent reason must follow this procedure:

1. The parent/guardian must submit proper identification upon entering the school.
2. Parents must report to the main office with proper identification for verification. The office will send for the child.
3. No early dismissals will be given after 2:30 p.m.

NOTE: Under no circumstances will students be released without an authorized adult, listed on the child's record, who will be asked to produce a picture I.D.

***** EMERGENCY CONTACT INFORMATION MUST BE RETURNED TO SCHOOL NO LATER THAN SEPTEMBER 22!!!**

Respect for our Neighbors, our Community, our Building & Campus

The school day begins when the student leaves the home in the morning and ends when the student returns to the home in the afternoon. Proper behavior is expected of every student traveling to and from school. All school rules apply. Respect the property of our neighbors.

Lockers

Lockers are the property of the School District of Philadelphia. The School District reserves the right to open lockers at any time without permission of the student assigned to the locker.

Students are permitted to use the locker as outlined below:

1. Lockers may be used before and after school only. **Students**

are not permitted to use lockers at any other time.

2. Students are reminded not to store valuables of any kind in school lockers.
3. Do not share your locker or locker combination with other students.
4. Obtain teacher approval to see support personnel if you have a problem with your locker.
5. During morning entry, all book-bags, pocketbooks and outerwear are to be placed in your locker and remain there until dismissal from school.
6. Violations of this policy will be subject to disciplinary action.

Federal Lunch Program

All students will be offered daily breakfast and daily lunch meals at no cost regardless of family income. There is no longer any need for each family to complete a paper USDA Meal application and these forms will not be sent home with your child. Students may also bring a lunch from home. No glass bottles are permitted. Breakfast will be provided in the individual students' advisory classroom every morning.

Lunch Room Procedures and Rules

1. Students are escorted by their teacher into the Lunch Room. Students must sit at their assigned lunch table quietly. Screaming and loud talking is not permitted in the Lunch Room.
2. Students will be directed to go to the service counter by the Academy Leader. Service lines must be quiet and orderly.
3. Food must be eaten at the assigned lunch table.
4. Students must ensure that all trash is properly disposed of, and eating areas are clean before students are dismissed from the lunch room.
5. No student may leave the Dining Room or School Building during the Lunch Period.

School Bus Service

Students who ride the Yellow School Bus, or SEPTA, or private bus lines, should respect the Drivers, Bus Monitors, Attendants, and support staff. Misbehavior on school buses, or at the waiting location, will result in disciplinary action, which may include: suspension from bus service, school suspension or other disciplinary action. As a reminder, the School District is not responsible for Septa; please call 215-580-7800 with any concerns.

Smoking, loud talking, screaming, throwing objects in or out of the bus, fighting, arguing, and using foul or inappropriate language are all subject to disciplinary action, which may include suspension from the School Bus.

Transpass

Free SEPTA transpasses will be distributed each week to **qualified** students per School District of Philadelphia policy. A schedule will be announced for the distribution. Eligibility questions should be directed to the Transportation Office – 215-400-4350.

Hall Passes

Students are not permitted in the hallways of the school without authorization from the classroom teacher. Students will be issued a hall pass from the classroom teacher, which authorizes the student to proceed through the building to a designated area. Students are to travel in pairs while in the hallways. Any student who is found to be in the hallway without proper authorization and a proper valid hall pass will be subject to disciplinary action.

Health Services

The Health Suite is located on the first floor near stairway 5. Health Room hours are posted in each classroom. Students must obtain a hall pass from their classroom teacher prior to visiting the nurse.

If students require medication during the school day, parents must first contact the School Nurse at 215-400-3240. All medication must be documented and dispensed by the School Nurse. Students may not carry medicine in school or on their person for self dispensing.

Technology

Our school is equipped with computer laboratories and Internet research capability. Students may use electronic devices for educational purposes only.

PROHIBITED: Any photography of any kind including selfies, pictures anywhere in the school building, videos in the school building.

Cell phones will be confiscated.

NOTE: Websites and electronic mail, which present obscene, vulgar or threatening messages, lyrics and information, are strictly prohibited for use by students. Any student who abuses the technology in our school will be subject to disciplinary action. A Student Acceptable Use Policy Agreement will be sent home.

Extra Curricular Activities

A variety of activities and sports programs are offered

throughout the school year. Students are eligible to participate if they meet the School District academic requirements. Students with more than one failing grade on the report card may not be eligible for participation, except for academic enrichment programs. Behavior and attendance are monitored.

Report Cards

Report cards are issued four times during the school year. Report card conferences are scheduled for November 20th-22nd, February 14th-16th and May 2nd-4th.

Interim Reports will be sent to parents between report cards for students failing or in danger of failing a particular subject.

Parents are encouraged to contact their child's teacher to discuss progress at any time throughout the year.

Student Records

Parents have the right to inspect and review the contents of their child's educational records. Parents wishing to review student records should contact Principal Jackson to schedule an appointment . As a reminder, student records may be retrieved at philasd.org – Parent and Family Portal.

Homework Policy

Homework is an important part of learning, and provides an opportunity to practice skills and review subjects that have been taught in class. Homework that reinforces the day's lesson will be assigned Monday thru Thursday, with Friday at the teacher's discretion. Projects or reports may be assigned in addition to nightly homework. Homework assignments should be copied into the Student Agenda each day.

Textbook Policy

RESOLVED that Board of Education Policy #224 be revised and amended to read as follows:

- 2.1 The Board charges each student with responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his/her use.
Students are responsible for the care, maintenance and timely return of all textbooks. Schools shall require students and/or parents to sign a contract acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school.
Students and/or parents will be assessed penalties for

lost or damaged textbooks. Imposition of one or more of the following penalties is permitted: a charge for replacement of the textbook; requiring the student to perform a prescribed number of hours of school service; withholding of a report card; and/or loss of privileges such as participation in sports or other extra-curricular activities, proms and other special events or graduation-related activities.

Guest Teachers

Students must show respect and cooperation toward Guest Teachers who substitute for the classroom teacher. The same classroom rules apply when the regular teacher is absent.

Student Conduct and Safety

During class time students are under the immediate direction and supervision of the teacher. Students must cooperate fully with our classroom teachers, support staff, Security Officers, maintenance and kitchen personnel, the Dean and Administrators.

Note: Inappropriate touching and games which involves touching other students, sexual harassment and other activities and/or comments which make other students feel uncomfortable may result in disciplinary action and may involve the Philadelphia Police.

BULLYING/CYBERBULLYING

The School Reform Commission is committed to providing a safe, positive learning environment for district students. The SRC recognizes the negative impact that bullying has on student health, welfare, and safety, and on the learning environment at school. The SRC recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the SRC prohibits bullying by district students.

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

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

Bullying is characterized by the following three (3) criteria:

1. It is aggressive behavior or intentional harm doing.
2. It is carried out repeatedly over time.

3. It occurs within an interpersonal relationship where there is an imbalance of power (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful)

Bullying can take many forms and can include a variety of behavior. As defined in this policy, bullying refers to direct and indirect action, which may include but is not limited to:

1. Physical – hitting, kicking, pushing, shoving, getting another person to hurt someone.
2. Verbal – racial slurs, name-calling, teasing, taunting, harassment, gossiping, spreading rumors.
3. Nonverbal – threatening, obscene gestures, isolation, exclusion, stalking, cyberbullying (bullying that occurs by use of electronic communication devices through means of social networking, e-mail, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, dash boards, or web sites.)

It is the intent of this policy that the term bullying include, but not be limited to, incidents that are reasonably perceived as being motivated either by any actual or perceived characteristic such as gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, socioeconomic status and/or political beliefs.

Fire Drill Regulations

Fire drills are held periodically in compliance with State law.

Procedures for Fire Drills are strictly enforced and are as follows:

- Students must be silent throughout the fire drill. Students form a double line and follow the teacher, moving quickly and quietly to the designated waiting area. Roll is taken.
- When the “all clear” is given, staff and students quietly return to the school.
- The Fire Drill is not concluded until the last person has returned into the building.

SHELTER IN PLACE/LOCK DOWN PROCEDURES

Shelter-In Place is a protective action that means to stay indoors. Austin Meehan has a Shelter-In-Place drill to protect and house students and staff in the event that there is a prolonged period of time that we must remain indoors. If a Shelter in Place action is warranted, specific areas within our building have been designated as assembly stations for students and staff.

Electronic Devices

Cameras, video recorders and electronic games are not permitted in school. These items are not to be seen or used in school. Students found in possession of these items may have said item confiscated by the Dean.

Students found to be in the possession of any device are subject to progressive disciplinary action. Please be advised that Austin Meehan Middle School is not liable for any item that has been confiscated by school personnel, or that has been lost or stolen.

Cell Phones

The School District is not responsible for lost or stolen cell phones.

School District Code of Conduct

ACT 26

The Pennsylvania General Assembly has enacted legislation called Act 26, House Bill 20, requiring all public schools to take mandatory course of action in dealing with students who are found to be in possession of weapons. If the student is found in possession of any weapon, or any *implement capable of inflicting serious bodily injury*, the student must be arrested, suspended, and recommended for EXPULSION from the School District of Philadelphia. This law is binding if a student is found with any weapon in his/her possession in the school, on school property, or on the way to or from school.

Note: The use of a toy gun in a threatening manner is considered a Level II Offense.

Search

The School District of Philadelphia allows the search of students, lockers, and possessions, by Administration, without parent permission, when there is reasonable suspicion that:

- There has been a criminal infraction or a violation of a school policy or rule governing behavior or discipline.
- The individual who is the subject of a search participated in the infraction or violation.
- Evidence of the infraction or violation, or proceeds thereof is in the possession of the student in the location to be searched.

Metal Detectors

To help insure student safety, metal detectors may be used without prior notice at the discretion of the principal. The School District Use of Metal Detectors statement is posted at the main entrance.

Visitors/Parents - Trespassing

All visitors must sign in at the main entrance and report directly to the main office. Individuals who fail to do so will be considered trespassing. Trespassers are subject to arrest by the Philadelphia Police under School District Policy. The flagpole is the only entrance for visitors. Proper identification must be presented upon entrance. Parents/Visitors must be escorted by staff at all times in the building.

School-wide Activity Policy

All students are expected to be the role models for our school. The administration and your teachers expect that you will always do your best to follow the rules of Austin Meehan. As leaders, you may be called upon from time to time to act as “ambassadors”, especially for new students to our school. All students must adhere to the behavior plan and no bullying policy in our school. Failure to follow rules may result in loss of privileges.

Eighth Grade End of Year Activity Policy

The eighth grade students at Austin Meehan are fortunate to have the ability to participate in many fun activities at the end of the school year. These activities may include a dance, a trip, yearbook signing, and closing exercises. There are certain requirements that are necessary for you to participate in these activities:

1. Pass all classes.
2. Have no excessive absence or lateness.
3. Have no extensive disciplinary record or have worked off all discipline points.
4. Adhere to the uniform policy every day.
5. Follow School District of Philadelphia’s Student Code of Conduct.

Disciplinary records will be reviewed before permission is given to participate in 8th grade activities.

