A MESSAGE FROM THE PRINCIPAL:

Dear Students & Parents:

Welcome to the 2020-2021 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,

Mr. Abdul-Mubdi Muhammad
IMPORTANT CONTACT INFORMATION

Austin Meehan Middle School
3001 Ryan Avenue
Philadelphia, PA 19152
Phone: 215-400-3240    Fax: 215-400-3241

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Assistant Principal Mr. John Austerberry
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School Nurse Ms. Maria Hill
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Special Education Liaison Ms. Mariana Olchowecky
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School Counselor Ms. Stephanie Torre or Ms. Angela Porzio
215-400-3240 storre@philasd.org or aporzio@philasd.org

School Secretary Ms. Rebecca DeSoi
215-400-3240 rdesoi@philasd.org

Website meehan.philasd.org
School Calendar 2020-2021

(Subject to Change)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 2</td>
<td>First day for students</td>
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<td>September 7</td>
<td>Labor Day</td>
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<td>September 28</td>
<td>Yom Kippur</td>
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<td>November 3</td>
<td>Election Day</td>
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<td>November 11</td>
<td>Veterans’ Day</td>
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<td>November 26-27</td>
<td>Thanksgiving Holiday</td>
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<td>December 24-31</td>
<td>Winter Recess</td>
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<td>January 1</td>
<td>New Year’s Day</td>
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<td>January 18</td>
<td>Dr. Martin Luther King Day</td>
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<td>February 15</td>
<td>President’s Day</td>
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<td>March 29 – April 2</td>
<td>Spring Recess</td>
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<td>May 13</td>
<td>Eid-al-Fitr</td>
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<td>May 31</td>
<td>Memorial Day</td>
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<tr>
<td>June 11</td>
<td>LAST DAY FOR PUPILS</td>
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</tbody>
</table>
Austin Meehan Middle School
~ Positive Behavioral Interventions and Supports ~
Student / Staff Handbook

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.

*Be Respectful*

*Be Responsible*

“Expect the Best at AMMS!”
In our efforts to establish Austin Meehan Middle School as a safe, welcoming and purposeful learning environment, we have implemented a program to support students with their behavioral needs. At Austin Meehan our community actively encourages students to achieve their academic potential while also behaving with good character. At AMMS the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of the 2Rs: Respect and Responsibility. Students who are respectful and responsible act appropriately, so they maximize their learning opportunities and do not interfere with the learning opportunities of their classmates.

At Austin Meehan we have created a school-wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. Unlike how schools have typically responded in the past – only using punitive measures in response to student misbehavior – the Austin Meehan program sets behavioral expectations and rewards students for following them, while also applying consequences as necessary. The goal is to establish a positive climate in which appropriate behavior is the norm.

At AMMS we will teach expectations to ALL students. Teach in the actual settings where behaviors are to occur. Teach the words and the actions. Build a social culture that is predictable and focused on student success.

We will achieve...

- Common language and experience
- Consistent expectations
- Consistent responses

BENEFITS

- Increased connectedness to school
- Increased instructional engagement
- Increased instructional time
- Increased academic performance
- Decreased problem behaviors and suspensions
- Increased school safety
- All staff members talking the same language
- Consistency among all staff members
- Positive culture for students, staff, and families
Classroom Management

One key to a positive and effective learning environment is sound classroom management that addresses all aspects of the classroom. Routines will be taught to students at the beginning of the school year and revisited until it is clear that all students understand the routines and are able to perform them. Areas that may be addressed include entering the classroom, exiting the classroom, using the restroom, using personal electronic devices, and any other routine that takes place on a daily basis. These procedures will be in writing so they may be utilized in the event that a guest teacher is needed in the classroom.

The techniques used by educators for addressing when a student fails to follow behavior expectations are unique to each teacher. Although it is impossible to anticipate all situations, general plans will be in place for dealing with any behaviors that detract from the learning environment and will be used consistently. This will be the first line of defense for dealing with inappropriate behaviors that are considered to be minor.

**Note: students who persistently disrupt learning with minor offenses may require administrator involvement.**

**What if the routines and procedures are not effective?**

Routines and procedures are implemented to address behavior in a proactive manner. At times this is not enough or not effective. When all attempts to deal with a behavior using the staff member’s classroom management plan have been ineffective and the behavior is still of a minor nature, staff members may choose to ask a student to be seated in a different area of the classroom -- a time-out of sorts that will be followed by the teacher checking in with the student after a short period of time. Consistently repeating minor offenses may be escalated to a major offense and thus automatically referred to an administrator.

**Major Incidents**

Some behaviors and incidents require more immediate solutions and/or the attention of an administrator. To understand the difference between minor and major offenses, please reference the descriptions listed in this handbook. In the case of a major incident, staff will complete an ODR (office discipline referral) or a School based discipline referral form and submit it to an administrator. If the major behavior is disruptive to the learning environment, the student will be sent to the dean or administrator. The administrator will speak with the student, contact the parent, and determine an appropriate consequence. When a student returns to class they will be welcomed. A variety of factors are taken into
account while processing a major report; therefore, the consequences that arise will vary from student to student.

Important

In order to create an environment that effectively fosters teaching and learning we must remember that discipline procedures used in isolation are not the answer to problematic behavior – it is the positive relationships we build as a learning community between students, families, and staff that provide the foundation for improving student behavior. The Austin Meehan Middle School staff strives to create a positive environment by making connections with our students and families. Children learn best in the context of positive relationships and a safe, comfortable atmosphere. Our staff will explain appropriate behavior and procedures throughout the year. Together staff and students will discuss why it is important and encourage all community members to be respectful and responsible. By teaching students the necessary social skills for future success, we set students on a course to be lifelong learners and successful citizens. It is our job to ensure that students learn the skills needed to survive and thrive in society. This means developing students who excel in English, social studies, math, science, the arts, languages, and citizenship.

School-wide Behavior Expectations

The behavior expectations on the following two pages are the result of brainstorming and revision sessions that took place in the spring of 2020. These expectations are posted in every classroom, and each column of the matrix is also posted in the site to which it refers, e.g. office expectations posted in the office, etc. These expectations will be taught, discussed, and practiced during the first week of school and reviewed throughout the year.
<table>
<thead>
<tr>
<th>AMMS</th>
<th>Office</th>
<th>Classroom</th>
<th>Technology</th>
<th>Arrival/Before 1st Bell</th>
<th>Dismissal/Busses</th>
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<tbody>
<tr>
<td><strong>R E S P E C T</strong></td>
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<tr>
<td>*Arrive on time.</td>
<td>Be respectful and kind while you wait your turn.</td>
<td>Be helpful.</td>
<td>*Use words that are respectful and kind.</td>
<td>*Always walk.</td>
<td>*Wait to be dismissed by a teacher.</td>
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<tr>
<td>*Use kind words and actions.</td>
<td>*Keep kind words to classmate, teachers, and guests.</td>
<td>*Listen quietly to others’ ideas.</td>
<td>*Keep food in the cafeteria.</td>
<td>*Throw away trash.</td>
<td>*Speak respectfully to the bus driver and to other passengers.</td>
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<td>*Keep our school clean and safe.</td>
<td>*Have a positive attitude.</td>
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<td>*Keep our school “Bully Free.”</td>
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<tr>
<td>*Put backpacks in lockers.</td>
<td>*Only the student with office business should be at the office.</td>
<td>*Participate.</td>
<td>*If needed use the bathroom before the bell rings.</td>
<td>*Stay seated on the bus.</td>
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<tr>
<td>*Put backpacks in lockers.</td>
<td>*Clean up your area before you leave.</td>
<td>*Log out of your account at the end of class.</td>
<td>*Log out of your account at the end of class.</td>
<td>*Once you enter your classroom, stay there.</td>
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<tr>
<td>*Put backpacks in lockers.</td>
<td>*If you have a question, raise your hand.</td>
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<tr>
<td>*Put backpacks in lockers.</td>
<td>*Follow your teacher’s dismissal procedure.</td>
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<tr>
<td>*Put backpacks in lockers.</td>
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<tr>
<td>Community Gatherings (Assemblies)</td>
<td>Cafeteria</td>
<td>Hallways/ Stairs</td>
<td>Bathroom</td>
<td>Nurse/ Counselor/ Step Team</td>
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<td><strong>RESPECT</strong></td>
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<td><em>Look at the presenter and listen.</em></td>
<td><em>Keep the cafeteria clean.</em></td>
<td><em>Walk in a single-file line.</em></td>
<td><em>Respect others’ privacy.</em></td>
<td><em>Request permission to visit nurse/counselor/Step Team.</em></td>
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<tr>
<td><em>Keep electronics, food, and drinks away.</em></td>
<td><em>Throw out your trash.</em></td>
<td><em>Keep voices low.</em></td>
<td><em>Dispose of trash appropriately.</em></td>
<td><em>Come during designated open times.</em></td>
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<tr>
<td><em>Follow adult directions.</em></td>
<td><em>Keep your hands, feet, and objects to yourself.</em></td>
<td><em>Wait patiently to enter the classroom.</em></td>
<td><em>Keep bathrooms clean and neat.</em></td>
<td><em>Listen and follow directions from the nurse/counselor/Step Team.</em></td>
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<td><strong>RESPONSIBILITY</strong></td>
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<tr>
<td><em>Quietly enter your designated area.</em></td>
<td><em>Always walk.</em></td>
<td><em>Stay with your teacher or staff member.</em></td>
<td><em>Keep electronics out of the bathroom.</em></td>
<td><em>Carry a pass.</em></td>
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<tr>
<td><em>Sit quietly with your feet on the floor, facing forward.</em></td>
<td><em>Sit and wait to be called up to the lunch line.</em></td>
<td><em>Stay to the right side of the hallway.</em></td>
<td><em>Use facilities appropriately: flush toilets, dispose of trash properly, appropriate use of supplies.</em></td>
<td><em>Arrive on time for appointments.</em></td>
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<tr>
<td><em>Participate appropriately.</em></td>
<td><em>Line up single file in the lunch line.</em></td>
<td><em>Walk in a single-file line.</em></td>
<td><em>Wash your hands.</em></td>
<td><em>Promptly return all paperwork to the nurse/counselor/Step Team.</em></td>
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<tr>
<td><em>Wait to be dismissed by an adult.</em></td>
<td><em>Stay on your designated side-boys/girls.</em></td>
<td><em>Carry a hall pass.</em></td>
<td><em>Return to class quickly and quietly.</em></td>
<td><em>Promptly return to class if the nurse/counselor/Step Team is not available.</em></td>
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<tr>
<td></td>
<td><em>Clean up your area- tables and floor.</em></td>
<td><em>Keep your hands, feet, and objects to yourself.</em></td>
<td><em>Report any problems/damage to a staff member.</em></td>
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<td></td>
<td><em>Finish food before leaving.</em></td>
<td><em>Visit lockers only before the first bell and after dismissal.</em></td>
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<td><em>Stay in the lunchroom until directed to leave.</em></td>
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Minor Offenses: Staff Managed:

- Low-level refusal/defiance behavior
- Disruptive/distracting behavior
- Gossip
- Leaving class without permission
- Inappropriate physical contact (rough housing)
- Lying
- Consistent off-task behavior
- Misuse of property
- Swearing
- Tardiness
- Not prepared for class
- Unsafe behavior
- Not cleaning up after self
- Misuse of electronics
- Wandering
- Other small behaviors that do not meet school rule expectations

Note:

- Minor offenses are handled by the classroom teacher.
- Minor offenses are dealt with quickly and efficiently.
- Minor offenses are documented.
- A specific number of minors will lead to a major.

POSSIBLE actions/consequences below may be issued in response to minor behaviors:

- Student/Teacher conference
- Parent contact or conference
- Reflection/Detention
- Loss of extra-curricular activities
- Suggested visit to guidance
- Peer mediation
- Natural consequence (clean up, lose technology, pay for damage)

Major Offenses: Administrator Managed:

- Mutual fighting
- Instigation of a fight
- Simple assault
- Refusal to go or stay in the ALC
• Threats
• Reckless endangerment
• Destruction and/or theft of property
• Defacing school property
• Failure to serve detentions
• Cutting class
• Sexual harassment
• Vandalism
• Robbery
• Extortion
• Harassment
• Assault of school personnel
• Group assault
• Aggravated assault
• Possession of a controlled substance
• Possession/use of fireworks or other incendiary device
• Possession of a weapon
• Sexual acts

Note:

POSSIBLE actions/consequences below may be issued in response to MAJOR BEHAVIORS.

• Parent contact or conference
• Reflection/Detention
• Loss of extra-curricular activities
• Referral to counseling team
• Peer mediation
• Natural consequences (clean up, pay for damage, lose technology)
• Loss of access to some rewards/activities
• ALC (Alternative Learning Center)
• Out of school suspension
• Referred to the EH-21 process

THE POWER OF STUDENT REFLECTION

We learn from reflecting on experiences, good and bad. A Reflection Sheet is a very effective tool to use when a student is displaying unacceptable behaviors. The sheets can be used to help correct undesired behaviors by asking students to analyze their motivation, identify the impact of their behavior, and make a plan to change the behavior in the future.
When are Reflection Sheets assigned?

- On an informal basis, staff members can assign Reflection Sheets to be completed immediately in the classroom when students are exhibiting behaviors that run contrary to our AMMS Behavior Matrix.
- On a formal basis, staff members can officially assign Reflection Sheets to be completed with the guidance of a teacher during the Detention period. Again, this is done when students are exhibiting behaviors that run contrary to our AMMS Behavior Matrix. When a student is asked to report to a Detention, s/he loses access to extra-curricular activities for 24 hours.

Questions to be addressed during Reflection:

- What behavior expectation did I fail to meet?
- What was I thinking when I chose to engage in this behavior? What motivated me to stray from the expected behavior?
- Who was affected by my failing to follow the behavior expectations?
- How did this affect them as a learner or as a teacher?
- How did it affect me as a learner?
- How could I have behaved differently to make sure I was following the behavior expectations?
- What do I need for support to ensure this doesn’t happen again?
- Do I need a follow-up plan?

How does a Detention work?

- A staff member assigns a detention to a student for a behavioral incident;
- When a student is asked to report to a detention, s/he loses access to extra-curricular activities for 24 hours;
- The staff member reports the incident to the parent/guardian;
- The student reports to the assigned detention at the correct date and time;
- The staff member gives the student a Reflection Sheet and makes sure the student understands what s/he is supposed to do;
- The student reflects on his/her behavior and completes the Reflection Sheet;
- If the student is struggling with his/her ideas or if writing is an obstacle, s/he may discuss the answers with the teacher (who may or may not scribe);
• If the Reflection Sheet was written without the input of the teacher, s/he discusses the answers with the student to be sure that constructive reflection occurred;
• When the Reflection Sheet is completed satisfactorily, the student serves the rest of the time.
• The Reflection Sheet is turned in to the student's advisor.

Acknowledgment/ Reinforcement System
Another essential component of the Austin Meehan system is the use of consistent positive rewards to celebrate students' success. Students who are “caught” following the behavioral expectations are reinforced with Points. These points will then be used to purchase items or privileges from the school or individual teachers on a weekly basis. Students who earn 75% of their monthly points in each of their classes will be able to attend our monthly school-wide activities, all of which will occur during the school day. These activities will range from movie afternoons to activity blocks and dances, etc.

Students can also earn Caught Doing Something Good cards from staff members for following the Code of Conduct: Showing Respect, Responsibility and Commitment. Caught doing something good cards will be given out when students display behaviors that have not been specifically taught. These are for behaviors that exceed the minimum behavior expectations. A list of students who earned Caught Doing Something Good cards will be entered by staff daily and the names will be entered into weekly, monthly, semester, and yearly drawings. Drawing winners will receive a prize, which may include candy, gift cards, t-shirts, and other donated items. Also, students being rewarded with a Caught Doing Something Good card will receive a phone call home or a Dojo message and a certificate stating what they did to earn the card.
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.

School District Student Dress Code

Students are expected to follow the school district’s dress code so that their appearance does not constitute a health or safety hazard. The school principal will determine what is considered proper or improper attire.

It is expected that students will come to school clean and well groomed. Students should wear comfortable closed toe shoes, such as sneakers—no flip-flops, slides or backless shoes. Hats, coats and jackets must be placed in lockers in the morning and are not to be worn during the school day. Bare shoulders, tank tops, sleeveless t-shirts, halter or crop tops, mini-skirts, and oversized earrings are prohibited. Shorts should be to the knee. Clothing with excessive rips or tears, offensive language, pictures, or symbols are prohibited.

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 Study Skills after 8:25 will be marked late for school. Lateness to class will be reflected in discipline points.

All students enter the building through the flagpole doors and scan in.

Students must go to their lockers and report immediately to Study Skills. Students are not permitted to enter the building before the first bell (8:15 a.m.) unless they are involved in extracurricular activities or going to breakfast in the cafeteria. Breakfast is served from 8:00 - 8:10. Students who choose to go into the cafeteria must stay until dismissal at 8:15. 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 are our PRIMARY SOURCE to record ATTENDANCE and must be swiped every day during morning entry. ID cards must be presented for free transpasses and lunch, or whenever a staff member asks for proper identification. 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 yellow bus causes the lateness, the lateness is excused and will be recorded as such on the student’s record. This will also be true if SEPTA informs us of a lapse in service.

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 consecutive days’ absence requires a doctor’s note.
- The School District of Philadelphia only accepts parent notes for 8 absent days per year, after which a doctors’ note is required for every absence.
- 10 unexcused absences will result in truancy court.

Dismissal

Dismissal time for students is 3:19 pm.

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 pm.

   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 lunchroom from 8:00 a.m. to 8:15 a.m. for any student wishing to eat.

**Lunchroom Procedures and Rules**

1. Students are escorted by their teacher into the Lunchroom. Students must sit at their assigned lunch table quietly.

   **Screaming and loud talking is not permitted in the Lunchroom.**

2. Students will be directed to go to the service counter by the Dean. 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 lunchroom.

5. No student may leave the Lunchroom 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.

The school district does not supply schools with extra transpasses. If a student loses the transpass they were handed for the week they will not receive another one.

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. Disciplinary action can be taken for inappropriate use of technology.

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

Cell Phones

Students should not use cell phones, earbuds, or electronic devices during instructional time. Disciplinary points will be given to students who
choose not to follow school rules. Eighth grade students could be taken out of all eighth grade activities if they repeatedly do not adhere to school rules.

**Students found in possession of these items may have said item confiscated by the Dean or administration.**

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

**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.

**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.*

**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. Students involved in extra-curricular activities are expected to be respectful and responsible Austin Meehan community members. If there are behavioral issues students could lose the privilege of being a part of extracurricular activities.

**Report Cards**

Report cards are issued four times during the school year. Report card conferences are scheduled for November 23rd-25th, February 3rd-5th and April 7th-9th.
Interim Reports will be sent to parents between report cards for students failing or in danger of failing a particular subject. Interim reports are scheduled to go home October 19th - 21st, December 21st - 23rd, March 1st-3rd.

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 Muhammad 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 Board of Education is committed to providing a safe, positive learning environment for district students. The BOE recognizes the negative impact that bullying has on student health, welfare, and safety, and on the learning environment at school. The BOE 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 BOE 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, cyber bullying (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/ Lockdown 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.

**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 ensure 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. Passing all classes at the time of the event.
2. Have no excessive absence (30) or lateness (40).
3. Have no extensive disciplinary record, no more than 3 suspensions.

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