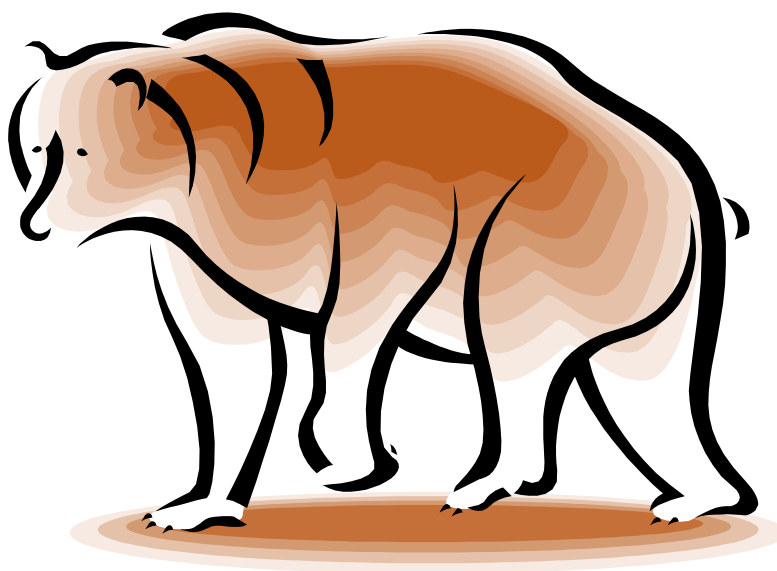




**Mahanoy Area High
School**

**Student Handbook
2010-2011**



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PRINCIPAL'S MESSAGE

Dear Students and Parents/Guardians:

I would like to personally welcome all of our incoming freshmen and returning upperclassmen to the 2010-2011 school year. This year promises to be a great year at Mahanoy Area.

You will see several new faces here due to retirements. Please welcome our new teachers and staff with open arms and show them our Mahanoy Area Bear Pride. We are happy to have all of them here with us as we begin this new school year.

As always, I urge you to take advantage of all that Mahanoy Area has to offer; academically, athletically, musically, and socially. We have a vast array of activities. Find something that appeals to you and join.

My office door is open to you if questions arise regarding this handbook. It is a guide, but by no means is it complete. We are continually striving for improvement.

Have a terrific year!

Sincerely,

Mrs. MaryLou Henninger

Mrs. MaryLou Henninger
High School Principal

MAHANOY AREA SCHOOL DISTRICT
MISSION STATEMENT

The mission of the Mahanoy Area School District in cooperation with parents and community members, is to provide diverse practical educational opportunities, to enhance each student's self-esteem, to develop individual talents and interests which will encourage students to achieve their full potential, and to become productive citizens in an ever-changing global society.

VISION

The Mahanoy Area School District's vision incorporates educational innovation to prepare our students for the 21st Century and to contribute meaningfully to the lives of our students. Students entering the work force today must be able to communicate, to speak and write well. They must be able to cooperate with one another, solve problems confidently, and access information through the use of computers. Clearly defined standards of student performance will include a portfolio of projects, and assessments of student performance in both social and academic areas. We at Mahanoy Area community, will work every day to make this vision a reality for our children, so that we can all move into the future, each prepared to make a living, make a life, and make a difference.

Beliefs:

- All students can learn and achieve success.
- Our schools have an obligation to provide a safe environment, and an atmosphere which is conducive to learning.
- Open communication and mutual respect between the home and school is vital to the learning process.
- Education is a life-long process and our schools must facilitate the acquisition of skills necessary for life-long learning.
- In order to compete in a global society, all students must be challenged to their full potential to develop competency in problem solving, critical thinking, communication skills, reading, math, speaking, listening and writing.

PHILOSOPHY

The Mahanoy Area School District believes the CHILD is the center of the educational process. That process focuses on the child's physical, emotional, social and intellectual growth; develops a positive self-concept; enables the child to take a responsible role in both school and community.

We believe the TEACHER, as a member of a supportive team, strives to ensure success in all aspects of the child's growth.

We believe the SCHOOL, in cooperation with the HOME, provides a safe atmosphere that allows the child to develop to his/her fullest potential.

EDUCATIONAL GOALS

The Mahanoy Area School District believes in the goals of Quality Education as set forth by the Commonwealth of Pennsylvania:

1. COMMUNICATIONS: Each student shall become proficient in reading, composition, listening, speech, understanding, interpreting, analyzing and synthesizing information.
2. MATHEMATICS: Each student shall become proficient in the use of varied mathematical processes and applications to solve challenging problems and to create new ways of understanding information.
3. SCIENCE AND TECHNOLOGY: Each student shall become proficient in applying the processes of analysis, synthesis, and evaluation to the solution of challenging scientific problems and in the application and understanding of technology in society.
4. ENVIRONMENT AND ECOLOGY: Each student shall understand the environment and the student's ecological relationship with it in order to recognize the importance of quality of life in a healthy and balanced environment.
5. CITIZENSHIP: Each student shall understand local, State and United States history, geography, systems of government and economics and their relationship to the history, geography, systems of government, and economics of other countries in the world and shall acquire and have opportunities to practice in the school and in the community, the skills necessary for active participation in civic life.
6. ARTS AND HUMANITIES: Each student shall understand and appreciate the breadth of human accomplishment through the arts and humanities and shall have opportunities to practice creativity of thought and action and to demonstrate talent in the arts.

7. CAREER EDUCATION AND WORK: Each student shall explore varied career options and develop the skills and work habits needed to be a productive, contributing member of society and the understanding that lifelong learning is necessary to maintain those behaviors, skills, and attitudes.
8. WELLNESS AND FITNESS: Each student shall acquire and use the knowledge and skills necessary to promote individual and family health and wellness.
9. FAMILY AND CONSUMER SCIENCE: Each student shall understand and apply principles of money management, consumer behavior and child health to provide for personal and family needs.
10. BUSINESS EDUCATION: Each student shall understand and apply principles of personal finance, and shall acquire keyboarding skills and technology skills in the areas of Microsoft Office, Web Page Design and Desktop Publishing. Students shall acquire knowledge of introductory business practices through the study of Entrepreneurship, Salesmanship and Marketing.

Responsibility

The school is responsible for students:

- ❖ During the instructional hours of the school day.
- ❖ During the instructional hours of the school day on school district property.
- ❖ On school district vehicles (owned, rented, leased or contracted). Bus stop activity will depend on the situation.
- ❖ At school district events held before, during or after school that are directly observed and supervised by school district staff.

BOARD OF EDUCATION

Beth Bradbury	President
Julie Fazio	Vice President
Mary Agnes DiCasimirro	Treasurer
Teckla McCabe	Secretary
Thomas Bashinsky	Member
Anthony Miller	Member
David Kurzinsky	Member
Colleen Coleman	Member
Sharon Trusky	Member
Mark Semanchik	Solicitor

ADMINISTRATION

Anthony Crimaldi	Superintendent of Schools
Mark Beltz	Business Manager
MaryLou Henninger	High School Principal
Joie Green	Middle School Principal
Judy Filanowski	Elementary School Principal
Brandy Paul	Special Education Supervisor

EQUAL OPPORTUNITY EDUCATION

Mahanoy Area School District is an equal opportunities educational institution. The district does not discriminate on the basis of race, religion, age, color, national origin, sex, age, handicap, or limited English proficiency in its activities, programs, or employment practices as required under Title VI, Title IX, and Section 504, and the Americans with Disabilities Act of 1990.

Special needs students may qualify for special educational/employment services and equipment modifications. These services will assist students in successfully completing their educational programs and in participating in school activities.

For information regarding civil rights or grievance procedures, information regarding services, activities and facilities that are accessible to and usable by handicapped persons contact: Mr. Anthony Crimaldi, Superintendent, 1 Golden Bear Drive, Mahanoy City, PA 17948 (570) 773-3443 extension 4031.

2010-2011 SCHOOL CALENDAR

July 5, 2010	Monday, Independence Day Holiday – Schools Closed
August 24, 2010	Tuesday, Inservice Day – Teachers Only
August 25, 2010	Wednesday, Inservice Day – Teachers Only
August 26, 2010	Thursday, Inservice Day – Teachers Only
August 30, 2010	Monday, First Day of School
September 6, 2010	Monday, Labor Day, Schools Closed
September 7, 2010	Tuesday, Schools Reopen
October 11, 2010	Monday, Inservice Day – Teachers Only
October 12, 2010	Tuesday, Schools Reopen
November 25, 26 and 29, 2010	Thursday, Friday, Monday – Schools Closed – Thanksgiving Recess
November 30, 2010	Tuesday, Schools Reopen
December 24, 2010 through January 2, 2011	Christmas Holidays – Schools Closed
January 3, 2011	Monday, Schools Reopen
January 17, 2011	Monday, Inservice Day – Teachers Only
January 18, 2011	Tuesday, Schools Reopen
January 18, 2011	90 th Day of School
February 21, 2011	Monday, Presidents Day – Schools Closed
February 22, 2011	Tuesday, Schools Reopen
April 22 and 25, 2011	Good Friday, Easter Monday, Schools Closed
April 21, 26 and 27, 2011	Easter Recess/Snow Make-Up Days
April 28, 2011	Thursday, Schools Reopen
May 30, 2011	Monday, Memorial Day – Schools Closed
May 31, 2011	Tuesday, Schools Reopen
June 2, 2011	Thursday, Last Day of School for Students

* Christmas Holiday will begin at the close of the day on December 23, 2010.



Weather Emergency Make-Up Days – Scheduled as follows:

1 st Day	Wednesday, April 27, 2011
2 nd Day	Tuesday, April 26, 2011
3 rd Day	Thursday, April 21, 2011

Additional weather emergency days will be made up by extending the school calendar the required number of days in June of 2011.

2010-2011 Bell Schedule

7:40 - 8:00	Remediation/Attendance	
8:00 - 8:42	Period 1	
8:44 - 9:38	Period 2	
9:40 - 10:21	Period 3	
10:23 – 11:04	Period 4	
Lunches, Period 5 & 6 - See Below		
1:04 - 1:47	Period 7	
1:49 - 2:30	Period 8	
11:06 – 11:36 Lunch 1	11:06 – 11:47 Period 5	11:06 – 11:47 Period 5
11:38 – 12:19 Period 5	11:49 – 12:19 Lunch 2	11:49 – 12:30 Period 6
12:21 – 1:02 Period 6	12:21 – 1:02 Period 6	12:32 – 1:02 Lunch 3

12:00 Early Dismissal

7:40-8:15	Period 1
8:17-8:42	Period 2
8:44-9:09	Period 3
9:11-9:36	Period 4
9:38-10:03	Period 7
10:05-10:30	Period 8
10:30-11:00	1 st lunch Period 5 - For lunch 2&3
11:00-11:30	2 nd lunch Period 5 for lunch1 Period 6 for Lunch 3
11:30-12:00	3 rd lunch Period 6 for Lunch 1 &2

1 Hour Delay

8:40 - 9:04	Attendance/Remediation	
9:06 - 9:40	Period 1	
9:42 - 10:16	Period 2	
10:18 - 10:52	Period 3	
Lunches Period 5 & 6 - See Below		
12:38 - 1:12	Period 4	
1:14 - 1:54	Period 7	
1:56 - 2:30	Period 8	
10:54 - 11:24 Lunch 1	10:54 - 11:28 Period 5	10:54 - 11:28 Period 5
11:26 - 1:00 Period 5	11:30 - 12:00 Lunch 2	11:30 - 12:04 Period 6
12:02 - 12:36 Period 6	12:02 - 12:36 Period 6	12:06 - 12:36 Lunch 3

2 Hour Delay

9:40 - 10:00	Attendance/Remediation
10:00 - 10:30	Period 1
10:30 - 11:00	Period 2
11:00 - 11:30	Period 5 for Lunch 2&3 1st Lunch
11:30 - 12:00	Period 6 for Lunch 3 Period 5 for Lunch 1 2nd Lunch
12:00 - 12:30	Period 6 for Lunch 1 & 2 3rd Lunch
12:30 - 1:00	Period 3
1:00 - 1:30	Period 4
1:30 - 2:00	Period 7
2:00 - 2:30	Period 8

Mentoring Schedule

7:40 – 8:12	Attendance/Remediation	
8:14 – 9:04	Mentoring Groups	
9:06 – 9:40	Period 1	
9:42 – 10:16	Period 2	
10:18 – 10:52	Period 3	
Lunches Period 5 & 6 - See Below		
12:38 – 1:12	Period 4	
1:14 – 1:54	Period 7	
1:56 – 2:30	Period 8	
10:54 - 11:24 Lunch 1	10:54 - 11:28 Period 5	10:54 - 11:28 Period 5
12:26 - 12:00 Period 5	11:30 - 12:00 Lunch 2	11:30 - 12:04 Period 6
12:02 - 12:36 Period 6	12:02 - 12:36 Period 6	12:06 - 12:36 Lunch 3

EMERGENCY SCHOOL CLOSING

The following stations will be notified of late starts or school cancellations:

TV:	Channel 16	Radio: WLSH
	Channel 22	WPAM
	Channel 28	WPPA/WAVT (T-102)

FIRE DRILLS

The purpose of a fire drill is to give practice in a quiet, orderly, and rapid departure from the building. Directions for exit are posted in each room. Students are to remain orderly, keep moving quickly and quietly. All students and teachers are to report to their designated assembly areas. Assigned teachers will report to the principal after assuring the presence of all students and staff.

General instructions:

- Books are to be left in rooms. Only valuables are to be taken.
- Under no circumstances are students to go to their lockers.
- All windows and doors are to be closed but not locked.
- All electrical and gas equipment should be turned off.
- Teachers must take their roll books

When returning to the building, students are to maintain a silent line until they are seated in their classroom.

No one is to remain in the building during a fire drill.

HALL REGULATIONS

Do not run, shout or loiter in the halls. Infractions will result in disciplinary action. You are not to be in the halls during the school day without a pass (planner).

EXCUSES FROM CLASS AND LAVATORY PASSES

In order for a student to be excused from class, a special excuse is necessary. Students attending another activity or meeting must be listed on the master sheet or a special announcement. Special excuses must be obtained from the requesting teacher prior to the class the student wishes to be excused from and must be shown to the excusing teacher. The excusing teacher may or may not grant permission for the student to be excused.

Students using the rest room during class periods must use a lavatory pass. Student planners are used as passes. Unless the students have complied with these rules, they are expected to be in their regularly scheduled classes.

VISITORS

All parents/visitors upon entering the building are to report directly to the office where they will receive assistance from office personnel and be given a Visitor's Pass. School age children may not visit the school unless accompanied by a parent.

DANCES AND PROM

Anyone attending a dance or prom at Mahanoy Area who is not a student must be registered with the High School Principal. They may not be over 19 years of age and will need to provide proof of age to the high school office prior to their attendance at a dance or prom. When registering they will be provided with a copy of prom rules and regulations by which he/she will be expected to abide.

ACADEMIC HONESTY

Honesty is a fundamental requirement for all academic endeavors. Dishonesty in tests or academic work and/or plagiarism are serious offenses. These offenses violate standards of scholarship, which the Mahanoy Area School community believes are important. They also keep students from developing their abilities.

Plagiarism is the act of presenting, either intentionally or unintentionally, another person's work as one's own. Plagiarism occurs when students:

- Turn in another student's paper/homework as his/her own.
- Copy portions of another student's paper, homework, assignments, and/or exams.
- Use other person's exact words, ideas and/or expressions without acknowledging the source.

Students are responsible for maintaining their own intellectual integrity. They must realize that their work should reflect what they have thought out, understood and written. They must give credit to the ideas and words of others while taking pride in their own contributions. There are several necessary ways students can strive for intellectual honesty. Students are strongly encouraged to:

- Allot the necessary time to complete assignments on one's own.
- Refrain from giving other students their work to copy or use.
- Ask teachers for assistance in determining what material must be cited.
- Plagiarism and other forms of academic dishonesty are considered serious offenses by the faculty and administration of Mahanoy Area School.

Students who are found to be guilty of these offenses can expect a procedure to be initiated, which may result in the following actions:

- Loss of membership in the National Honor Society or eligibility for membership.
- Receive a zero for the assignment.
- Rewrite or redo the assignment for a reduced grade.

In addition to the above actions, consequences will be in accordance with the discipline code.

GRADUATION REQUIREMENT

Graduation Requirements:

English	4.00 credits
Social Studies	3.00 credits
Mathematics	4.00 credits
Science	3.00 credits
Fitness/Health	1.50 credits
Technology/Business	2.50 credits
Arts/Humanities	2.00 credits
Electives	<u>6.00 credits</u>
	26.00 credits

All outstanding debts must be satisfied in order to receive a diploma.

These credit requirements apply to all students, including those involved in the learning support program.

Students who have earned enough credits and meet all criteria for graduation may be permitted late arrival or early dismissal daily at the discretion of the principal to attend a post-secondary school or a place of employment. Each case will be reviewed individually and must be accompanied by a letter from an employer or parent/guardian.

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Students will not be permitted to participate in graduation ceremonies unless he/she has met all requirements for graduation.

GRADUATION PROJECT

The Pennsylvania Department of Education graduation requirements as stated in Chapter 4.24 under Academic Standards and Assessments are as follows: “requirements shall include course completion and grades, completion of a culminating project, and results of local assessments aligned with the academic standards.

In compliance with the state, Mahanoy Area High School requires each student to complete an independent formal project and in-depth research on a self-selected topic, with a culminating interview before an audience for review. The objectives of this exhibition are to show the following skills:

- *Communicate effectively in writing*
- *Exhibit your project and research using a variety of media technology*
- *Communicate effectively in speaking*
- *Think critically and creatively*
- *Demonstrate proficiency in research*
- *Demonstrate time management*
- *Identify a career within your project*

FRESHMAN YEAR

Students will research 3 careers from 3 different career clusters in Career Education class.

SOPHOMORE YEAR

Each student will complete the research of three careers and their related occupations in Computer Applications class. Students will include in their research the following information:

- why she/he chose those careers
- define the careers
- skills, education, and experience required in those careers
- where people find employment in those careers
- the employment outlook of those careers
- the costs of post secondary education
- how to get the needed money for post-secondary education

JUNIOR YEAR

Students will narrow their search to one career choice. During their 11th grade year, the students will complete a resume and cover letter in Personal Finance class. In addition, each student will either job shadow or prepare a technology based project on the career choice. This is to be completed with teacher approval.

SENIOR YEAR

Students will complete an interview for a job of choice, complete with application, resume, cover letter, proper dress, etc. in English class.

HONOR ROLL

Students earning an average of 96 or better for the marking period will be placed on the Distinguished Honor Roll and students earning an overall average of 91 to 95 will be placed on the Superior Honor Roll. A grade of 77 or below and/or an Incomplete in any subject disqualifies a student from the honor roll. Report card grades are based on 50% assessment, 30% class work, and 20% homework.

INDEPENDENT STUDY

Students may request independent study. A sponsoring faculty member, the department chairman, the student's counselor, the principal, and superintendent must approve the request. The student works under the direction of the faculty member and pursues an approval topic or project by use of a well-planned outline. The work required for one credit in independent study is equal or greater than that required for one credit in another academic subject. Independent study will count as one major and may be taken concurrently with a maximum of five other majors.

PHYSICAL EDUCATION

Students are required to dress in sweat suits or shorts and T-shirts. Black, gold, gray and white color combinations are acceptable. Sneakers and socks must be worn. Swimming is part of the program and a swimsuit is required.

Attendance, participations, proper attire, testing and projects are the bases for the physical education grade.

POOL RULES

The following rules will be strictly enforced. Failure to adhere to the rules may result in offenders being banned from using the pool during classes, recreational swimming, and activities of any team sport workouts.

1. No swimming without a lifeguard on duty.
2. All swimmers must shower before swimming.
3. No swimming beyond 4 feet unless you can swim at least one (1) lap.
4. Lifelines and ladders must be kept clear at all times.
5. No running or horseplay (pushing, dunking, etc.)
6. Do not enter pool with bandages or open wounds.
7. No food, beverages, or gum in pool area.
8. No street shoes on pool deck.
9. No cutoffs in pool.
10. No diving in less than nine (9) feet of water.

(Diving blocks are for instructional and swim team activities only.)

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is granted to eligible juniors and seniors who have successfully completed the application process, and the Faculty Advisory Council review. Once inducted, members are expected to maintain a 93 average, demonstrate positive leadership, display good character, and participate in at least two service projects. These projects will be selected annually by the membership, but one of the projects may be completed through school, church, or community activities with prior approval.

Members and their parents are required to review and sign, the Torch Chapter By-laws. These by-laws clearly state the guidelines the students are to follow regarding attendance at meetings and events, service projects, grade requirements, and discipline policies and procedures. In most cases, a warning will be given for the first offense; the second offense will lead to dismissal. In rare circumstances, when a member displays a lack of scholarship, character, leadership, or service that is not clearly defined in the by-laws, the Faculty Advisory Council will determine the action taken.

PROMOTION POLICY

Recognition as to class standing is determined by total units or credits earned.

For Sophomore class standing, it is necessary for a student to have earned seven (7) units of credit during their Freshman year.

For Junior class standing, it is necessary for a student to have accumulated thirteen (13) units of credit during their Freshman and Sophomore years.

For Senior class standing, it is necessary for a student to have accumulated nineteen (19) units of credit during their Freshman, Sophomore and Junior years.

Definition of Grades:

94-100	Advanced
86-93	Proficient
78-85	Basic
70-77	Below Basic
69 & below	Failing

NOTE: If a student fails a subject he/she can attend summer school when offered to improve the grade to a 70 provided he/she has at least a 50 average. Summer school is available to students who qualify once per subject area throughout the four years of high school. There may be a fee for summer school. IU 29 summer school information will be made available to students.

(During the school year, a student will not be permitted to take two core subjects. Therefore summer school is an appropriate way to make up needed credits.)

REPORT CARDS

Report cards are issued quarterly. Grades are given in every subject taken by the student. The subject passing grade is a 70. Progress Reports are issued at mid-marking period identifying students at-risk of failing that marking period. These reports can be viewed online. Should a parent wish to have a progress report sent via mail, notification in writing must be received by the high school office. Parents/guardians may request a progress report at any time during the school year. Parent/Teacher Conferences are encouraged.

A grade of "I" is assigned when the work of a report period is incomplete as a result of illness or some other valid reason. Work not made up within 7-10 days after the conclusion of the marking period will be given a zero and averaged with previously completed work to determine the marking period grade. **SEEING THE TEACHER TO ARRANGE MAKE-UP WORK IS THE RESPONSIBILITY OF THE STUDENT.**

WEIGHTED COURSES

In order to bring our courses in line with other weighted systems in the country and to recognize our motivated students, our honors courses, advanced placement courses and dual enrollment courses will be weighted in the following way:

Honors courses and advanced language courses:

Average x 1.05 = grade

AP and dual enrollment courses:

Average x 1.10 = grade

Students should be aware that these weighted courses will require more rigorous coursework.

STUDENTS OF THE MONTH PROGRAM

The Mahanoy City Elks Lodge #695 sponsors the senior students of the month program from September through May. The criteria for selecting a “Student of the Month” is taken from the guidelines set forth by the Grand Lodge of the Benevolent Protective Order of Elks Lodge # 695. Each student should maintain, high scholastic averages, excel in citizenship, maintain club membership (band, chorus, debate, theater arts, etc.), athletics, hobbies and school and community service. The “Students of the Year” should exhibit excellence in all areas and have brought honor and recognition to themselves, their school and their community.” In compliance, the following guidelines will assure that candidates are appropriate representatives of our school district.

Nominees must:

- Be a member of the Mahanoy Area High School senior class
- Maintain a minimum cumulative 86 grade point average
- Participate in a minimum of two extracurricular activities and maintain an active membership in at least two of these activities during one’s junior and senior years
- Activities may be a combination of athletics, clubs, and/or the performing arts.
- Be an active member of the community and participate in organized service projects and/or activities
- Church, organization, or community service projects
- Not have received any **detentions**, in-school or out-of –school suspensions during the current school year
- Not have received verified citations/arrests off school grounds issued by any law enforcement officer

The principal and senior class advisor will supervise the program. Any high school faculty member, principal, or any elementary and/or middle school faculty member that is involved with high school activities may nominate and/or vote for students of the month/year. Nominees will complete an official student of the month application with signatures and return it to the high school office. Each month beginning in October a dossier of application forms and a ballot of nominees will be distributed to the faculty. Based on this information the faculty will vote for one boy and one girl by the designated deadline. In the event that either a male or a female nominee is not available due to qualifications, two males or two females can be chosen. Winners will be required to submit three senior photographs for publication to the high school office. Monthly winners shall attend the next school board meeting to be introduced to the public. **During the first week of May two sets of winners will be chosen, first April, followed by May.**

Nominees shall be carried on the ballot from month to month as long as they remain qualified for the program.

In May, a ballot of the monthly winners and their updated dossiers will be prepared to determine the students of the year. Upon completion of the vote count, the principal will place the names of the winners in a sealed envelope to be forwarded to the Mahanoy City Elks Lodge. Their names will be announced at a lodge-sponsored dinner sometime in May. Students of the year will provide the high school with one senior photograph for placement on the students of the year plaque.

TESTING PROGRAM

The following tests will be administered or made available by the high school guidance counselors at the designated times:

Preliminary Scholastic Aptitude Test (PSAT)

Grades 9-12 – October

Armed Services Vocational Aptitude Test (ASVAB)

Grade 11 – November

Grade 12 – at student's request

Scholastic Assessment Test/SAT I and SAT II

Grades 9-12 – 7 test dates are available

American College Test (ACT)

Grades 9-12 – 5 test dates are available

Advanced Placement Tests (AP)

Grades 11 and 12 – May

PSSA writing

Grade 11 – February

PSSA (reading, math, science)

Grade 11 – March

Grade 12 – retest October

4 Sight Benchmark tests – ongoing throughout the year

VALEDICTORIAN AND SALUTATORIAN

The senior student with the highest cumulative numeric average will be named valedictorian of the class.

The senior student with the second highest cumulative average will be named salutatorian of the class.

Students will not be permitted to retrieve their own phones or electronic devices.

3. Students who refuse to surrender their phone or electronic device with all its parts will be issued a citation to the magistrate. On the second offense an out-of-school suspension will be assigned along with a citation to the magistrate.
4. Students are NOT permitted to use their cell phone to call home for their parents to pick them up from school. The principal and school nurses have the only authority to dismiss students. If students do not follow this rule, detention will be assigned.
5. Any student who is found to possess pornography or other illicit or illegal materials on their phone or electronic device will be reported to the Mahanoy Area Police Department where possible charges could include, but are not limited to:
 - Possession of pornography
 - Distribution of pornography
 - Corruption of minors
 - Child pornography related charges
 - Exploitation of minors
6. Students who have been found to have violated these rules through an interview with another student, or examination of another student's phone or electronic device, will be subject to the same penalties.
7. Parents and students are reminded that the intention of this policy is not to limit contact among families. Parents may call the school's main office to have important messages forwarded to students. There are two public ("pay") telephones (proper change needed) located in the building and may be used by students either before or after school hours. At all other times, students wishing to use the phone must obtain a teacher or office pass. Calls must be restricted to emergencies only and should be limited to three minutes.
8. **Once a cell phone/electronic device is confiscated, the administration has the right to inspect all aspects of the phone/electronic device, including investigating its contents.**

Consequences Related to Cell Phones/Electronic Devices

- **First Offense:** Phone/Device will be confiscated, parent will need to retrieve phone/device from the office at the end of the school day, and student will receive detention.
- **Second Offense:** Phone/Device will be confiscated for three school days, parent will need to retrieve phone/device from the office at the end of the three school days, and student will receive a ISS.

- **Third Offense:** Phone/Device will be confiscated for five school days, parent will need to retrieve phone/device from the office at the end of the fifth school day, and student will receive an Out-of-School-Suspension (OSS)
- **Fourth Offense:** Phone/Device will be confiscated until the end of the school year. Parents can retrieve phone/device the last day of school and student will receive a citation for continuous disregard of school rules.

ANTI-BULLYING POLICY

This policy explains why a safe school environment free from bullying is necessary for pupils to achieve high academic standards and describes the due process to be observed in regard to informal and formal hearings when guidelines are violated.

Purpose Creating and maintaining a safe and welcoming learning environment for all students is a high priority in our school district. A safe school environment free from bullying is necessary for pupils to learn and achieve high academic standards. Bullying behavior disrupts the educational process; therefore it will not be tolerated on school property, in school vehicles, at school-sponsored events, or during travel to and from school.

Definition Under this policy, bullying is a form of harassment in which the behavior is intended, or perceived to intend, to harm or cause distress to another. The action occurs repeatedly over time and, in addition to causing harm or distress, has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption of the orderly operation of the school. Bullying may be physical, verbal, written, electronically transmitted or psychological. It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, exclusion from peer groups within school, name-calling, and derogatory statements, including any discriminatory statements prohibited by and consistent with the District's Nondiscrimination in School and Classroom Practices Policy (#103) and Unlawful Harassment Policy (#248).

Authority The School Board prohibits all forms of bullying behavior on school property, in school vehicles, at school-sponsored events, or during travel to and from school. Any violation of this policy shall be considered an infraction of the Student Code of Conduct, with discipline implemented accordingly. All bullying behavior that is a violation of the PA Crimes Code will be reported to the police.

Delegation of Responsibility This policy shall be implemented through the cooperative efforts of the School Board, the building administrators, school staff, parents/guardians, students, the Mahanoy City Police Department and the school district's community.

Any person discovering bullying shall report the incident to a school teacher, counselor or administrator. School staff will provide immediate interventions consistent with this school policy. Students are also encouraged to immediately report bullying.

Guidelines

1. When a student believes that he/she is a victim of bullying, the student shall report a complaint of bullying, orally or in writing, to the building principal, counselor, teacher or another school employee.
2. As it is unethical for failure to report suspected bullying, all school employees are required to report alleged violations of this policy to the building principal or the principal's designee. Any employee who fails to report such incidents shall be subject to disciplinary procedures consistent with the current collective bargaining agreement.
3. The principal or principal's designee will investigate the incident and maintain a confidential record of the discipline – one or both the victim(s) and bully(ies).
4. The building principal or designee will contact the parent/guardian of both the bully and the victim.
5. Appropriate consequences and remedial actions range from positive behavioral interventions to and including suspension or expulsion, and may include separating the student(s) being bullied from the perpetrator(s). Any violation of the PA Crimes Code will be reported to the police department.
6. Victims and their parents shall be made aware of appropriate counseling agency services and safety plan developments described in the district's victimization procedures.

The District prohibits reprisal or retaliation against any person who reports a relevant act of bullying. The principal, in accordance with the Student Code of Conduct and/or other school district policy, will determine the consequences and remedial actions. Any violation of the PA Crimes Code will be reported to the police department.

The principal, in accordance with the Student Code of Conduct and/or other school district policy, will determine the consequences and remedial actions for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying. Any violation of the PA Crimes Code will be reported to the police department.

Consequence/Action Taken

See Discipline Student Code of Conduct

STUDENT CODE OF CONDUCT

(Board Policy# 218)

Following is the Mahanoy Area School District Discipline Policy. The policy is divided into four (4) discipline code levels, and is designed to provide an environment that is conducive to learning. The objective of our discipline code is to help our students develop a sense of citizenship and social responsibility.

The Student Code of Conduct applies to all school activities.

The administration shall develop procedures for gathering documentation on all violations. Boldface numbers following the examples refer to school board policy. This information is for general information only and is not to be considered all- inclusive.

DISCIPLINE CODE

LEVEL 1

Examples

- Eating in unauthorized areas
- Rough, boisterous behavior/noise
- Inappropriate wearing apparel
- Use of non-instructional items (without permission)
- Public displays of affection
- Running in classrooms, halls, etc.
- Throwing objects
- Sleeping in class
- Violation of teacher classroom procedures
- Leaving the cafeteria with food/drink
- Misuse of hall pass
- Other

Disciplinary options/ responses

Demerit - Teachers may issue a demerit for each offense. When a student has accumulated 3 demerits, level 2 disciplinary options prevail for the remainder of the school year.

LEVEL 2

Examples

Continuation of Unmodified Level I behaviors

Accumulation of 3+demerits

Cheating or lying

Pushing, tripping, etc.

Refusing to follow teacher directives

Insubordination

Bus disturbance

Cafeteria disturbance

Cutting class

Possession of lighters, matches, etc.

Dressing in a manner as to cause a disruption in the educational process

Use of cell phone/electronic devices during school hours – 7:55AM-

2:30 PM

(Board policy # 247)

Falsification of records, excuses, passes, signatures, schedules, etc.

Inappropriate language/gesture directed to another student

Three lates to class

Possession of obscene materials

Hazing **(Board Policy #247)**

Illegal absence

Skipping detention

Refusal to hand-over cell phone/electronic device

Loitering in unauthorized areas of school buildings and grounds

Other

Disciplinary Options/Responses

Detention

Withdrawal of Privileges

In-School Suspension 1-10 days

Out-of-School Suspension 1-10 days

Citation to the magistrate

Parental Conference

Loss of School Transportation

Confiscation of Material

Referral to Outside Agency

LEVEL 3

Examples

Continuation of Unmodified Level I and Level II Behaviors
Leaving school grounds without permission
Defiance/Disrespect of a School Employee
Inappropriate language/gesture directed to a school employee
Assault and/or Battery on another student or school employee
Misbehavior at school events
Failure to report to ISS
Dissemination of unauthorized materials
Extortion
Gambling

Fighting, using physical means to settle a disagreement, is not acceptable. Any physical confrontation that may result in disciplinary action by the administration may result in the involvement of local law enforcement as well as a severe fine involving the magistrate or juvenile court system.

Indecent exposure
Leading or participating in a walkout
Intimidation/threat to student(s) and/or school personnel, including false accusations
Theft/possession/sale of another's property
Vandalism/Defacing school or another students' property
Violations of the Vehicle Code
Cutting school
Bullying (**Board Policy#249**)
Infraction of In School Suspension Rules
Smoking and use or possession of tobacco products
Misuse of copiers, computers, internet
Showing flagrant disrespect to school in words and/or gestures.
Trespassing on school grounds
Other

Disciplinary Options/Responses

Temporary removal from class
In-school Suspension 1-10 days
Out-of-school Suspension 1-10 days
Parental Conference
Withdrawal of privileges
Restitution of property
Recommendation for outside agency
Mandatory participation in student assistance program
Confiscation of material
Citation under the PA School Code

Law Enforcement involvement

LEVEL 4

Examples

- Continuation of unmodified behaviors
 - Level I, II, or III
 - Assault and/or battery on any school employees
- Engaging in any conduct contrary to the criminal code or ordinances of the Commonwealth/community on school grounds or at school sponsored activities
 - Arson or bomb threat (**Board Policy #218.2**)
 - Engaging in conduct so disruptive as to interfere with the orderly operation of the schools or which create a clear and present danger to health and welfare of the school community
 - Harassment of school personnel (**Board Policy #248**)
 - Leading or participation in a riot
- Possession/use/furnishing/selling of controlled substances (alcohol or drugs) or “look a-likes:
 - Setting off incendiary devices (fire crackers, smoke bombs, etc.
 - Unwarranted pulling of a fire alarm
- Vandalism of school property or personal property of school personnel (**Board Policy #224**)
 - Harassment/Sexual Harassment (**Board Policy #248**)
 - Use of inhalants (**Board Policy #227**)
 - Possession of weapon in school or on school property
 - Threat of death or serious injury
 - Other

Disciplinary Options/Responses

- Out-of-school suspension with an informal hearing (5-10 days)
- Referral to appropriate agencies (law enforcement, psychological, drug and alcohol)
- Mandatory participation in student assistance program
- Restitution
- Confiscation of material
- Formal hearing with the Board
- Expulsion
- Alternative Education Placement
- Citation under the PA School Code

DETENTION

1. School detentions are held Mondays and Thursdays after school from 2:35 to 4:00 PM. The principal, as well as any teacher has the authority to assign a detention. Teachers also have the option of giving a “teacher detention.” This will be a

- detention in the individual teacher's classroom and will last from 2:30-3:00PM and can be assigned any day of the week.
2. Notice will be given to the student concerning the detention. It is the responsibility of the student to notify his/her parent/guardian.
 3. If a student is absent on the day of an assigned detention, the detention is to be served on the first detention day of the student's return to school. Excusal from the detention may be granted for legitimate cause **only** if the request is presented **prior** to the scheduled time of detention.
 4. The rules of Detentions are:
 - a) Do not be late.
 - b) No talking
 - c) Face forward, feet on floor, hands on desk. Do not put your head down. You are to be prepared to work.
 - d) You are not excused until 4:00 PM for **any** reason(s).
 - e) Use of cell phones, Ipods, laptops, etc. is not permitted.
 5. Failure to report to detention will result in the following disciplinary action:
 - 1st offense – Detention will be reassigned and an additional day will be given
 - 2nd offense - In School suspension
 - 3rd offense – In School suspension and charges to the magistrate filed.

Any problems will be referred to the Administration. End-of-the-year detentions will be carried over to the next school year if not served.

SUSPENSIONS **(Board Policy # 233)**

At the time of each in or out of school suspension, the parent will be notified of the suspension by mail. A student on suspension will not be eligible to participate in any extra-curricular activities during the term of the suspension. However, if a suspension occurs on a Friday and is the final day of suspension, the student may participate in activities on the weekend before being re-admitted to school on Monday.

NOTE: There will be an attempt to notify parents of each offense requiring In-School Suspension.

End-of-the-year suspensions will be carried over to the next school year if not served.

In-School Suspension

Students have a right to public education without being hindered by students who misbehave. Students who violate school procedures and are assigned to (I.S.S.) In-School Suspension must do the schoolwork while in the room or they do not get credit for the day. Students who are assigned to the room for more than one day will be given additional assignments from their teachers. These assignments may consist of class work, make-up work or specific assignments related to the student's offense. Students' misbehavior in the room will not be tolerated. A student who violates the rules of in-school suspension will be given an additional day of I.S.S. or O.S.S. accompanied by a citation to the magistrate. If a student refuses I.S.S., he/she will receive a minimum three (3)-day out-of-school suspension plus a citation to the magistrate.

The rules of the In-School Suspension Room are as follows:

1. No talking
2. No sleeping
3. No making disturbing noises
4. No passing notes
5. No distracting other students
6. Students will sit properly in their chairs or desks, i.e. all four (4) legs of the chair or desk must be on the floor.
7. Students must work on school assignments every period to receive credit for the day.
8. Students in I.S.S. will sign out for lavatory visits. Only two (2) visits will be allowed per day (one in the morning and one in the afternoon). Students will not be permitted out of the I.S.S. room during passing of classes or during special events.
9. All student's books and materials should be in the student's possession at the beginning of first period.
10. Daily work will be returned to the office by the eighth period I.S.S. teacher.
11. Students on I.S.S. may not participate or practice in any extra curricular activity for that day.
12. Any student on I.S.S. for more than one offense or on O.S.S. for any length of time may not be allowed to attend a class field trip or club trip.
13. Students on I.S.S. will be served a brown bag lunch in the I.S.S. Room.
14. ISS ends at 3:00PM.

Out of School Suspension

Temporary OSS is defined as up to and including three (3) days. Full OSS is defined as from four (4) to and including ten (10) days. Students involved in offenses leading to a "full suspension" shall be offered an

informal hearing between the hours of 9:00 A.M. and 2:00 P.M. during the first three (3) days of “temporary suspension.”

Students shall be permitted to make up work missed while being disciplined by temporary or full suspension within the following guidelines:

1. Students must request and complete the missed work within a period of numerically equal to not more than 1+ the number of school days missed due to suspension. For example: If the length of the suspension was three (3) days, the student would be given four (4) days from the time he/she returned to class to request and complete the assigned work.
2. Failing grades will be given for all work not completed by the due date.
3. Teachers are not responsible for re-teaching the missed material.

Students serving OSS, along with a parent or may be required to attend a reinstatement hearing with the principal before returning to school.

FIELD TRIPS

Student Responsibilities:

- Gather work that will be missed by seeing each teacher BEFORE the trip.
- On the day of the trip, if the student will be in the building during school hours, all homework that is due the day of the field trip must still be submitted to the teacher. It is the student's responsibility to seek out their teachers to turn in work.
- If the field trip will last longer than a school day (leaves before 7:55am and returns after 2:30pm), all homework must be submitted the day after the field trip.
- If a place has been paid for and reserved by a student, and the student fails to comply with the policies by the time the field trip will occur, the student may not be refunded the money.

No student will be allowed to attend a field trip if they fit any of the following categories:

- Student has received their fourth detention.
- Student owes class dues/fines
- Student has received more than one ISS.
- Student has received an OSS.

- Student owes work/teacher may hold student.
- Student is failing two or more classes.

STUDENT RIGHTS AND RESPONSIBILITIES

At Mahanoy Area, we recognize that students have the right to:

- Inquire, question, exchange ideas, and express themselves in reasonable and mannerly ways.
- Due process.
- Freedom of association.
- Freedom of peaceful assembly and petition.
- Form and participate in a student government.
- Freedom from discrimination.
- Equal education opportunity.

Each right has accompanying responsibilities. The school community expects students to:

- Accept the consequences of their own actions.
- Respect the rights of others.
- Practice academic honesty.
- Attend school regularly, to be prompt in attending classes and activities, and actively participate in the educational process.
- Respect school property and follow all school rules.
- Be willing to volunteer information pertaining to violation of rules.
- Dress and groom to meet reasonable safety and health standards.
- Not disrupt the educational process.

STUDENT EXPRESSION

The Board reserves the right to designate and prohibit manifestations of student expression which are not protected by the right of free expression because they violate the rights of others and/or are forms of harassment. Such expressions are those that libel any specific person or persons; seek to establish the supremacy of a particular religious denomination, sect or point of view; advocate the use or advertise the availability of any substance or material which may reasonably be believed to constitute a direct and substantial danger to the health of students; are obscene or contain material otherwise deemed to be harmful to impressionable students who may receive them; incite violence; advocate the use of force or urge the violation of law or school regulations; advertise goods or services for the benefit of profit making organizations; and solicit funds for non-school organizations or

institutions when such solicitations have not been approved by the Board.

Students who wish to distribute materials must submit them for prior review. Where the reviewer cannot show within two (2) school days that the materials are unprotected, such material may be distributed. Appeal from prior review shall be permitted by the Superintendent and the Board in accordance with district rules.

Distribution of printed materials can take place only at the places during the times set forth in the rules and regulations of this district in order that such distribution not interfere with the orderly operation of the schools.

BREATHALYZER

To prevent our students from using alcohol at school events, the school district recently purchased a Breathalyzer instrument to be used for school activities. The instrument measures the presence of alcohol in a person by having the student breathe into it.

Students attending our Homecoming Dance and all dances in the future will be subject to random testing by our security staff. The procedure will be as follows:

- Students will be selected for testing at random with the Breathalyzer upon entrance to the event. The Breathalyzer will be sanitized after each use.
- Any student who refuses to use the Breathalyzer will not be admitted to the event
- During the event, any student who is suspected of using alcohol will be asked to use the Breathalyzer.
- If the student refuses, he/she will be asked to leave the dance, and the parent/guardian will be called and informed of the student's decision. If the student's physical condition is a threat to health or safety of the student, he/she will not be allowed to leave the activity until a parent/guardian arrives.
- Any student who tests positive will be referred to law enforcement, parent/guardian will be called, and the student will be subject to the school discipline code, which mandates a 10-day school suspension and referral to the Student Assistance Program.

It is the decision of the Mahanoy Area School District to take a proactive position when it comes to the safety of our children. We hope the community, parents, and children will support our efforts and actions.

LIBRARY RULES

The library will be open daily from 7:30am - 3:00pm daily, except period 1.

Library Conduct

1. All students must sign in at the circulation desk and present a valid pass.
2. All students must behave in ways that maintain a quiet environment, conducive to studying and learning.
3. When using the computer students must log-into shared space and adhere to the MAHS Internet Use Policy.
4. Return all library materials to their proper places when leaving the library.
5. Eating and drinking is not permitted in the library.

Library Circulation Policy

1. Students may borrow up to 3 books at a time.
2. Books may be borrowed for a 2 week period. Periodicals do not circulate.
3. Reference books may be borrowed overnight for special circumstances only.
4. Late fees are \$0.10 per day per book, not to exceed \$2.00 per book so long as the book is returned in the condition borrowed.
5. Students wishing to request a book from Access PA must submit a request slip. When the item(s) arrives it will be delivered to his/her first period teacher.
6. Students with library balances are not permitted to visit the library independent of his/her class until the fine is paid.
7. Any student carrying a library balance due to a late or lost book will be responsible for the amount before graduation.

Library Passes

1. Students may request library passes by visiting the library between 7:30-7:40 each morning for that school day. No exceptions.
2. Students' admittance to the library will depend upon the schedule of classes visiting the library.
3. After 7:40am, it is the individual teacher's discretion to allow the students to visit the library.
4. Library passes are not required from 7:30-7:40 or 2:30-3:00pm

Any violation of the rules of the library will be subject to the MAHS discipline code and may result in the loss of library privileges, including visitation.

DRESS CODE

(See Board Policy # 221 for details)

A student's clothing affects his/her attitude, performance, and behavior in school; therefore, students are expected to dress appropriately. His/her clothing should not disrupt the learning environment.

Standard Dress Code

When a student's dress presents a danger to his/her health and safety or creates a distraction to the learning process, the student will be requested to make changes.

Students will be expected to wear:

1. Shirts must be a long or short sleeved golf/polo shirt, crew-necked t-shirt, turtleneck/mock turtleneck, or button-down dress shirt. Only the top button on shirts may be open and sleeves may not be rolled or tucked. Shirts may be no longer than 6" below the waist if not tucked into pants.
2. See-through shirts/blouses are not permitted to ensure garments or accessories worn underneath are not visible.
3. Sweatshirts, sweaters, fleece, or dress vests without hoods or pockets may be worn. Vests must be worn over an approved shirt. Outerwear including but not limited to vests, coats, and gloves (with or without fingers) are not permitted to be worn inside the building during the school day.
4. All of these tops may be any solid or striped color with or without the logos described below.
 - a. Logo: Shirts bearing Mahanoy Area Golden Bear insignia including any Mahanoy Area sponsored activity such as MA Baseball, MA Football, MA Basketball, MA Band, MA Student Council, MA Elementary, MA Golf, MA Track and Field, etc. College or Professional insignias are permitted.
5. Dress or casual slacks may be any solid color. Denim/jeans and athletic pants in any color may be worn (refer to #11). No lettering or insignia will be permitted. Pants must be worn at the waist and may not reveal undergarments. Excessively tight or oversized baggy pants will not be permitted. Pants may not drag on the floor.

6. Capri pants, skirts, jumpers, or dress/casual shorts must be at least knee length.
7. Shorts (including mesh), sweatpants, athletic pants and shirts with sleeves are permitted with or without the MA Logo for physical education classes. Elementary students do not need to change for physical education classes.
8. Students must wear shoes, boots, or sneakers. Shoes with laces must be tied. Sandals must have a strap on the back (flip flops are not permitted). For safety reasons the administration reserves the right to insist upon age-appropriate footwear and will challenge any style which places a child at risk.
9. Jewelry and belts that could be dangerous such as dog collars, spiked necklaces and bracelets, spiked belts or jewelry/belts that contain studs/rivets are prohibited. Chains may only be worn that have been designed as a necklace or a bracelet. Purses may not exceed 12" x 12" in size. Any piercing that is deemed disruptive to the educational process will need to be removed. Only clear backpacks are allowed to be carried during the school day.
10. Hats, handkerchiefs, or similar headwear may not be worn in the school building during school hours. Sunglasses are not permitted inside the building.
11. Clothing should be clean, not excessively stained or faded, tidy and free from tears, holes, and fraying.
12. Tattoos displaying messages with implication of a sexual nature, obscenities, suggestive remarks, negative comments about another culture, or reference to illegal substances may not be visibly displayed and must remain under appropriate clothing.

In addition to the above, the administration reserves the right to make a decision regarding the appropriateness of student dress.

SPECIAL CIRCUMSTANCES:

For the safety and welfare of everyone, teacher may limit the kind of clothing that may be worn by students in classes such as Physical Education, Science laboratories, Consumer Science and shop classes.

VIOLATION OF THE DRESS CODE WILL RESULT IN DISCIPLINARY ACTION:

Inappropriately-dressed students will be required to comply immediately with dress code regulations.

- First Offense students will be permitted to call home for appropriate clothing and given a warning.

- Second offense students will be allowed to call home for appropriate clothing and assigned a detention.
- Third offense students will be sent to ISS for the remainder of the day.
- Consistent disregard (three or more offenses) of this policy will result in a citation with the district magistrate.

MAHANoy AREA SCHOOL DISTRICT
INTERNET ACCEPTABLE USE POLICY

Overview:

Mahanoy Area School District provides Internet access to administrators, teachers, and students for educational and instructional purposes. The use of the Internet, e-mail and Mahanoy Area network technology must be in an ethical, lawful, and acceptable manner. This Internet Acceptable Use Policy has been established to provide the guidelines for such use. All Internet users are required to agree to this policy and sign the Internet Acceptable Use Agreement Form.

This Internet Acceptable Use Policy supercedes previous Acceptable Use Policies of Mahanoy Area School District.

Prohibitions

All users are prohibited from using the Internet and e-mail in the following ways:

- A. Use for commercial, private advertisement or for-profit purposes.
- B. Use for lobbying or political purposes.
- C. Use for any illegal purpose.
- D. Use to copy, install, or distribute copyrighted materials.
- E. Use to access pornographic materials.
- F. Providing your login/password to another person.
- G. Use of another person's Internet or e-mail account.
- H. Use of threatening, obscene, or harassing remarks.
- I. Use to infiltrate or interfere with the computer network.
- J. Unauthorized access to the network, including "hacking".
- K. Use or downloading of unauthorized games, programs, files, music, or other electronic media.
- L. Use to upload/download and spread a computer virus.
- M. Use that invades the privacy of others.
- N. Use of chat rooms, listservs, or newsgroups for non-educational purposes.
- O. Disabling or circumventing or attempting to disable or circumvent Internet filtering.
- P. Tampering, interfering, or intercepting another user's e-mail.

- Q. Disclosing or disseminating any personal information about themselves or others.
- R. Use of inappropriate language/graphics or profanity.
- S. Quoting of personal communications or works in a public forum without the author's prior consent.
- T. Sending unsolicited bulk mail messages.
- U. Disclosing names, addresses, and/or phone numbers of minors.
- V. Minors must be monitored while using the Internet.

Every effort will be pursued to restrict access by minors to inappropriate matter on the Internet and World Wide Web.

Students are not permitted to utilize electronic mail, chat rooms, and other forms of direct electronic communications.

INTERNET ETIQUETTE:

All users are expected to do the following:

- A. Be courteous and respectful when communicating with others.
- B. Use appropriate language, Swearing, vulgarities, or inappropriate graphics are not to be used.
- C. Be respectful of other users regardless of race, sexual orientation, religion, age, gender, handicaps, ethnicity, or cultural differences.
- D. Respect the privacy of other users.
- E. Periodically purge unneeded e-mail messages.

MAHANNOY AREA SCHOOL DISTRICT INTERNET NETWORK PROCEDURES:

- A. The Children's Internet Protection Act requires that "a specific technology that blocks or filters Internet access" be on all computers with Internet access regardless of whether they are used by students or staff. "It must protect against access by adults and minors – harmful to minors. For schools, the policy must also include monitoring the online activities of minors." To this end, Internet filtering appliances have been placed at the central office and center-based schools for which we supply Internet access. The individual district AUP covers those individuals who use Internet access provided by a school district.
- B. Monitoring
Mahanoy Area School District reserves the right to log network use, Internet activity, and e-mail fileserver space. Network administrators may review student and staff files and communications to maintain system integrity and insure that students and staff are using the system only for appropriate uses.

Mahanoy Area School District reserves the right to monitor users' e-mail.

C. Internet Accounts

All users of the Mahanoy Area School District Internet network who use the Internet, e-mail, and network facilities must agree to and abide by all of the conditions of this Internet Acceptable Use Policy.

Mahanoy Area School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The user shall be responsible for any unauthorized charges or fees incurred while accessing the Internet.

POLICY ENFORCEMENT:

- A. The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.
- B. Access to the Internet is a privilege, not a right. Violations of this Internet Acceptable Use Policy will result in the cancellation of those privileges and appropriate disciplinary action.
- C. Despite the use of filtering, students and staff may gain access to inappropriate information. In respect to students, educators must monitor and supervise student Internet activity to the best of their ability.
- D. If an inappropriate site has been reached, staff shall contact the Mahanoy Area School District Technology Department in order for the site to be blocked in the future.
- E. Mahanoy Area School District reserves the right to monitor online activities of minors.

ATTENDANCE

All absences are unexcused except those caused by illness of the student, quarantine, death in the immediate family, recovery from an accident, required court attendance, educational tours and trips, and certain religious holidays.

If a student is absent from school, his/her parent/guardian should call the attendance office at 773-3443, ext 4008, report the absence by 9:00 AM. It does not alleviate your responsibility to provide a written excuse, as directed in this policy.

A child of compulsory school age, who is absent from school without legal excuse, will be marked as being unexcused for the period of each absence. Parents will be notified of their responsibility for their child's unexcused absences by the proper school authority. Administration is in charge of attendance.

- The office will also send a notice by mail to the parents of students who have accumulated ten (10) absences from school, informing

them of the attendance policy and inviting them to contact the School Office to discuss the matter. The local magistrate's office will begin prosecution, punishable by a fine/or arrest of the parent or guardian.

- The office will send a notice by mail to the parents of students who have accumulated fifteen (15) days of absence from school, encouraging them to schedule a conference with the principal and the guidance counselor within one week of receiving the notice, and requiring verification of a doctor's visit for all subsequent absences. Failure to provide verification of a doctor's visit will result in the absence being marked unexcused..

Excused Absences

Excused absences may be granted for: illness, quarantine, death in the immediate family, impassable roads, school-sanctioned educational trips, family trips, religious holidays, and exceptionally urgent reasons which affect the child and which do not include work at home. Absences for other reasons will be considered unexcused.

For an absence to be excused, the parent must send a note within three (3) days after each absence.

Unexcused Absence

An unexcused absence occurs when the parent does not provide, within three (3) days after an absence, an explanatory note signed by the parent, guardian or visitation by a physician, which satisfies the criteria for excused absence.

After three (3) days unexcused absences from school, an official notice of unexcused absence will be sent to the parents. The notice will list the dates of unexcused absences and notify parents that any further illegal absence constitutes a summary offense under the Public School Code.

Act 29 provides for a \$300 fine and allows the courts to impose parent education classes and community service sentences for parents of a truant child who do not show they took reasonable steps to ensure the child's school attendance. It provides that the parent and child must appear at a hearing before the district magistrate. Act 29 provides that truant students may lose their driver's license for 90 days for a first offense, 6 months for a second offense.

Parents or guardians, who refuse to accept the registered letter from the magistrate, will bear the cost of having a local constable serve the letter. After repeated arrests, school officials will refer cases to the Schuylkill County Children and Youth Services. This agency will then file a petition before the Courts of Schuylkill County seeking further action. (Further action will consist of the implementation of Act 29 of 1995 (truancy).

Unlawful Absence

An unexcused absence becomes an unlawful absence for all students of compulsory age (between 8 and 17 years). A student who leaves home and does not return to school shall be carried on the active roll for a maximum of ten (10) days. After ten days the students (beyond compulsory age) will be withdrawn from the rolls of the district.

ANY STUDENT WHO PARTICIPATES IN A SCHOOL ACTIVITY MUST REPORT TO SCHOOL BY 9:30 A.M. IN ORDER TO PARTICIPATE IN THAT DAY'S ACTIVITY (including practice or a game, school play, concert, dance, any activity).

ON WEATHER EMERGENCY DAYS, STUDENTS MUST BE IN ATTENDANCE AT THE START OF THE SCHOOL DAY IN ORDER TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES.

LATENESS/TARDINESS

Tardy to school (after 7:40 AM) All tardy students must report directly to the office.

1-3 lates – warning by attendance officer/principal

4-7 lates – one day detention for each day late

8 or more lates – 1 day ISS for each day late

All unexcused tardiness to school **after the 8th offense** will result in referral to the magistrate for a \$25.00-\$200.00 fine.

If a student's reason for tardiness to school is legal and verifiable such as a doctor or dentist appointment, funeral, late bus, etc., there will be no penalty. If, however, the tardiness is supported only by a parent's note, it will be an excused tardiness for a total of only three (3) times per school year. When a student arrives at school any time after 7:40 AM they will be considered tardy.

All unexcused tardiness to school AFTER THE 8TH OFFENSE will result in referral to magistrate for fine of \$25- \$200.

Illegal excuses such as "overslept", "missed the bus", etc., shall be dealt with by full disciplinary action. Notes do not excuse students in all situations. Final decisions will be made by administration.

EARLY EXCUSAL

Students are not permitted to leave the school campus at any time during the school day without permission from the principal or designee. If you wish to be excused early during the school day, you

must present a note to the office staff. The note should indicate (1) the date and time of dismissal; (2) reason; (3) your parent's signature. The secretary will issue an "early dismissal" slip to you, which you must present to the teacher (for his/her signature) at the time of your departure. If you return to school on the same day, you are to report to the office before going to class. Students must remain in school until 1:00PM for it to be considered a full day. **PARENTS MUST ENTER THE SCHOOL OFFICE TO SIGN THEIR CHILD IN/OUT.**

EARLY MORNING APPOINTMENTS

If you have an early appointment (e.g.; orthodontist, dentist, etc.) a note should be presented to the office on the day prior to the appointment or a telephone call should be made to the office the morning of the appointment. The office will be open at 7:30 AM and can be reached by calling 773-3443 ext 4008. A message may also be left on the voicemail at any time.

COLLEGE VISITS

In order for a student to be excused for a college visit, parents must:

- Request by calling or writing in advance, permission for this student to be excused from school. Requests made on the day of the absence or after the fact may be considered unexcused.

Understand that the student is responsible for securing and completing assignments missed. Obtaining assignments in advance is expected.

Please see the section entitled "Make Up Work" for details.

FAMILY EDUCATIONAL TRIPS

The Board believes that students must be in regular attendance in order to benefit fully from the educational programs and services offered by the district. In accordance with basic School Board Policy, it is necessary that family trips for educational purposes and educational tours be considered as excused absences for students.

By State Law, family vacations cannot be classified as legal absences from school. Although we cannot legally excuse you from such trips, we cannot and would not prevent you from accompanying your parents on the trip. However, you and your parents should be aware that (1) you are responsible for all missed work; (2) you may not have the opportunity to "make-up" tests and (3) your parents may be served a "Legal Notice of Absence" if the absence from school is for three or more days. (Note: the "first notice" does not carry a fine, but future illegal absences may require payment of a fine). Parents are advised to notify the school (in writing) well in advance of the planned trip, to be deemed "an educational trip" by the principal as described above.

The following procedures for non-school related trips/tours is established.

- Written request must be submitted to the building principal a minimum of five (5) days prior to the trip. Parent or guardian will be notified in any case when the request is denied.
- Approval will rest with the principal and will be based on whether the trip or tour is of educational value, and the academic achievement of the student.
- Requests will not be approved for the first ten (10) days of the year or during standardized testing periods in the early spring.
- No more than ten (10) school days per student will be approved for such trip requests per school year.
- All schoolwork missed during the absence must be made up immediately upon return to school. This is a student's responsibility.
- Honoring requests for schoolwork during a student's absence is at the discretion of the teacher involved and should depend upon workload and the teacher's evaluation of the student.
- A student's attendance up to the time of the request for educational trips will be taken into consideration for approval.

CAFETERIA

The Mahanoy Area School District provides a Breakfast Program and a School Lunch Program. Applications are available for free or reduced lunches.

Breakfast served from 7:15 – 7:35

Each lunch period is 30 minutes.

Student Rules and Regulations for Lunch Period

- Students are to leave their respective classes and proceed to the cafeteria in a quiet, orderly manner.
- Students may go to their lockers before and after lunch.
- When a student enters the cafeteria, there is to be no running, pushing, or scrambling for a position in line or a seat.
- Food will not be sold during the last five minutes of the lunch period.
- Food or beverages (water, soda, etc.) are not to be taken out of the cafeteria at any time.
- Students shall not leave the cafeteria without permission of a teacher in charge.
- Throwing food is strictly prohibited.

- All lunches must be purchased in the cafeteria, or students may bring a bagged lunch. Lunches cannot be ordered from an outside restaurant.
- Students who eat breakfast in the cafeteria are not permitted to take any food to homeroom.

TRANSPORTATION

High school students who reside in Mahanoy City are not permitted to ride the school bus.

If an out of town student stays after school for remediation or ISS, they will be permitted to ride the 2nd run with a bus pass from the high school office. They must provide the office with a note from the teacher. If any student misbehaves while riding the 2nd run, he/she will not be permitted this privilege for the remainder of the school year.

BUS CONDUCT

Protection and safety of all children is the primary responsibility of the school bus driver and must take a precedence over all other considerations while the bus is going to or from school. The driver may direct students to behave. If misconduct persists, the driver shall refer, in writing on a form provided by the school district, the pupil or pupil(s) to the principal.

The principal shall investigate each disciplinary referral and shall give the pupil(s) accused of misconduct an opportunity to respond.

Parents of pupils disciplined shall be advised of the district's action and will receive a copy of the disciplinary bus conduct report.

For any misconduct report, the school policy will be in effect.

1st bus misconduct report – Warning or at the discretion of the principal, student loses privilege of riding the school bus for one (1) day. Parents must provide transportation to school or child will be marked illegally absent. Parents must also provide transportation home from school.

2nd bus misconduct report – Student loses privilege of riding the school bus for three (3) consecutive days. Parents must provide transportation to school or child will be marked illegally absent. Parents must also provide transportation home from school.

3rd bus misconduct report – Student will lose all bus privileges for the remainder of the school year. Parents will be responsible to provide transportation to and from school.

*More severe infractions may result in immediate suspension from riding the bus or consequences outlined in the school policy.

On the bus students must:

- Be seated before the bus moves and remain seated while the bus is in motion.
- Not tamper with the bus or any of its equipment.
- Not extend any part of the body from the bus.
- Not eat or drink beverages on the bus.
- Be courteous to the driver, obey him/her, and give him/her the respect due a teacher.
- Not talk to the driver while the bus is in motion or distract his/her attention by loud talking or disorderly behavior.
- Ride only on the assigned bus and get off only at the assigned stop, with such exceptions as requested in writing by parents and approved by the principal.
- Refrain from any actions that would endanger the health, safety, and welfare of the other pupils on the bus.

USE OF BICYCLES AND MOTOR VEHICLES

The use of bicycles by students in grade 9 and above is permitted if students have parents' and principal's permission to ride a bicycle to school.

The use of motor vehicles by students is permitted provided that such students: are licensed drivers, have parental permission when they are minors, and have been granted permission by the principal to drive a motor vehicle on school grounds, by paying a \$5 parking permit fee.

Any vehicle that is utilized by the student, and is parked on school property is subject to search and seizure by the school administration or their designee. If it becomes necessary to tow a vehicle, ticket a vehicle that is not parked in the proper space, or that does not have a parking sticker, the driver of that vehicle will pay all associated costs.

The school district is not responsible for bicycles or motor vehicles which are damaged or stolen.

The use of mini-bikes for travel to and from school is prohibited.

STUDENTS WALKING TO SCHOOL

Crossing guards are assigned to major intersections to protect students as they walk to and from school. Students are to cross the street at these intersections only when the guard indicates that it is safe to do so. Students who walk to school should not arrive at the school building before 7:25 AM to insure proper supervision. All students will remain outside until doors open at 7:30 AM. Breakfast door opens at 7:15am.

DRIVER EDUCATION PROGRAM

The driver education program is offered in the fall, spring and summer. All students in grades 10-12 are eligible for the classroom instruction, which consists of 30 hours of instruction. State Law mandates that ALL 30 HOURS of classroom instruction must be completed.

To participate in the driving component the student must have a learner's permit or drivers license. The driving program will be scheduled to accommodate student activities and work; six (6) hours of driving is required for completion.

The cost is \$100.00 for classroom instruction and \$175.00 for the driving instruction. Parents are responsible for payment upon submission of the application. Reimbursement will be given upon full completion of the course.

ENGLISH AS A SECOND LANGUAGE (ESL) SERVICES

In accordance with Mahanoy Area School District Policy #138 (English As A Second Language (ESL)/Bilingual Program), the needs of limited English proficient students in grades kindergarten to twelve shall be provided an appropriate planned instruction program. ESL students are provided services that support them through the process of second language acquisition and the development of cognitive academic language skills. ESL and regular education teachers teach English language skills including speaking, understanding, reading and writing through content-based ESL instruction, curriculum integration, cooperative learning and other effective teaching strategies.

In the ESL class, English is presented as the language of instruction in a language intensive setting. Basic Interpersonal Communication Skills (BICS) as well as Cognitive Academic Language Proficiency (CALP) is developed. Students receive *quality instruction in: Listening, Speaking, Reading, Writing and Critical Thinking*. ESL students participate in regular education content classes to the level of their English proficiency.

The mainstream teacher with the ESL teacher acting as a resource implements adaptations and modifications.

All high school ESL students are given the opportunity to participate in all school sponsored activities, clubs, after-school sports, etc. ESL students are also included in all school-sponsored activities such as field trips and special events.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure.

ACCESS TO RECORDS: Parents or eligible students (18 years of age or older) have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. To inspect records, contact the High School Principal.

CHALLENGE TO RECORDS: Parents or eligible students have the right to challenge the accuracy of the records and to have a hearing if a correction is not made.

DIRECTORY INFORMATION: Directory information is excluded from FERPA'S protection from release and can be released without parent or student consent. This information consists of student's name, address, telephone number, date and place of birth, activities, dates of attendance. If you do not want some or all of this information about your child released, you may prevent its disclosure by addressing your request to the High School Principal.

POLICY: A more detailed explanation of your rights is presented in the district's FERPA policy statement. You may obtain a copy of this policy by contacting Anthony Crimaldi, Superintendent, at 773-3443, extension 4031.

Confidentiality - Information revealed by a student in confidence to a school counselor, school nurse, or school psychologist in the course of their professional duties is privileged. It cannot be divulged in any legal proceedings, civil or criminal, without the consent of the student, or if he/she is a minor, his/her parents. However, such information may be revealed to the student's parents, teachers, or principals if there is the threat of harm to the student or others.

Confidentiality of Education Records

Mahanoy Area School District in accordance with the Family Education Rights and Privacy Act issues the following statement:

Parent of a student or eligible student will have rights of access and/or challenge as outlined in the Mahanoy Area School District records policy.

Parents of a student or eligible student have a right to a hearing and to file an explanation of complaint as outlined in the records policy.

Mahanoy Area School District will disclose directory information which includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights, heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or refuse disclosure of this information, a written notice of refusal of disclosure of directory information must be sent to the student's building principal within twenty (20) days of this public notice.

Mahanoy Area School District will release information from a student's educational records without prior consent to officials or other primary or secondary school systems in which a student seeks or intends to enroll.

Transcripts to post-secondary institutions in which a student seeks or intends to enroll will be sent upon request of parents of students or eligible students.

Parents, upon written request, may receive a copy of records that may be released by the school. The parent may challenge information by notification, in writing to the district superintendent.

Copies of the students records policy of the Mahanoy Area School District may be obtained from any building principal.

COMPLAINTS: If you believe that the school district is not complying with FERPA or not guaranteeing you your rights as previously outlined, you may file a letter of complaint to:

Family Policy Compliance Office, U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

GUIDANCE AND COUNSELING SERVICES

A planned program of guidance and counseling is an integral part of the educational program of our school. Such a program can: assist students in achieving their optimum growth; enable students to draw the greatest benefit from the offerings of the instructional program of the schools; aid students in identifying options and making choices in vocational and academic educational planning; assist students in career awareness and planning; help integrate all the student's experience so that he/she can better relate school activity to life outside the school; and help students learn to make their own decisions and solve problems independently.

A guidance counselor and a crisis worker serve the high school students. The Guidance Office is located in the High School Main Office. Any student is welcome in the Guidance Office at any time. Parents are encouraged to call or visit if they have questions or concerns throughout the year. *Contact Mr. Arthur DiCasmirro at 773-3443 at extension 4009..*

HEALTH SERVICES

(Board Policies #203, 209 & 210)

Children learn to the best of their ability when they are well—when they can be attentive, energetic, and happy—when they can see, hear, and grow normally. The School Health Program embraces activities that are aimed at assisting students to reach and maintain their optimum

health. Attaining this goal will enable students to receive maximum benefits from their educational opportunities.

The School Health Office provides **first-aid** and **medical assistance** to students experiencing both acute and chronic health problems. Guidelines recommended by the American Academy of Pediatrics (OHIO CHAPTER) in the manual entitled “Emergency Guidelines For Schools,” 2nd Edition (Rev. 1/01) are used as a resource for the School Nurses.

The School Nurse promotes **health education** and a “**wellness**” mentality for students in one-to-one situations each time service is provided to a student.

The School Team is comprised of the School Physician, the Certified School Nurse, and the School Dentist.

Parents may be called to come and pick up their child during the day if he/she becomes ill. Criteria used to determine if your child will be sent home or should remain at home are as follows:

1. Temperature of 99.4 with symptoms, such as headache, sore throat, nausea/vomiting, presence of a rash.
2. A temperature of 100.4 with no symptoms.
STUDENTS SHOULD REMAIN HOME UNTIL TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS WITHOUT THE AID OF MEDICATION.
3. Pink eye: cases are excluded from school until 24 hours after treatment has started. Please have a note from the doctor concerning student’s treatment for this condition.
4. Head lice—See Policy 209.1
5. All injuries which result in unusual swelling, discoloration, and pain.
6. Lacerations which appear to require stitches.
7. Dental injuries.

Mandated School Health Services are explained below.

Via submission of an annual school district health report, the local school district is reimbursed by the Pennsylvania Department of Health for provision of the mandated services.

Every child of school age attending a public or non-public school within the Commonwealth must be provided the following services from the local public school district.

SERVICE	Grades	Special Education
Medical Examination	K or 1, 6 & 11	As needed
Dental Examination	K or 1, 3 & 7	As needed
Height, Weight	Each Year	Each Year
BMI, BMI Percentile	Each Year	Age Appropriate
Vision Screening	Each Year	Each Year
Hearing Screen	K or 1, 2, 3, 7 & 11	As needed
Scoliosis Screen	6 & 7	
Tuberculin Test(approved to discontinue 11/02)	K or 1,& 9	Age Appropriate
School Nurse Services	Each Year	Each Year
Maintenance of Health Record	Each Year	Each Year
Immunization Assessment	Each Year	Each Year

Students may need to go to the School Nurse occasionally. Students with serious health issues and those taking medication may need to go daily. Students who have no documented health issues and frequent the Nurse's Office should have a physical by their Family Physician to insure that a potential problem does not exist.

Emergency cards are a vital part of the student's health information. Parents are urged to complete the card with accurate, up-to-date information. This card is the "link" between the nurse and the parent/guardian that guarantees quick communication so that students can receive care as needed. Parents will be contacted as needed during the school day for serious concerns. The School Nurses, as much as they would like, are unable to contact every parent of every child who visits the health office for minor reasons. The School Nurse is available by phone to address any parental questions or concerns. Conferences can also be scheduled as needed.

It is important to up-date the School Nurse on any surgery, illness, or change in medication that may occur at any time.

Student health information is kept confidential. "**Confidentiality**" is the implicit expectation that such information will not be

communicated to a third party without explicit permission. On the emergency cards distributed at the beginning of the school year, statement #6 addresses parental permission to “share” information on a “need to know” basis for the welfare of the student. It is important that this area be checked either “yes” or “no.”

Students who are involved in fall, winter, and spring **sports** will receive a **physical exam** by the School Physician. Parents/guardians will be notified by the School Nurse of any abnormalities discovered on the exam. Exams can be done by Primary Care Physicians at the discretion of the parent/guardian.

Referrals for problems discovered during mandated screenings will be referred to the proper services available through I.U. Speech and psychological services are also available through the I.U.

Transfer students at all grade levels must provide **evidence of immunizations** as mandated by the Department of Health.

The Certified School Nurse, under the direction of the School

*Physician, and with the permission of the parent/guardian, at her discretion, can administer **over-the-counter medications** on a limited basis as needed by the student. Such medications are: Tylenol, Advil, Cough drops, Throat Lozenges, Mylanta, Normal Saline Eye Irrigation Solution, Caladryl, First Aid Cream, Ambesol, Orajel, MS-Aid Menstrual Relief, Triple Antibiotic Ointment, Coke Syrup, Hydrocortisone Cream, and Liquid Band-Aid.*

The administration of **prescribed medication** to a student during school hours will be permitted only when failure to receive the medication would jeopardize the health of the student and his/her attendance at school. “Medication” shall include all medicines prescribed by a physician, any over-the-counter medications not listed above and cough/cold medicines, pain medication, and allergy medication.

Before any medication may be administered to any student during school hours, the following information is required:

- The written request of the parent/guardian which will give permission for medication administration.
- The written order from the prescribing physician which shall include the purpose of the medication, the dosage, the time of administration, length of time student will be taking medication, and possible side effects. Forms must be filled out by the physician.
- Medicine must be sent to school in a labeled pharmacy bottle. Medication brought into the School Nurse without the proper labeling will not be administered.

- Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy. See Policy 210.1. In the event of a school-sponsored field trip, the form describing Mahanoy Area School District Field Trip Policy must be filled out and returned to the School Nurse as soon as possible prior to the field trip.

According to Section 1409 of the School Code:

School districts shall not destroy a child's health record for a period of at least two years after the child ceases to be enrolled, but may surrender such child's health record or portion thereof to his parent/guardian if the child does not re-enroll in an elementary or secondary school in Pennsylvania. Seniors will receive a copy of their immunization record with their diploma.

LOST AND FOUND

If you lose or find books, clothing, or any other articles, report the incident to the school office. Lost articles are disposed of after each marking period. If a book is lost, the student is responsible for replacement. We recommend clearly labeling your personal belongings.

STUDENT ACCIDENT INSURANCE

The Mahanoy Area School District recommends that all students participating in athletic programs and band purchase a Health and Accident Policy made available each school year unless the parents decide they have adequate personal insurance. It is the responsibility of the parent or guardian, not the district, to provide adequate health and accident insurance for their children.

It is a school district requirement that students participating in athletic programs provide evidence of some form of health and accident protection. Minimum acceptable evidence is the student Health and Accident Policy.

Parents of students who participate in athletic programs or the band will be requested to sign a form indicating that they have been given the opportunity to purchase student accident insurance and that they acknowledge that such insurance may not cover the full costs of any accident. If parents do not desire to purchase the school's insurance, they will be required to indicate that they have personal insurance protection for their son or daughter.

The school district has insurance coverage for all students who are involved in interscholastic sports, including band, but this coverage does not extend beyond the actual participation in the above-mentioned.

The procedures to follow in filing a claim are:

- Obtain a claim form from the school nurse.
- Take claim form to the physician or hospital treating the injury for completion of the form.
- Return claim form to the school nurse.

STUDENT ASSISTANCE PROGRAM (SAP)

A Student Assistance Program and Crisis Intervention Team have been established to serve high-risk students. A high-risk student is one who is experiencing life difficulties due to certain circumstances. These circumstances are affecting their behavior in the school setting.

The following is a list of possible difficulties:

1. Student is a high school dropout or a potential high school dropout
2. Student is sexually active and/or pregnant
3. Student is economically and/or socially disadvantaged
4. Student is the child or family member of a drug or alcohol abuser
5. Student is a victim of physical, sexual, or psychological abuse or neglect
6. Student has committed or has the potential to commit a violent or delinquent act
7. Student has experienced mental or physical health problems
8. Student has attempted suicide
9. Student has experienced long term physical pain due to injury
10. Student is involved with drugs and/or alcohol

It is the policy of the Mahanoy Area School District to identify, intervene, and refer students who are “at risk” to the proper agency or authority. The District will take a positive approach to the problems of each student in an attempt to produce satisfactory results for our children. However, the District will exercise strong influence over the students and their families through strong discipline policies where necessary to protect the remainder of the student body.

STUDENT PHOTOGRAPHS

Each year photographs are taken of all students. These photographs are used by the school for identification purposes. Families may purchase these photographs. The District may also use pictures of students on the Internet. Before pictures are placed on the Internet, a permission form (found in the handbook) needs to be signed by a parent/guardian and initialed.

TELEPHONE

There are two public (“pay”) telephones (proper change needed) located in the building and may be used by students either before or after school hours. At all other times, students wishing to use the

phone must obtain a teacher or office pass. Calls must be restricted to emergencies only and should be limited to three minutes.

HOMEcomings QUEEN SELECTION PROCESS

Homecoming is held during football season and is sponsored by the Student Council. Homecoming consists of a pep rally, parade, queen crowning, football game and a dance.

Senior girls are eligible candidates for homecoming queen if they have a 2.82 GPA, are involved in at least 2 school activities, and have not received citations for attendance or an in-school or out-of-school suspension for one year prior to homecoming.

The candidates will be presented to the student body during a school assembly. They will participate in the parade and will be introduced to the public at the homecoming football game. The entire student body will vote for queen in school, prior to the football game. They will vote for 20% of the candidates or no less than three (3). The candidate with the most votes will be the queen. The remaining girls will be the court. If there is a tie both girls will be named queen and extra tiaras, sashes and flowers will be ready if need be. The Student Council Advisor, one administrator and additional faculty if needed will count the votes at the end of the school day. The votes will then be placed in a sealed envelope until they are revealed at the football game.

All ballots will be kept on file in the high school vault for one year following homecoming. Ballots will be available for review following the announcement of queen during school hours with the permission of the administration.

CLASS RESPONSIBILITIES

Class Dues

Students are responsible for payment of class dues each year. Payment is due to the freshman, sophomore and junior class advisors by the end of the third marking period. Senior class dues must be paid to the senior class advisor by Christmas break to meet yearbook deadlines. Personal checks will not be accepted for class dues after January 31. Nonpayment will result in the withholding of prom tickets, cap and gown.

Payment schedule is as follows:

Freshman	\$40	Junior	\$40
Sophomore	\$40	Senior	\$45

One fund raising project per year will be designated to assist students in the payment of dues. Participation in the project is optional.

Class funds are used for the following reasons:

- Down payments for the prom (location and disc jockey)
- The purchase of senior yearbooks

- Graduation expenses (caps and gowns, security, flowers)
- Expenses determined by the class officers and advisor
- Bereavement Gifts

NOTE: Upon the death of a classmate and/or a member of a classmate's immediate family, a gift of no more than \$50 will be given. The class officers and the class advisor will determine the type of memoriam.

Class Officers

Class officers are representatives of their respective classes and will serve as liaisons between the students and faculty or administration. Freshman, sophomore, junior, and senior students will be given the opportunity to participate in elections for class officers.

An election committee comprised of the four class advisors will govern the election process. The election process will take place over a span of ten school days beginning during the first full week of school.

Responsibilities:

1. All class officers must:
 - Maintain a minimum 82 cumulative grade point average
 - Class dues must be paid prior to election
 - Meet during homeroom on the first Friday of each month in a designated area to discuss class concerns and projects (unless the class advisor deems it unnecessary).
 - Preside over class meetings.
 - Assist with choosing class-sponsored fund-raising projects.
 - Participate in and/or assist with class-sponsored projects and/or events.
 - Oversee the disbursement of class funds.
 - Junior class officers will chair committees to:
 1. Explore prom options (location and disc jockey and/or band)
 2. Design graduation announcements
 - Senior class officers will chair committees to:
 1. Plan prom activities
 2. Plan the Baccalaureate service
 3. Plan the graduation ceremony
 4. Plan fund-raising projects and/or events
 - 5.

Dismissal

1. Class officers can be dismissed for the following reasons:
 - A cumulative grade point average less than 82
 - In-school or out-of-school suspensions for any reason

- Verified citations/arrests off school grounds issued by any law enforcement officer
 - Absence from three consecutive or a total of five class-sponsored meetings, projects, and/or events
2. Vacancies will be filled as follows:
- The vice president will assume the presidency
 - The remaining cabinet members and the class advisor will choose candidate replacements for all other offices.

Nominations

All candidates must have a minimum 82 cumulative grade point average to participate in the election.

Students seeking a nomination for president/vice-president must submit an official election petition with fifteen (15) classmate signatures (secretary and treasurer candidates will submit separate petitions) no later than the designated deadline determined by the election committee. Classmates may sign only one class petition for president/vice-president, secretary, and treasurer. Candidates will be given the opportunity to amend those petitions that contain duplicate signatures.

Upon verification of nomination, presidential candidates will run with their vice-president. Secretary and Treasurer will run independently of the president and vice-president and each other.

Campaigns

Each candidate will be given the opportunity to campaign. Campaigns will culminate with speeches by each presidential, vice-presidential, secretary, and treasurer candidate to their respective classes. Speeches will be limited to five minutes.

Campaigns must promote a cabinet and its issues. All campaign initiatives must be pre-approved by the class advisor. Derogatory campaigns will not be tolerated and can be subject to a cabinet's expulsion from the ballot as determined by the election committee.

Campaign preparations must be done during students' free time, i.e. homeroom, lunch, study halls, or after school hours.

Posters may be placed in designated areas only. All candidates will assume the responsibility of removal after elections.

Elections

The election of class officers will follow this procedure:

- A polling place will be set up in a designated area determined by the election committee.
- Polls will open at 7:30 AM and close at 3:15 PM
- Student signatures will be used to obtain ballots. Absentee ballots will be provided for vocational technical and work-study students only unless the election committee determines otherwise.

- Ballots will be completed and placed in a sealed election box.
- The election committee will be responsible for the counting the votes.
- In the event of a tie, the election committee will arrange a revote.

CO-CURRICULAR ACTIVITIES

Our co-curricular activities program is an important part of our school life. If this were not so, it would not be a part of our system. However, classroom learning is our primary goal and should not be considered otherwise.

It must be remembered that the activity program is usually our most effective means of public relations. For this reason, it is urgently requested of you to cooperate to make our co-curricular activities program a success.

Following are some rules governing the co-curricular programs:

- To participate in any activity, a student must have a passing grade in a minimum of five (5) full credit subjects or the equivalent of five (5) credits.
- Pupils must maintain good conduct to participate in any activity.
- Teachers should encourage as many pupils as possible to actively participate in co-curricular activities. However, teachers should also discourage pupils from participating in too many activities, thus causing an effect on their academic status. If a student is absent from school, he/she may not participate in an extracurricular activity on that particular day.
- In order for a student to be considered present they must arrive at school not later than 9:30 A.M. On an emergency delay, students must be present when school begins.

The activities affected by the above rules can be found below and any other activity in which students participate before the public or on an inter-school basis. Every student is encouraged to participate in at least one activity.

Selections can be made from the following sports and clubs:

Football	Band
Golf	Band Front
Basketball	Volleyball
Sewing & Fashion Club	Baseball
Choir	NutritionAdvisory
SADD	Student Council
Softball	Art Club
Ski Club	Areascope
Open Arms	Cross Country
Bear Facts	Business Club
Wrestling	Theater Arts
Track & Field	Swim Team
Shop Club	Teens against Tobacco

Swim Team
Literature Society
Interact

French/German Club
Spanish Club
Cheerleading

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES:

1. Rules of Eligibility:

- All students participating in extra-curricular activities (sports and most activities) are accountable under this policy. Exceptions are made for those activities that are part of a course taken for credit.

2. Probation:

- Students failing one course will be placed on academic probation, but may continue to participate in the activity. Students will be removed from probation at the end of the first week after they are reported passing.

3. Rules of Ineligibility:

- Students who are reported failing three or more subjects will be declared ineligible for the following week for a minimum period of one-week (Sunday through Saturday). They will remain ineligible until they are only failing less than three subjects.
- Ineligible students **may not** play in games, meets, **or participate** in plays, concerts, or other such activities. They may attend practice or regularly scheduled meetings **only** with coach/advisor approval.
- Students failing three courses at the end of a report period or at the end of mid term will be ineligible to participate in interscholastic athletics for the first fifteen (15) school days of the next grading period. The fifteen (15) days will begin when report cards are issued. At the end of the school year, students' final grades for the year shall be used to determine their eligibility for the next grading period.

Athletes who consume, possess, or constructively possess alcohol or drugs or drug paraphernalia will be disciplined as follows:

First Offense: Suspension from athletic competition for fifteen (15) school days and referral to the SAP Team. After the fifth day, and with approval from the SAP Team, an athlete will return to practice.

Second Offense: Athletes will be suspended from all athletic activities for the remainder of that season and the next two sports seasons.

Offenses are cumulative. For example, a student can commit a first offense in 9th grade and a second offense in 12th grade. Any in-school or out-of-school suspension may result in the first

offense. The second offense in-school or out-of-school suspension results in a two-season suspension.

Special Notes

- An athlete who has an out of season infraction will be referred to the SAP Team. They will be disciplined according to the guidelines. The athlete may begin practice for the next season only with the approval of the Athletic Director.

Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law). The Controlled Substance Drug, Device and Cosmetic Act of April 14, 1972 (P.L. 233, No. 64) and Amendments.

This policy is violated when any pupil involved in school related athletics uses anabolic steroids, except for valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under provisions of Act 93.

SPORTS PHYSICAL EXAMINATIONS

Examinations for fall sports shall not be given earlier than July 1. The examination, re-examination, or certification for all other sports shall not be given earlier than six weeks prior to the beginning of practice of each applicable sport. Participation in each sport season requires a re-examination as per the PIAA guidelines.

INTERSCHOLASTIC ATHLETIC PROCEDURES

1. ADHERANCE TO THE PENNSYLVANIA SCHOOL ATHLETIC ASSOCIATION AND RULES:
The student will abide by all the rules and regulations of the Pennsylvania Athletic Association Constitution and Rules Handbook.
2. ELIGIBILTIIY:
The student must meet all of the age, enrollment, attendance, and scholastic requirements established by the Pennsylvania Athletic Association. Weekly eligibility for student athletes and cheerleaders will be determined each week by the Mahanoy Area School District through the Athletic Director to the Principal.
3. ATTENDANCE:
The day of contest and the day after a school contest a student is *expected* to attend all classes on his/her schedule. To be eligible to participate in the contest of the day, the athlete must be present the day of the contest, unless the student has been excused form school attendance for such reasons as doctor’s appointment, field trip, college visitation, driver’s test or other such reasons other than illness. The purpose of this clause is to keep a student from participating when he/she is ill.
4. ATTENDANCE AT PRACTICES AND TEAM MEETINGS:

Team members are expected to be present at all practices, team meetings, and contests, and special occasions unless excused by the head coach.

5. CARE OF SCHOOL EQUIPMENT:
The athlete is responsible for all equipment issued to him/her. The athlete or his/her parents must pay for lost, stolen, or damaged equipment before any grades are issued.
6. TRANSPORTATION TO ATHELETIC CONTESTS:
All team members will travel to and from out-of –town contest by means of the transportation provided or organized by the athletic director. Cheerleaders will ride with the team bus to and from all away games, unless another bus is available. The only exception to this rule would be the release of the cheerleader/athlete to the parents once the parents asks the coach for permission. Students leaving a contest must have an adult sign them out at the end of the contest.
7. MEDICAL RELEASE TO PARTICIPATE:
If an athlete is seriously injured he/she must have a doctor’s release before he/she can practice or compete in athletic contests.
PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY OF THE PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY. The only exception to this rule is a doctor’s release, which must be presented to the coach prior to the practice or the contest
8. PERSONAL CONDUCT:
Participation on an athletic team or cheerleading squad in the Mahanoy Area School District is a privilege and the participants must earn the right to represent Mahanoy Schools by conducting themselves in such a way that the image of the Mahanoy School District would not be tarnished in any manner. Any participant whose conduct is judged to reflect a discredit upon himself/herself, the team, or the Mahanoy Schools, whether or not such activity takes place during or outside school hours during the sports season, will be subject to disciplinary action as determined by the coach, the athletic director and/ or the school principal.
9. USE OF TOBACCO, ALCOHOL, OR DRUGS:
Smoking, the use of chewing tobacco and smokeless tobacco, drinking of alcoholic beverages, the illegal use of drugs or marijuana by any athlete or cheerleader is prohibited both in and out of season and during such times as school is not in season. Upon evidence of the use of the possession or use the tobacco in any form, alcohol or drugs, the athlete shall be suspended by the coach, pending investigation
10. QUITTING A TEAM:
The Normal rule for athletes quitting a team is that make themselves ineligible for any sport during the season which has already begun. An

athlete who goes out for a sport, but is “cut” would be eligible to try out for and participate in another sport during that season.

11. LETTER, AWARDS, ETC.

Letters and awards will be given at awards program and at the appropriate recognition activity as determined by the school administration.

12. TEAM AND INDIVIDUAL DISCIPLINE:

Each coach will have discipline rules for minor infractions, such as inattention to directions, horseplay, tardiness to practice, etc.

13. SUSPENSION FROM A TEAM OR SQUAD:

Temporary suspensions will be made by the coach of the sport, athletic director, or school administrator. The athletic director and/or administrator will confer with the coach before action is taken. Causes for temporary suspensions may include, but not be limited to the following:

- Failing grades according to the Mahanoy grading scale.
- Personal misconduct (Students are ineligible for practice or contest during period of suspension wither in or out of school.
- Unexcused Absences for Meeting, Practices or School.
- Violations of Athletic Policies
- Unsportsmanlike Conduct (Sportsmanship Rule PIAA)

Temporary suspension may also be invoked during that period of investigation which an athlete may be removed from a team.

14. REMOVAL FROM A TEAM:

Removal from a team will be made by the coach of the sport, athletic director, or school administrator. The athletic director and/or principal will confer with the coach before any removal action is taken. Causes for removal from a team my include, but not be limited to the following:

- Use of alcohol, illegal use or possession of drugs not prescribed for the individual by a physician.
- Violations of the Mahanoy Schools Code of Student Conduct and Discipline which are significant.
- Repeated violations of school athletic or team policies.
- Personal misconduct that involves police or court action wither during or outside school hours and sessions of the sport season.
- Verbal or physical attack upon an opponent, contest official, teacher, fan, coach, or any other person.
- Continued acts of unsportsmanlike conducts.

STUDENT COUNCIL

Students have the opportunity to run for election to Student Council at the beginning of each school year. Student Council is comprised of

eight (8) freshmen, eight (8) sophomores, eight (8) juniors and twelve (12) seniors. Four of the seniors will serve as officers. The 8 members will be 2 representatives from each homeroom in each grade.

Student Council members will vote the officers on at the beginning of the school year. Members will make nominations and the members will vote on secret ballots. The member with the most votes wins the office.

Students wishing to become members can self nominate at the beginning of their freshman or senior year. Once you are a member you stay a member unless you are dismissed. Students must have a cumulative grade point average of an 82 in order to be on Student Council.

Students may be dismissed from Student Council for the following reasons:

- Receiving a cumulative average of less than a 82.
- Being placed on In-School or Out-of-School Suspension for any reason.
- Verified citations/arrests off school grounds issued by a law enforcement officer.
- Missing three consecutive meetings, functions, projects and/or events.
- Missing a total of five meetings, functions, projects and/or events.

The duties below are expected of the members:

- They will serve as ushers and guides at various school functions.
- They will represent their student body and act as a liaison between the students and the faculty, staff and administration.
- They will attend student council meetings, functions, projects and/or events.

It is most important that the most responsible pupils be elected as these representatives serve as the legislative, judicial and law enforcing agencies of the student body of our school.

It is intended that these officers will be respected and given a place of honor in our school.

ALMA MATER

While in these halls, beloved Alma Mater,
Our high school days are shielded by thy care;
And tasks we shun as being empty, worthless,
Thy kindly guidance gives us strength to bear.
For this and countless gifts of equal greatness
We sing thy praise, dear M.A.H.S. fair.

When from these walls, we fare to meet the challenge
Of unknown destiny of time and space.
Our happy youth, relived in mem'ry's pages,
Will keep us steadfast as we run life's race;
Can grateful hearts, remembering through the ages,
Our debt to M.A.H. S. e'er erase?

SCHOOL COLORS

Black and Gold

SCHOOL MASCOT

Golden Bear