



# Mahanoy Area Middle School

**YOU HOLD THE KEY TO YOUR FUTURE.**

**HERE'S THE DOOR!**

On behalf of the school staff, it is with great pleasure that we take this opportunity to welcome you to Mahanoy Area School District. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This agenda has been developed to help you learn as much as possible about school policies and procedures and the services we offer. We hope that you will learn to use this day planner effectively. Time management is a critical skill for success as a student and eventually as a professional in the workplace. Organize your days and weeks to stay on course, take advantage of all the school and community has to offer and enjoy the experience.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

*Mrs. Joie L. Green, Middle School Principal*

## 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.

**School Colors:** Black and Gold

**School Mascot:** Golden Bear

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

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**2009-2010 SCHOOL CALENDAR**

AUGUST 25, 2009  
Tuesday, In-Service Day – Teachers Only

AUGUST 26, 2009  
Wednesday, In-Service Day – Teachers Only

AUGUST 27, 2009  
Thursday, In-Service Day – Teachers Only

AUGUST 31, 2009  
Monday, First Day of School

SEPTEMBER 7, 2009  
Monday, Labor Day, Schools Closed

SEPTEMBER 8, 2009  
Tuesday, Schools Reopen

OCTOBER 12, 2009  
Monday, In-service Day – Teachers Only

OCTOBER 13, 2009  
Tuesday, Schools Reopen

NOVEMBER 26, 27, and 30, 2009  
Thursday, Friday, Monday –Thanksgiving Recess

DECEMBER 1, 2009  
Tuesday, Schools Reopen

DECEMBER 24, 2009 through JANUARY 1, 2010  
Christmas Holidays – Schools Closed

JANUARY 4, 2010  
Monday, Schools Reopen

JANUARY 18, 2010  
Monday, In-service Day – Teachers Only

JANUARY 19, 2010  
Tuesday, Schools Reopen

JANUARY 20, 2010  
90<sup>th</sup> Day of School

FEBRUARY 15, 2010  
Monday, Presidents Day – Schools Closed

FEBRUARY 16, 2010  
Tuesday, Schools Reopen

APRIL 2, 2010  
Friday, Schools Closed

APRIL 1, 5, 6 and 7, 2010  
Easter Recess/Snow Make Up Days

APRIL 8, 2010  
Thursday, Schools Reopen

MAY 31, 2010  
Monday, Memorial Day – Schools Closed

JUNE 1, 2010  
Tuesday, Schools Reopen

JUNE 4, 2010  
Monday, Last Day of School for Students

JUNE 7, 2010  
Monday, In-service Day – Teachers Only

JUNE 8, 2010  
Tuesday, In-service Day – Teachers Only

\* CHRISTMAS HOLIDAY WILL BEGIN AT THE CLOSE OF THE DAY ON DECEMBER 23, 2009.

**WEATHER EMERGENCY MAKE-UP DAYS – SCHEDULED AS FOLLOWS:**

1 <sup>ST</sup> DAY	WEDNESDAY, APRIL 7, 2010
2 <sup>ND</sup> DAY	TUESDAY, APRIL 6, 2010
3 <sup>RD</sup> DAY	THURSDAY, APRIL 1, 2010

Additional weather emergency days will be made up by extending the school calendar the required number of days in June of 2010.

**Act 80 Days: TBD**

## **BOARD OF EDUCATION**

Beth Bradbury – President

Stephen Kaczmarczyk – Vice President

Mary Agnes DiCasimirro – Treasurer

Teckla McCabe -- Secretary

Thomas Bashinsky – Member

Pete McFarland – Member

Anthony Miller – Member

David Kurzinsky – Member

Julie Fazio – Member

## **ADMINISTRATION**

Anthony Crimaldi -- Superintendent of Schools

John Hurst -- Business Manager

Mary Lou Henninger -- High School Principal

Joie Green -- Middle School Principal

Judy Filanowski -- Elementary School Principal

## **EQUAL OPPORTUNITY EDUCATION**

Mahanoy Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title IV, Title IX, and Section 504.

Mahanoy Area School District is an equal opportunities educational institution. The district does not discriminate on the basis or 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.

## **VISION**

The Mahanoy Area School District's vision incorporates educational innovation to prepare our students for the 21<sup>st</sup> Century and to contribute meaningfully to the lives of our students. As members of the Mahanoy Area community, we will work every day to make this vision a reality for our children. Moving into the future, each student will become a productive member of society.

## **SHARED VALUES**

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 and 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.

## **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:

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

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

**ACT-ALIKE DRUGS/LOOK-ALIKE  
DRUGS/INHALANTS - Policy No. 227**

Any item determined to be an act-alike drug/look-alike drug/inhalant that is brought onto the school grounds or

into the school buildings will be looked on as a serious disciplinary offense requiring strict action by administration. Act-alike drugs are over the counter substances that are advertised as medication for asthma, hypertension, and/or energy supplements. Some examples of Act-Alike Drugs include, but are not limited to the following: Turbo tabs, Mega-Trim, Maxalert, Magnum, Mini Thins, Mega-10, Buzz Chewing Gum, Fast Ones, Mega-Start, Maximum Strength Ephedrine, Energy Drinks (Ex: Red Bull). The most often used look-alike drugs are caffeine pills, no-doze, diet pills, etc.

Possession and/or use of these look-alike drugs will result in a 3-10 day in-school suspension and possible referral to local, county, or state authorities on the first offense. In addition a referral will be made through the Student Assistance Program for an evaluation with the Drug & Alcohol Program. A second offense will result in a 10-day out-of school suspension and a formal school board hearing with a possible recommendation for expulsion from school for an indefinite amount of time.

**ANTI-BULLYING POLICY**

*Briefly: 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).

\*Bullying definitions (as provided by PDE): A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another.

**Direct bullying** - A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names.

**Indirect bullying** - Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes.

**Cyber-bullying** - Using electronic device mediums such as but not limited to computers, cell phones and pagers to bully (bullying defined above) others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging and email. This cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

#### **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.

#### **Implementation**

The bullying prevention program shall consist of school-wide action, classroom-level activities, individual interventions and community involvement that are consistent with the training provided by the district. School wide action includes, but is not limited to, training for school staff and students and adoption of the district-wide anti-bullying rules:

1. We do not bully others.
2. We help students who are bullied.
3. We include students who are left out.
4. We tell an adult at school and an adult at home when someone is being bullied.

Classroom meetings may include, but are not limited to, consistent interventions, use of rules, and reinforcement of pro-social behavior and incorporation of bullying themes.

Individual interventions include, but are not limited to, follow up with both victims and bullies that may include consequences, provisions for making restitution, and counseling referrals, as appropriate. Community involvement encourages partnerships with families, community organizations and agencies to implement the District's Bullying Prevention Program.

#### **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 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**

Actions taken will include but are not limited to:

- Conference with bully (warning)– parent notified by teacher
- Conference with bully – parent notified by teacher- general detention assigned
- Conference with bully and parent – ISS assigned
- Conference with bully and parent at the discretion of the Administrator.

*\*\*\* Mahanoy Area Middle School reserves the right to intervene each time and may not follow this plan, depending on the severity of the bullying action.*

**ATTENDANCE - Policy No. 204**

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.

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 "First 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 office will send a "Second 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. The student will be disciplined under Act 29 of 1995. If the student is illegally absent again, the parent or guardian will be notified by registered mail of the violation. The local

magistrate's office will begin prosecution, punishable by a fine/or arrest of the parent or guardian.

### 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, a 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 "First 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 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, a student beyond compulsory age will be withdrawn from the rolls of the district.

- It is the responsibility of the student to see each teacher regarding make-up assignments, tests, projects, or papers.
- Under no circumstances may a student leave school without the permission of the school nurse or the principal. Failure to comply will result in suspension.
- No student will be permitted to take part in an after school function if he/she is absent from school.
- Any student who participates in a school activity must report to school by 9:30 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 Homeroom after 7:40: All tardy students must report directly to the office for a late slip.

1-3 lates – Verbal warning by attendance officer/principal

4-7 lates – One (1) day detention for each day late

8 or more – Citations will be filed with the District

Magistrate for each offense.

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 they will be considered tardy. All unexcused tardiness to school AFTER THE 8<sup>TH</sup> 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. Students present by 11:15 AM will be marked half-day absent. Any time students arrive to school after 11:15 AM will be considered absent for a full day.

### **Unexcused Lateness**

Students are unexcused late if they have overslept, missed the bus, experienced car trouble, or if they choose not to ride the bus. Upon the third unexcused late, disciplinary action will be administered.

### **Procedures When Late**

- If a student is late but arrives DURING or AFTER homeroom period, the student should report directly to the office. Failure to do so will result in disciplinary action.
- At the time of submitting the explanatory note, the student will receive an excused pass to show to each teacher. This permits the student to receive credit for make-up work or for work due during the excused lateness. Assignments, tests, and exams missed during an excused lateness are to be completed.
- Any student who is excused from school before 11:15 AM is marked absent for the entire school day.

### **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. If you return to school on the same day, you are to report to the office before going to class. Parents must enter the school office to sign their child in/out. Any dismissal before 1:00 PM would be considered either a half-day absence or a full day absence depending on the time of dismissal.

### **Early Morning Appointments**

If you have an early appointment (e.g.; orthodontist, dentist, etc.) a note should be presented to the office the day of 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. 4038 or 4039. A message may also be left on the voicemail at any time.

A student's absence from school for major religious holidays or for religious instruction will be recorded as an excused absence. There will be no penalty attached to an absence for major religious holidays.

### **Take Your Child to Work Day**

If a parent wishes to take his/her child to work on the designated day, a note is required prior to that day. The student will receive an excused absence; however, it WILL affect perfect attendance.

### **CAFETERIA**

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

Breakfast is served from 7:15-7:40.

Lunch -- 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 are to remain in his/her seat until called to the lunch line.
- \*Food will not be sold during the last five minutes of the lunch period.
- \*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 or drink to homeroom.

Five Required Food Items for Daily Lunch are:

- \*One serving (2 oz.) of Meat or Meat Alternate
- \*One serving of grains or bread (8 servings per week)
- \*Two servings of vegetables, fruits or a combination (must be two different vegetables or fruits)
- \*One serving of milk

Parents/guardians are asked to encourage students to take ALL required food items as listed above. When students choose the meal option, it is not only a healthier choice for the student but it is more economical for parents/guardians in terms of receiving the best value for their dollar. However if the student chooses to take items al-la-carte, they will be charged for each individual item.

#### **CARE OF SCHOOL PROPERTY - Policy No. 224**

The Board of Education charges each student in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under the law. Parents and guardians of students shall be held accountable for student actions.

The Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature. This referral shall occur after notification to the student's parent/guardian.

#### **CELL PHONES**

The Mahanoy Area Middle School realizes that cellular technology is an embedded aspect of American culture. However, many disruptions to the typical school day occur due to student use and abuse of cellular technology. These disruptions are both material and substantial, frequently leading to a loss of instructional time for both individuals and groups. With a desire to increase time on task and eliminate activities that could be considered criminal, the following rules will be enforced in the middle school:

1. Students may possess cellular phones while on school grounds however the cell phones must be turned off prior to students entering the building.
2. Students may use their cell phones following the daily 2:30 dismissal.
3. Phones that are visible to faculty, staff, or administration prior to 2:30 will be confiscated and held

by administration in the main office. Phones will be returned only to a parent during normal business hours (7:30-3:00 Monday through Friday) when school is in session. **Students will not be permitted to retrieve their own phone.**

4. Students who refuse to surrender their phone when asked will be immediately escorted to the ISS room and parents will be notified. On the second offense an out-of-school suspension will be assigned.
5. 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, discipline will be enforced.
6. Any student who is found to possess pornography or other illicit or illegal materials on their phone will be reported to the Mahanoy City 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
7. Students who have been found to have violated these rules through an interview with another student, or examination of another student's phone, will be subject to the same penalties.
- 8.. 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.

9. Once a cell phone is confiscated, the administration has the right to inspect all aspects of the phone, including investigating its contents.

#### **Consequences Related to Cell Phones**

**First Offense:** Phone will be confiscated, parent will need to retrieve phone from the office at the end of the school day, and student will receive a warning.

**Second Offense:** Phone will be confiscated for three school days, parent will need to retrieve phone from the office at the end of the third school day, and student will receive a 5:00 PM detention.

**Third Offense:** Phone will be confiscated for five school days, parent will need to retrieve phone from the office at the end of the fifth school day, and student will receive an In-School-Suspension (ISS)

**Fourth Offense:** Phone will be confiscated until the end of the school year. Parents can retrieve phone the last day of school and student will receive a citation for continuous disregard of school rules.

#### **CLASS OFFICERS - Policy No. 228**

In September of each school year, all middle school students have the opportunity to run for class office: President, Vice-President, Secretary, or Treasurer. Voting for class officers will take place at the beginning of the school year.

Students may be dismissed from office for the following reasons:

1. Cutting two (2) or more class periods.
2. Cheating on an examination.
3. Being placed on In-School Suspension (I.S.S.), Out-of-School Suspension (O.S.S), or (3) three Detentions for any reason. Student will be brought before the grade level team with possible dismissal from office.
4. Verified citations/arrests on or off school grounds issued by the principal or any law enforcement officer.
5. Poor performance and/or behavior as determined by the grade level teachers.
6. Below proficiency level on all major subjects and/or

failing any minor subject area

#### **DRUG TESTING Policy No. 227.1**

To address and combat students' use of drugs, the Mahanoy Area School Board is implementing both a voluntary drug testing program for all students and a mandatory, random drug testing program for students participating in extracurricular/co-curricular activities or for students with parking privileges on school property. Testing will be performed on urine samples collected by trained and certified collection personnel following forensic collection procedures. Urine samples will be submitted to a screening test for multiple drugs as set forth in policy 227.1. If a student refuses to submit a urine sample for testing, the refusal will be deemed a violation of the policy.

The policy is designed to:

1. Create and maintain a safe, drug-free environment for all students participating in extracurricular/co-curricular activities, athletics and students with driving privileges.
  2. Prevent students participating in extracurricular/co-curricular activities, athletics and students with driving privileges from using drugs.
  3. Protect the health and safety of all students, faculty and the public.
  4. Prevent accidents, injuries and property damage resulting from the use of drugs.
  5. Provide students with access to assistance and treatment for drug problems.
  6. Provide parents/guardians with an opportunity to maintain the safety of their student(s) through voluntary participation in the drug testing programs.
- Consequences for violations of the policy
1. First violation – Student will be automatically referred to the student assistant program and will be suspended from participating in extracurricular/co-curricular

activities, athletics and/or parking privileges for a minimum of 45 days.

2. Second Violation – The student will be automatically referred to the student assistant program and will be suspended from participating in extracurricular/co-curricular activities, athletics, and/or parking privileges for one full calendar year.
3. Third violation – The student will be automatically referred to the student assistance program and will be suspended from participating in extracurricular/co-curricular activities, athletics and/or parking privileges for two full calendar years.

In each violation the student’s belongings, locker and car may be immediately searched upon notification of a positive test. During the suspension period, the student may also be subject to random searches at the discretion of the administration. The student must also successfully complete the recommendations of the SAP team.

*No student shall be suspended from school, expelled or otherwise penalized academically as a result of a confirmed positive result under this policy. The complete policy is available for reading in each individual school office.*

### **DISCIPLINE POLICY - Policy No. 218**

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 Discipline Policy applies to all school activities. When a student has committed Level II, III, and/or IV violations, a parent conference may be held. At the time of each in or out of school suspension, the parent will be notified of the suspension by mail. Depending upon the severity of the offense, the first out-of-school suspension may result in a formal board hearing for the offending student. In all cases, the fourth out-of-school suspension will result in a hearing with the School Board, Superintendent and/or Principal. Upon the fifth out-of-

school suspension, a formal expulsion hearing before the School Board will be held for the offending student and his/her parents and/or guardians. 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 re-admitted to school on Monday.

### **LEVEL ONE**

1. Cheating or Lying
2. Eating in unauthorized areas
3. Horseplay/Scuffling (rough boisterous behavior)
4. Inappropriate wearing of apparel
5. Loud boisterous noise
6. Leaving the cafeteria with food/drink
7. Public displays of affection.
8. Running in classrooms, halls, cafeteria, locker rooms, stairwells, entering or leaving the building, auditorium, any place inside the school building, etc
9. Tardiness to homeroom or class
10. Throwing objects (pencils, erasers, etc.)
11. Sleeping in class
12. Violation of classroom procedures established by tchr.
13. Possession and use of non-instructional items (audio devices, playing cards, toys, pagers, cameras, cell phones, text messaging, etc.)
14. Other

### **Level One Disciplinary Options/Responses**

- A. Verbal Reprimand
- B. Personal Talk
- C. Isolation Within Classroom
- D. Withdrawal of Privileges
- E. Detention (as per building guidelines)
- F. Special Assignment
- G. Telephone call and/or Written Communication to Parent
- H. Parental Conference
- I. Guidance Referral
- J. Attendance Policy
- K. Confiscation of Material

*NOTE: Possession of cell phone or pager – see cell phones*

## **LEVEL TWO**

1. Continuation of Unmodified Level I misbehaviors
2. Acting in an insubordinate manner.
3. Bus disturbance
4. Cafeteria disturbance
5. Cutting class
6. Dressing in such a manner as to cause disruption in the educational process
7. Failure to complete assigned detentions
8. Falsification of records, excuses, passes, signatures, schedules, etc
9. Leaving school grounds without permission
10. Loitering in unauthorized areas of school building & grounds
11. Misbehavior at a school sponsored activity
12. Possession of obscene materials
13. Truancy
14. Possession of or use of squirting devices or look-alike weapons
15. Tardy to School
16. Illegal absence
17. Hazing
18. Bullying (must occur in a repetitive manner)
19. Other

### **Level Two Disciplinary Options/Responses**

- A. Warning
- B. Detention
- C. Withdrawal of Privileges
- D. In-School Suspension 1-10 Days
- E. Out-of-School Suspension 1-10 days
- F. Parental Conference
- G. Attendance Policy
- H. School Transportation
- I. Confiscation of Material
- J. Referral to Outside Agency
- K. Refer to School Policy Manual

## **LEVEL THREE\***

1. Continuation of unmodified Level 1 and/or Level 2 misbehaviors
2. Disrespect to or defiance of a School Employee
3. Assault and/or Battery on another student (magistrate notified)
4. Dissemination of unauthorized materials
5. Gambling
6. Extortion
7. Fighting
8. Indecent Exposure
9. Intimidation of other students
10. Leading or participating in a walkout
11. Theft/possession/sale of another's property
12. Defacing school or another student's property
13. Violation of the Vehicle Code
14. Smoking and use or possession of tobacco products
15. Infraction of ISS rules
16. Tardy to school – 8 or more offenses
17. Use of inhalants
18. Use and/or possession of look-alike drugs (parental written permission is necessary to carry cough drops)
19. Misuse of copiers, computers, Internet
20. Use of obscene language or gestures
21. Showing flagrant disrespect to school in words and/or gestures
22. Failure to report to ISS
23. Trespassing on school grounds
24. Threat of death/serious injury
25. Other

### **Level Three Disciplinary Options/Responses**

- A. Temporary removal from class
- B. In-school suspension (3-10 days)
- C. Out-of-school suspension (1-10 days)
- D. Parent conference.
- E. Withdrawal of privileges
- F. Restitution of property
- G. Recommendation of outside agencies
- H. Confiscation of material

I. Charges under the MA Discipline Policy (Fines \$25 to \$200)

J. Refer to School Policy Manual

K. Student Assistance Program

*\*Note: Violations of any Level 3 discipline code will be referred to the Student Assistance Program offered by the Mahanoy Area School District*

#### **LEVEL FOUR\***

1. Continuation of unmodified Level 1, 2, and/or Level 3 misbehaviors

2. Assault and/or battery on any school employees (magistrate is notified)

3. Arson

4. Bomb Threat

5. Engaging in any other conduct contrary to the criminal code or ordinances of the Commonwealth/community on school grounds or at school-sponsored events

6. 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

7. Harassment of school personnel

8. Leading or participating in a riot

9. Possession/use/furnishing/selling of controlled substances (alcohol/drugs/look-alikes)

10. Possession/use/transfer of dangerous weapon, “look-alikes”, or explosives

11. Setting off incendiary devices

12. Unwarranted pulling of a fire alarm

13. Vandalism of school or other’s property

14. Harassment/Sexual Harassment

15. Other

#### **Level Four Disciplinary Options/Responses**

All proven offenses in Level 4 have a mandatory 10-day full suspension with an informal hearing

Referral to appropriate Law Enforcement Agencies

Recommendation for Psychological Services

Recommendation for Alcohol Drug Rehabilitation

Restitution

Confiscating of material

Formal hearing with the Board of school directors

Expulsion

Alternative Education Programs

Charges under the Mahanoy Area Discipline Policy (fines \$100 to \$300)

Refer to School Policy Manual

Student Assistance Program

*\*NOTE: Violation of any level 4 discipline code will be referred to the Student Assistance Program offered by the Mahanoy Area School District*

#### **In-School Suspension**

Students have a right to public education without being hindered by students who misbehave. Students who violate school policy and are assigned to (I.S.S.) In-School Suspension, must complete assignments given by the monitor and/or write the middle school handbook while in the room or they do not get credit for the day. 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 with a citation. Continued infractions will result in up to 10 days out-of-school suspension. 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:

- No talking.
- No sleeping.
- No making disturbing noises.
- No passing notes.
- No distracting other students.
- 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).
- Students may need to write the handbook every period to receive credit for the day.
- 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.

- On third offense requiring I.S.S. student will be required to meet with School Social worker.
- All students on In-School Suspension (I.S.S.) will continue to serve each day until 3:00 by reporting to detention each day of I.S.S.
- Students on I.S.S. may not participate or practice in any extra curricular activity for that day.
- 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.
- Students on I.S.S. will be served a brown bag lunch in the I.S.S. Room.

Parents, please keep in mind that In-School Suspension (I.S.S.) and Out-of-School Suspension (O.S.S.) is used as a last resort for discipline. Many students in our school have never been given detention; let alone in or out-of-school suspension days. However, some students do not learn the errors of their ways by getting detention. For these students, stronger measures are necessary. I.S.S. and O.S.S. become appropriate at those times.

Students will not be able to participate in class trips and/or any school activities (Ex. Movies, pep rallies, etc) if they:

- Receive their eleventh time-out
- Receive their fourth 4:00 PM Detention
- Receive their third 5:00 PM Detention
- Receive their second Saturday Detention
- Accumulate a third offense to cause an ISS
- Receive one (1) OSS
- Owe fines
- Owe work – teachers may hold students
- Failed the school year

**\*\*\* NO EXCEPTIONS**

\*\*\* The field trip to Knoebles is for students of grades 5, 6, and 7. The field trip to Hershey is for students of grade 8 ONLY. Students are not to attend a park of their sibling if not designated to be there. Violations will result in no field trip the following school year for the specified student.

**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.
4. Corporal punishment is prohibited except in the following cases:
  - Self Defense
  - To protect others who are being attacked.
  - To quell a disturbance.
5. To obtain possession of weapons or other dangerous objects.

**Detention**

Detentions can be held Monday through Thursday after school from 2:30 to 4:00 PM or from 2:30-5:00 PM. The principal, as well as the teachers of each teaching team have the authority to assign a Detention. A notice will not be sent home concerning the detention with the student. It is the responsibility of the student to notify their parent/guardian. If a student is absent on the day of an assigned detention, the detention is to be served on the first 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 date of detention.

The rules of Detention are:

- Do not be late.
- No talking
- Face forward, feet on floor, hands on desk.
- Do not put your head down. You are to be prepared to work.
- You are not excused until 4:00 PM or 5:00 PM for **any** reason(s).
- Failure to report to detention will result in the following disciplinary action:

1<sup>st</sup> offense – 1 additional detention will be assigned

2<sup>nd</sup> offense – 1 day of ISS will be assigned, student must make up the missed detention

3<sup>rd</sup> and subsequent offenses – charges to the magistrate

*\*Citations filed with the magistrate may be issued if your child does not show up for the scheduled detentions and/or if your child does not have work for the entire time of the assigned detention.*

6. Transportation will be provided by the parent/guardian for all Detentions.

7. Detentions will not be scheduled around extra-curricular activities.

8. Any misbehavior during the detentions will result in an automatic citation that will be filed with the magistrate.

9. Any problems will be referred to the Administration.

### **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 worn 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, Professional or brand name 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.
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.

Violations of the dress code will result in disciplinary action. Inappropriately-dressed students will be required to comply immediately with dress code regulations. If school-provided clothing is not available, this student will be placed in ISS (or in the Elementary Principal's office) until a parent arrives with appropriate clothing. Consistent disregard (three or more offenses) of this policy will result in a citation with the district magistrate.

### **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, and 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. HOME ECONOMICS: Each student shall understand and apply principles of money management, consumer behavior and child health to provide for personal and family needs.

**ELECTRONIC DEVICES POLICY - Policy No. 237**

As per Policy # 237, the Board prohibits possession of laser pointers and attachments, iPods, CD players, and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district and at school-sponsored activities unless approved by a teacher or the principal.

The Board prohibits use of all cellular telephones that have the capability to take photographs or record audio or video during the school day in district buildings, on district property and while students are engaged in school-sponsored activities. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. CD Players, iPods, Beepers, radios and cell phones may be disruptive to the education process. Students are only permitted to carry cell phones devices during the school day if they remain off. If beepers, radios, MP3 players, or any electronic device is in view of the faculty or administrators, students will turn in the device and parents will pick up the item at the end of the school day.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device/cellular telephone. The confiscated item shall not be returned until a conference has been held with a parent/guardian.

Students may carry cellular telephones for emergency purposes. But they must be turned off during school hours. Text messaging, recording, and/or taking pictures with cellular telephones is prohibited and will result in

disciplinary action and confiscation of material. (See "Cell Phones")

*Telephone Pagers/Beepers, iPods, CD Players,*

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for such a device due to the medical condition of an immediate family member.
3. Other reason determined appropriate by the building principal.

Laptop Computers/Personal Digital Assistants

Laptop computers and personal digital assistants (PDA's) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDA's.

**ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

**Policy No. 122, 123, 230, 231**

**Eligibility Procedures**

1. You must pursue a curriculum defined and approved by your Principal as a full-time curriculum.
2. Policy/procedure will recognize courses not credits.
3. If a student is failing one (1) course, as of each Monday during a marking period they must attend remediation. The requirements for participation are at the discretion of the coach or advisor. This will apply from Monday through the following Sunday.
4. If a student is failing two (2) or more courses they are ineligible to participate and must attend remediation. Attending practice is at the discretion of the coach or advisor. This will apply for Monday through the following Sunday.

If you fail two (2) or more courses during the previous marking period, except that eligibility for the first marking

period is based on your final grades for the preceding school year, you will lose your eligibility for 15 school days of the next marking period. This begins on the first day that report cards are issued. Remediation must be attended during this period unless it is at the beginning of the school year. Attending practice is at the discretion of the coach or advisor.

### **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.
- If an athlete is dismissed from a team, he or she may not join another team, participate in intramurals or weight training during that season.
- If an athlete is disciplined for a tobacco or substance abuse violation, he or she is not eligible for an athletic award in that sport or any outstanding athletic awards in the school year which the incident occurred.
- 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.

### **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.

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 5th grade and a second offense in 8th 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.

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.

### **Interscholastic Athletic Procedures**

#### **I. 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.

#### **II. ELIGIBILTIIY**

The student must meet all of the age, enrollment, and attendance 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 Guidance Counselor and/or Athletic Director to the Principal.

#### **III. 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 from school attendance for such reasons as doctor's appointment, field trip, or other such

reasons approved by the Principal or Designee. The purpose of this clause is to keep a student from participating when he/she is ill.

#### IV. 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.

#### V. 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.

#### VI. TRANSPORTATION TO ATHLETIC 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. If cheerleaders attend away games, she 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 ask the coach for permission. Students leaving a contest must have an adult sign them out at the end of the contest.

#### VII. 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.

#### VIII. 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.

#### IX. 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 or possession of tobacco in any form, and/or alcohol or drugs, the athlete shall be suspended by the coach, pending investigation.

#### X. QUITTING A TEAM:

The Normal rule for athletes quitting a team is they 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.

#### XI. AWARDS, ETC.:

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

#### XII. TEAM AND INDIVIDUAL DISCIPLINE:

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

#### XIII. 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 whether 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.

**VX. 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 may 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 whether 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.

**EMERGENCY SCHOOL CLOSING**

Students' home phones will be called with notification of late starts or school cancellations via the School telephone noticing system. The following stations will also be notified of late starts or school cancellations:

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

**ENGLISH AS A SECOND LANGUAGE (ESL)**

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 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.

**EXCUSES FROM CLASS**

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.

**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 that 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 Principal. Copies are \$0.20 a piece.
- **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 and 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 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 Mr. 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

### **FAMILY EDUCATIONAL TRIPS - Policy No. 204**

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.

1. 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.
2. 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.
3. Requests will not be approved for the first ten (10) days of the year or during standardized testing periods in the early spring.
4. No more than ten (10) school days per student will be approved for such trip requests per school year and they cannot be consecutive.
5. All schoolwork missed during the absence must be made up immediately upon return to school. This is a student’s responsibility.

6. 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.

7. A student’s attendance up to the time of the request for educational trips will be taken into consideration for approval.

8. A request can be denied if the grade level team feels a student cannot afford to be out of the classroom for an extended amount of time due to the student experiencing academic difficulty in any given subject area.

### **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 areas.

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.
- Ignore bells during the fire drill.
- 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.

### **GUIDANCE/COUNSELING SERVICES - Policy # 112**

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 social worker serve the middle school students. Both offices are located in the Middle School Main Office. Any student is welcome at either office at any time. Parents are encouraged to call or visit if they have questions or concerns throughout the year. *Contact Mr. Paul Peca at 773-3443, extension 404, our Adolescent Health Initiative Social Worker, Mrs. Andrea Caulfield at extension 4109 or our Crisis Intervention Specialist at extension 4022.*

### **HALL REGULATIONS**

You are to follow the one-way signs when traveling in the halls and you should walk quietly and orderly. 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.

### **HARASSMENT**

It is the policy of the Mahanoy Area School District to maintain a learning and working environment that is free from harassment. Harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, religion, and general bullying. Any student/parent who feel that unlawful harassment is occurring should notify the Building Principal and /or the Guidance Counselor/Social Worker. You will be provided with a Complaint Report Form in accordance with Mahanoy Area School Board Policy #238.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the discipline code. The aforementioned complaint must be submitted in writing, setting forth the following information:

- \* The name and address of the student(s) harassing you.
- \* The time the incident occurred.
- \* The place where the incident occurred.
- \* What happened that made you feel harassed?

\* The names of any and all witnesses.

\* Complaint must be signed and dated by the student filing the complaint.

\* Type of harassment (race, origin, gender, religion, etc.)

Definitions:

- The term "Harassment" shall mean any unwelcome, intimidating or derogatory slurs, jokes, bullying (both emotional and physical), comments, communication, conduct or action relating to the race, color, religion, national origin, sex or disability of another individual or group of individuals.
- The term "Ethnic Harassment" shall mean any unwelcome, intimidating or derogatory slur, joke, comment, words, phrase, communication, conduct or action designed to characterize or offend a given individual or group of individuals based upon their race, color, religion or national origin which creates an offensive educational environment for that individual or group of individuals.
- The term "Sexual Harassment" shall mean unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member in the presence of a student or when made by any student to another student and such is unwelcomed.

Harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcomed touching; suggested or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, or conduct of a sexual nature which creates a hostile environment anti-ethical to the process or progress of learning.

Harassment, ethnic harassment or sexual harassment occurs when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, or when

- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual, or when
- Such conduct has the purpose or effect of interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive education environment.

Any person who alleges harassment by any staff member or student in the district may use the district’s complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting harassment will not reflect upon the individual’s status nor will it affect future employment, grades or work assignments except in the case of false or malicious reporting. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of harassment.

The right to confidentiality, both of the complaint and of the accused, will be respected consistent with the district’s legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against a student in the school district shall subject that student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

#### **HEALTH SERVICES - Policy No. 209**

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,” 2<sup>nd</sup> 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 Health.

#### **Mandated School Health Services**

Every child of school age attending or who should attend a public or non-public school within the Commonwealth must be provided the following services from the local public school district. Via submission of an annual school health report, the local school district is reimbursed by the Pennsylvania Department of Health for provision of the mandated services.

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 ensure 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 includes providing the school nurse with changes in phone numbers, both landlines and cell phones. Please avoid using emergency contacts that live too far away. 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.#29. 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. Students entering the 7<sup>th</sup> grade are pre-required to provide evidence that they have received the following new immunizations in addition to those required for entrance into Kindergarten:

- Varicella (chicken pox) immunity, either from vaccination, history of disease or laboratory testing for all new school enterers (K, 1<sup>st</sup>) and those entering 7<sup>th</sup> grade.
- Three doses of hepatitis B vaccine.

Failure to comply with these requirements as set forth by the Department of Health of Pennsylvania may result in the student’s expulsion from school until the requirements are met and documentation received by the school nurse. It is an excellent time to “catch up” on a student’s immunizations when the student goes to his/her physician for the required 6<sup>th</sup> grade physical. Please contact the school nurses if any questions. Remember, unless you

have sent updated immunizations to the school since your child started Kindergarten, the school nurse does not have it on file.

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, Menstrual Pain Relief, Triple Antibiotic Ointment, Coke Syrup, and Hydrocortisone Cream.

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 on the Blanket Permission Form 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. “The Request to Administer Medication Form found at the back of this handbook 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.
- 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. The Field Trip

Medication Policy and Release Form are in the middle school office.

It is not the policy at MASD to routinely check every student for lice. When a case of lice is identified within the school, the following protocol is used to try to reduce any further cases of infestation. It is extremely important that parents report cases of lice to the school nurses so that episodes of infestation are caught and treated as quickly as possible. Repeat cases of lice generally result from insufficient treatment and inadequate follow up. Frequent and/or severe cases need to be discussed with the child's pediatrician or medical doctor.

Once a case of head lice is discovered either by parent or child report, the student's hair is examined to determine the degree of infestation. A student with active head lice is excluded as per school policy. Active head lice is an infestation of small parasitic insects and/or their eggs that live and reproduce, in the affected individual's hair and scalp. These insects can be transferred to another person by direct head to head contact, sharing hair accessories, or by contact with infested bedding or upholstery.

If the identified student has siblings in school, those students are then checked for infestation and excluded if necessary. If a case of lice is found in any student, the school nurses, to rule out any further cases, screen the student's classroom. This process continues until all cases are found and referred for treatment. A student with head lice must be excluded from school until the active infestation is treated and the student is in compliance with MASD's no nit policy. Any absence beyond 3 days for this condition is considered illegal.

The MASD school nurses make every effort to maintain and uphold confidentiality in situations where students are identified with lice and/or screenings are occurring. The school nurses make every effort to educate our students and families that head lice are equal opportunity parasites.

The school nurses' goal is to reduce the incidence of head lice in our school and community by prevention, early detection and successful treatment. We ask your

cooperation in checking your child's hair for head lice at least once a week. You can recognize these signs:

- ❑ Persistent itching, which is seen often with infected scratches or rash on the scalp
- ❑ Nits (eggs) are white objects that are cemented to the hair shaft. The louse is grayish in color.
- ❑ Swollen lymph glands in the neck or under arms, which occur in severe cases.
- ❑ Check scalp and hair at back of head and behind ears. This is where lice usually settle down.

It is best to seek medical help for diagnosis and advice on treatment. Follow the recommendations and the directions for the medical shampoo prescribed by your doctor. Fine tooth combing is very important to remove all nits. We have a no nit policy at Mahanoy Area.

Clean all articles that might still have lice or nits. Clothing, towels, bed liners should be washed in hot, soapy water. Things that cannot be washed should be dry cleaned or placed in a plastic bag for several weeks. Disinfect combs, brushes, and similar items by washing with the special medicated shampoo or Clorox. Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from furniture, mattresses, rugs, stuffed animals, toys, and car seats. If one person in a family has lice, there is a good chance others will too so check everyone and use the same treatment if necessary. Please report cases of lice to the school nurses. A parent/guardian must accompany a student that has been excluded for lice back to school for an examination. The nurses must see the student before they can re-enter the classroom.

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. *Carol M. Blue 7-12 at 773-3443 Ext. 4061 Loretta Murphy K -6 at 773-3443 Ext. 4015*

## HONOR ROLL

Distinguished Honors – average of 96 or better for the marking period

Honors – average of 91 to 95 for the marking period

NOTE: Any grade 77% or below, an unsatisfactory, and/or an Incomplete in any subject disqualifies a student from the honor roll.

Report card grades are based on 50% assessments, 30% Class work, and 20% homework in all subject areas.

### INTERNET ACCEPTABLE USE Policy No. 815

#### **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 supersedes previous Acceptable Use Policies of Mahanoy Area School District.

#### **I. 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.

#### **II. 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.

#### **III. Mahanoy 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 filespace. 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.

**IV. Policy Enforcement:**

A. 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.

B. 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.

C. 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.

D. Mahanoy Area School District reserves the right to monitor online activities of minors.

E. The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.

**LAVATORY PASSES**

The middle school students will be using a bathroom pass calendar. All students are required to carry this calendar with them during the day. Each school day is divided into AM and PM allowing better tracking of our students. Students are entitled to one bathroom visit in each the morning and afternoon. Students are also encouraged to visit the bathroom prior to the start of homeroom at 7:40A.M. and during lunch. As students ask to visit the bathroom the classroom teacher signs the time and initials the calendar in the appropriate A.M. or P.M. slot. This procedure has proved to be helpful to track student visits to the bathroom and minimize the time students miss from instruction. Additional visits to the bathroom may require a nurse’s pass and/or doctor’s note.

**LIBRARY RULES**

The library will be open from:

Middle School: 7:30 - 12:00

High School: 7:30 - 8:05 for remediation w/a pass

\* If you are not scheduled for the library, to be admitted it is necessary to register with the librarian for the desired period.

\* Students must receive a remediation pass in order to visit the next day.

\* Subject teachers will make advance arrangements to have students use the library during class periods. If an entire class uses the library during a class period, they are to be accompanied by the teacher in charge.

\* Subject teachers will have priority use of the library.

Teacher/Library collaboration is encouraged.

\* It is absolutely imperative to keep an atmosphere in the library that will be conducive to library work.

\* Nonfiction and fiction books circulate for two cycles. Reference books may circulate overnight only. Reserve books circulate for two cycles. Ten cents a day will be charged for overdue books. Twenty-five cents a day will be charged for any overdue reference book. There is a 2-book limit.

\* Periodicals (old or new) are not permitted out of the library.

\* Students must pay fines and return overdue books by the end of each marking period. When using the middle school library, failure to do so will result in daily detentions with Mrs. Peca until all fines are paid and materials returned. If books are not returned at the end of the marking period, no future withdrawals or checkouts will be permitted. Students will not be able to participate in special activities or field trips until all matters are resolved.

\* If books are declared lost, the student must pay for the cost of the replacement book of similar or equal cost.

\* Students may use ACCESS PA to get books from other PA libraries if they are not available from our library. These books may circulate for one month. The same rule applies if books are late.

### **LOCKERS**

Lockers are a privilege. Messiness will not be tolerated. It is the student's responsibility to maintain order in his/her locker. Combinations should not be shared with other students. If any of the above mentioned items are violated, a loss of locker privileges will result (time period determined by offense, teacher, and principal).

### **LOCKER SEARCHES Policy No. 226**

Lockers are the property of the school district and the principal has the right to inspect a student's locker, clothing, book bag, etc., if he has reason to believe that the locker is improperly used for the storage of contraband, an illegal substance, or any materials/objects which pose a hazard to the safety and good order of the school.

Students are assigned lockers based on a temporary, revocable license for use. A condition to the license is that periodic locker inspections will be made by school authorities. School authorities may search student lockers and seize illegal materials and stolen items. Seized materials may be used as evidence against the student in disciplinary proceedings. Students can be present during a locker search. When school authorities have reasonable suspicion that the locker contains materials, which threaten the health, welfare, and/or safety of students, lockers may be searched without warning.

The school district also has the right to conduct random, periodic, or sweeping searches of all lockers by school officials. Locker searches of this nature will be conducted without regard to any individualized suspicion. These searches may involve members of local or state police departments and drug sniffing animals for periodic safety inspections of lockers.

### **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

### **NATIONAL JUNIOR HONOR SOCIETY**

Each spring, seventh grade members are eligible for nomination as officers. A president, vice-president, secretary and treasurer shall be elected by a majority vote of the membership in attendance. The elected officers shall serve terms of office during their eighth grade year.

Students wishing to become members of National Junior Honor Society must understand that membership is based upon Scholarship, Leadership, Service, Citizenship, and Character. Each year at induction time, all members and candidates' names shall be submitted to the faculty for review. The Faculty Council will review all faculty comments, and a decision will be rendered as to the eligibility of each candidate. Therefore, non-approval of candidates will be at the discretion of the Faculty Council.

Eligible candidates will be offered the privilege to join only once during their middle school years. Therefore, they may not defer induction until a future date. All seventh and eighth grade students are eligible to be considered for National Junior Honor Society by meeting the following:

**Scholarship** – Candidates eligible for membership shall have a minimum cumulative grade point average of 91 percent at the end of their sixth grade year for induction in the fall of their seventh grade year. If a student does not attain a cumulative grade point average of 91 percent until the end of his/her seventh grade year, he/she will be inducted the fall of his/her eighth grade year. All students must be in the district for one semester to be considered eligible for NJHS.

**Character** – Candidates should exhibit high standards of honesty and reliability. Examples of behavior leading to dismissal on the basis of character include but are not limited to cutting class, cheating, belligerent behavior directed at faculty or staff, actions resulting in an ISS, three detentions for any reason, alcohol and/or drug offenses, arrest and conviction for a citation, misdemeanor or felony. Cases will be reviewed by the Faculty Council on an individual basis.

**Service** – Candidates must have a minimum of three service projects per year, which may be school, church, or community related. One project will be completed with the student's class, another will be with NJHS, and the third will be an individual project.

1. Each year members and candidates shall submit to the advisor a list of school, church, and/or community activities in which they participate.
2. Documentation will be required for out of school activities.

**Leadership** – Candidates and members should show others positive direction through their actions. Examples of leadership are but not limited to being resourceful in solving problems, demonstrates initiative in promoting school activities, exercises a positive influence on peers, contribute ideas to improve school life, delegates

responsibility, has a positive attitude and behavior, demonstrates academic initiative, dependable and reliable, a leader in school, work, and community, and maintains a loyal attitude to school and friends.

If a student breaks any of the above characteristics, a written warning is issued to the student by the advisor, stating the deficiency cannot occur again during his/her membership or, if it does, he/she will be dismissed for the second offense. Members and their parents are required to review, sign, and adhere to the Chapter By-laws. These by-laws clearly state the guidelines the students are to follow regarding attendance at meetings, 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. All Faculty Council decisions are final.

If a member is dismissed for any reason, a written notice of the decision will be sent to the member and his/her parent(s)/guardians(s).

It is most important that **the most responsible students be elected** as the officers since they will be serving as the leaders of the organization and set the example for the student body. It is intended that these officers will be respected and given a place of honor in our school.

### NEWSLETTER

Sent home with student once a month to parents, the Newsletter contains general information of interest happening in the Mahanoy Area School District. Such information may include: school activities and programs, events, important information etc.

### PHYSICAL EDUCATION

All students must take physical education each year. Students are required to dress in sweat suits or shorts and T-shirts chosen in good taste, preferably black bottoms and a gold/yellow top. Sneakers and socks must be worn.

Swimming is part of the program and a swimsuit is required. Attendance, participation, and proper attire are the basis for the physical education grade. Students who cannot participate in normal activities must provide a doctor's note, and the physical education program will be adapted to meet the student's needs.

### **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 either classes or recreational swimming.

- No swimming without a lifeguard on duty.
- All swimmers must shower before and after swimming.
- No swimming beyond 4 feet unless you can swim at least one (1) lap.
- Lifelines and ladders must be kept clear at all times.
- No running or horseplay (pushing, dunking, etc.)
- Do not enter pool with bandages or open wounds.
- No food, beverages or gum in pool area.
- No street shoes on pool deck.
- No cutoffs in pool.
- No diving in less than five (5) feet of water.
- Diving blocks are for instructional and swim team activities only

### **PROMOTION POLICY**

\*Students must pass all major subjects (mathematics, reading, language arts, science, and history) to be eligible for promotion. Students can fail up to 2 minor subjects and are still eligible for promotion.

Certain courses may be retaken through the summer school program (if offered) at the parent's expense. However, only two courses can be completed during summer school. Transportation is the responsibility of the parents/guardian. A student must have maintained an average above 50% to be eligible for summer school. Failing three courses is an automatic retention with no approval for admittance to a summer school program.

### **REMEDIATION GUIDELINES**

- After going to your locker, report directly to homeroom. All students should be in homeroom no later than 7:40.
- Once you arrive in homeroom, do not leave homeroom without a pass from your homeroom teacher or the teacher you are going to see.
- If you are not in school by 7:40, please report directly to the main office for a late pass. You will not be admitted to homeroom without a late pass from the office.
- Sit in your assigned seat and wait for the 8:10 AM bell.
- Due to the importance of the information provided during morning announcements and remediation, there is absolutely no talking during the remediation period.
- Students are expected to visit the lavatory and their locker before 7:40 each morning.
- Students are to come prepared by bringing all materials and work needed for the entire period including a free reading book for when all other work is complete.
- Remediation is to be **QUIET**. Teachers may allow a portion of each remediation period for one to one or small group discussion, but the majority of the time is for quiet study or teacher assisted instruction.
- In conjunction with school rules, no electronic devices (mp3, iPods, CD players, cell phones, handheld videogames), other games, cards, dice or other distracting activities are permitted during remediation. Based upon teacher discretion, days may be set aside for conversation, movies, or other activities.
- To visit a special area teacher or non-homeroom teacher, you must obtain a signed pass from the teacher you wish to see prior to arriving in remediation homeroom. The pass must have the time the teacher is available for you to meet with them. Homeroom teachers do not know if other teachers are available during remediation so the pre-written pass is needed if you wish to see the teacher.
- When leaving the room during remediation, completely fill out the proper form so the homeroom teacher is

aware of the details for your absence. Students are responsible for making sure their homeroom teacher knows where they are by following proper procedures. Students need to check-in with their homeroom teachers prior to visiting another part of the building.

- Working in the hallways is not permitted as students need to be accounted for and in a specific room actively working during remediation.
- Students may use the library and/or both computer labs during the remediation period as long as a pass is given from the designated teacher.
- Band and chorus students must first report to homeroom before reporting to the band room.

Doors open for breakfast.....7:15  
 Breakfast Ends.....7:40  
 Remediation Period.....7:40-8:10  
 Morning Announcements.....8:12-8:14

Examples of reasons to see teachers:

- Make-Up Homework, Tests & Quizzes, Low Grades
- Test Corrections, Absent Work, Drop-In Tests, Tutor before test
- Extended Time for Class work, Behavioral Issues
- Re-write/Re-do for Projects, Organize Notebook
- Progress Check for Projects, Student/Teacher Conference, Review

**REPORT CARDS - Policy No. 212**

Report cards are issued quarterly. Grades are given in every subject taken by the student. The subject passing grade is Below Basic. The Mahanoy Area Middle School utilizes a grade point average computation for purposes of honor roll. Progress Reports are issued at mid-marking period identifying students at-risk of failing that marking period. Additionally, teachers may send a progress report home anytime the student is at-risk of failing or experiences a drastic change in performance/attitude.

Parent/Teacher Conferences are encouraged. In determining grade point averages, the following system will be used:

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

A grade of "I" is assigned when the work of a report period is incomplete as a result of illness or some other emergency. An "I" needs prior approval from the principal. Work not made up within two weeks after the conclusion of the marking period will be given a zero and averaged with previously completed work to determine the marking period grade. Grades are based on 50% Assessments, 30% Classwork, and 20% Homework. Seeing the teacher to arrange make-up is the responsibility of the student.

**SAFETY**

Students are urged to use proper safety procedures in all activities and classes – particularly those courses (Science, Family & Consumer Science, Physical Education and Art) that involve the use of special equipment. Some general safety regulations:

- Follow all directions of the teacher.
- Enter and leave the classroom in an orderly manner.
- Do not wander around the classroom without teacher permission.
- Be courteous. Do not interrupt the teacher or classmates.
- Use quiet voices.
- Wear protective devices (e.g., safety glasses, hair nets) and remove jewelry.
- Use equipment only when approved and supervised by the teacher.
- Concentrate on your work – refrain from “horseplay”.
- Make use of all machinery “guards” and do not leave a machine unattended.

**2009-2010 BELL SCHEDULES**

7:40-8:10	Remediation
8:12-8:14	Announcements
8:14-8:55	Period 1
8:57-9:38	Period 2
9:40-10:21	Period 3
10:23-11:04	Period 4
1:04-1:06	Announcements
1:06-1:47	Period 7
1:49-2:30	Period 8

**2009-2010 LUNCHES:**

**First Lunch:      Second Lunch      Third Lunch**  
 11:06-11:36(L)    11:06-11:47 (5)    11:06-11:47(5)  
 11:38-12:19(5)    11:49-12:19 (L)    11:49-12:30(6)  
 12:21-1:02(6)    12:21-1:02 (6)    12:32-1:02(L)

**12:00 Early Dismissal**

7:40-7:50	Remediation/Announcements
7:50-8:15	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/Announcements
10:30-11:00	First Lunch/Period 5 for Lunch 2 & 3
11:00-11:30	Second Lunch/Period 5 for Lunch 1
11:30-12:00	Period 6 for Third Lunch Third Lunch/Period 6 for Lunch 1 & 2

**1-Hour Delay**

8:30-9:00	Remediation
9:02-9:04	Announcements
9:06-9:40	Period 1
9:42-10:16	Period 2
10:18-10:52	Period 3
12:38-1:12	Period 4
1:14-1:18	Announcements
1:20-1:54	Period 7
1:56-2:30	Period 8

**1-HOUR DELAY LUNCHES:**

10:54-11:24 (L1)    10:54-11:28 (5)    10:54-11:28(5)  
 11:26-12:00 (5)    11:30-12:00(L2)    11:30-12:0(6)  
 12:02-12:36 (6)    12:02-12:36 (6)    12:06-12:36(L3)

**2-Hour Delay**

9:30-10:00	Remediation/Announcements
10:00-10:30	Period 1
10:30-11:00	Period 2
11:00-11:30	Period 5 for Lunch 2 & 3 First Lunch
11:30-12:00	Second Lunch Period 6 for Lunch 3 Period 5 for Lunch 1
12:00-12:30	Period 6 for Lunch 1 & 2 Third Lunch
12:30-1:00	Period 3
1:00-1:30	Period 4
1:30-2:00	Announcements/Period 7
2:00-2:30	Period 8

**SCHOOL BOOK ONLINE SYSTEM**

Parents can access their child’s grades, missed homework assignments, class work assignments, and they can email any teacher using the School Book Online System. Parents need to go to [www.mabears.net](http://www.mabears.net) and click on School Book. Each child has an identification number for confidentiality. Parents must use that number or create a user name to enter the system. Any questions can be directed to the Middle School office at (570) 773-3443 (Extension 4038).

**SEPARATIONS – DIVORCES**

It is the intent of the Mahanoy Area School District to remain neutral toward families split by divorce or separation. We do not want to take sides with one parent against the other where there may be possible conflict over children attending school in this district. If you have a court decree, which established you as legal guardian, you should provide the district a copy of such document for attachment to your child’s permanent record. We will use this as a legal basis for working with the custodial parent.

In the absence of such a document, you must be aware that we cannot deny either parent access to his/her child. We cannot withhold information or refuse to work with the other parent. We cannot keep the other parent from picking up his/her child from school. The Mahanoy Area School District wants to protect all children from emotionally upsetting situations. In the best interest of the child, parents should make every effort to resolve custodial issues outside of the school setting.

### **SMOKING/DRUGS/ALCOHOL - Policy No. 222, 227**

Smoking or the use of alcohol or any drugs other than those legitimately prescribed by a physician and administered by the school nurse or principal is prohibited by students in school buildings, on school grounds, on school buses, and during the school day. Offenders shall be dealt with according to the discipline policy and/or referred to the SAP team.

*Note: For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.*

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. Any student who sells, gives, possesses uses or is under the influence of illicit drugs, narcotics, look-alike drugs and/or alcohol in or on school property, including buses and school grounds, or anywhere at a school sponsored activity will be subject to the Students Discipline and Conduct Code and District Drug and School Abuse Code. Parents should be familiar with the district's Drug and Alcohol Abuse and its implications.

### **SPECIAL EDUCATION SERVICES - Policy No. 113**

The Mahanoy Area School District, along with IU 29, provides the full continuum of services for all students found to be eligible or exceptional. Special programs and/or related services are available for individuals with physical/or mental disabilities.

The Mahanoy Area School District requests information regarding the location and identification of all young children thought to be eligible or exceptional who reside within the Mahanoy Area School District. Please call any school or district office with information regarding a child who may be in need of special programming.

The Mahanoy Area School District invites the participation of all resident school age students in extracurricular activities. District sponsored programs are

intended to provide a wide variety of activities to address individual student interests.

The Mahanoy Area School District would like to hear from graduates. If you are, or know of a graduate, please call the high school guidance office at 773-3443, ext. 4009. Post high school education, training, and employment provide valuable information regarding current and future programs.

### **SPECIAL FEATURES OF THE MIDDLE SCHOOL ACADEMIC TEAMS**

Grade level teachers meet daily to share ideas, discuss student progress and hold parent conferences. Team members share responsibility for a common group of students and, thereby, have a sound basis for discussing the progress and needs of individual students.

**REMEDIATION PERIOD** – The school will have an extended homeroom to include remediation activities. This period is held from 7:30 – 8:10 each morning. Activities may include opportunities for remediation, work completion, detention, class work completion or any additional curriculum related activities.

**DISMISSAL TIMES** – The end of the school day is 2:30 PM. Middle school students will no longer be permitted to ride the second bus.

**6-DAY SCHEDULE** – All students and staff will follow a six-day schedule.

**PSSA PREP PERIODS** – These periods are designated to help students prepare for the state-mandated PSSA tests. The periods may include: Writing PSSA, Mathematics PSSA, Reading PSSA, Language Arts PSSA, and Science PSSA. Students may be assigned to these periods during the six-day cycle.

**MENTORING MEETINGS** – Students are assigned the same mentor whom they will meet with once per month to discuss various issues. This mentor is assigned to the same child for their entire middle school career.

### **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:

1. Obtain a claim form from the school nurse.
2. Take claim form to the physician or hospital treating the injury for completion of the form.
3. 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 COMPLAINT PROCESS**

The Board recognizes that students have the right to request redress of complaints. A student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program. The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes s/he has been adversely affected.
3. Relief sought by the students.

4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response. At each level the student shall be afforded the opportunity to be heard personally by the school authority. At each step the school authority hearing the complaint may call in the student's parent/guardian. The student may seek the help of a parent/guardian at any step.

### **STUDENT COUNCIL CONSTITUTION**

#### **ARTICLE I: PURPOSE**

The purpose of the Mahanoy Area Middle School Student Council is

1. to encourage and maintain an enthusiastic interest in the middle school
2. to support the student body as their "voice"
3. to address school issues that are important to the student body
4. to act as a link between the student body, the faculty, and administration
5. to fundraise for student activities and/or programs
6. to plan special events or projects for socialization

#### **ARTICLE II: MEMBERSHIP**

Membership in the Student Council is open to any Mahanoy Area student in the grades five through eight that meet the following criteria:

1. Students must have an average of at least eighty-five percent (85%)
2. Students may not have had more than three (3) detentions in the previous year
3. Students may not have had more than two in-school suspensions (2 ISS) in the previous year

#### **ARTICLE III: COMPOSITION**

The structure of the Student Council will be the class officers and eight (8) representatives from each class. The eighth grade will also elect two (2) additional

representatives for a total of ten (10) eighth grade representatives on the Council.

#### **ARTICLE IV: LENGTH OF TERM**

Representatives will remain members of the Student Council for all four years once they are elected provided that they continue to meet the criteria for membership.

#### **ARTICLE V: NOMINATIONS AND ELECTION PROCEDURES**

1. Student Council openings for grades six through eight will be announced by the Student Council Advisor during the first week of school. Nominations will be declared open. Fifth grade nominations and elections will occur after the first marking period.
2. Students seeking nomination for Student Council must submit an official nomination petition with at least five (5) signatures no later than the designated deadline determined by the Student Council Advisor.
3. Class members may sign only one (1) nomination petition. Duplicate signatures will be considered null and void.
4. Candidates will be given the opportunity to make changes to any petitions that have duplicate signatures.
5. Upon confirmation of nomination, each candidate will be given the opportunity to campaign as determined by the Advisor.
  - a. Campaigns must promote the candidate and his/her issues.
  - b. All campaign issues must be pre-approved by the Student Council Advisor.
  - c. Negative campaigns will not be allowed and can result in a candidate being removed from the ballot.
  - d. Campaign preparations must be done during candidate's free time or after school hours.
  - e. Posters may only be placed in designated areas in respective homerooms as determined by the homeroom teacher.
  - f. Candidates are responsible for removal of their own posters after elections.

6. Campaigns will end with speeches by each candidate presented to their respective class. Speeches will be limited to a maximum of three (3) minutes.
7. Class members may only vote for the number of candidates needed for class representation as pre-determined by the Student Council Advisor. Elections will be by secret ballot.
8. Nominations and elections in each homeroom will be conducted under the direction of the current eighth grade representatives. Ballots will be counted by the current eighth grade Student Council members in the presence of the Student Council Advisor and any interested members.

**ARTICLE VI: DISMISSAL**

Representatives to the Student Council shall face immediate dismissal for the following reasons:

1. An average of less than eighty-five percent (85%) in two (2) consecutive periods
  - a. A warning will be issued after the first time
2. More than three (3) detentions in one (1) year or a total of five (5) in four years
3. More than two (2) in-school suspensions (2 ISS) in one (1) year or a total of three (3) in four (4) years
4. Unexcused absences from three (3) consecutive or a total of five (5) student council meetings, projects, and /or events in one (1) year

Representatives to the Student Council may face Judicial Court that can result in a suspension of duties or dismissal for the following reasons:

1. Inappropriate actions or behavior that result in detention or ISS
2. Recommendation of principal, faculty member, or advisor
3. Petition presented on behalf of the representative's homeroom

The Judicial Court can also be convened as a means of appeal by a member facing immediate dismissal.

Members that have been dismissed because of unexcused absences or because of averages below eighty-

five percent (85%) in two (2) consecutive periods may be re-elected for vacancies if they have maintained an eighty-five percent (85%) average for one (1) full year.

Members that have been dismissed because of detentions or in-school suspensions (ISS) but have not exceeded the limit for four years may be re-elected for vacancies if they have not received either for one (1) full year.

Vacancies will be filled as outlined in "Article V: Nominations and Election Procedure" for the homeroom without representation. The number of candidates a homeroom member can vote for is determined by the number of vacancies.

**ARTICLE VII: MEETINGS**

At least one meeting per month will be scheduled to talk about concerns of the student body. Special meetings will be scheduled as needed.

**ARTICLE VIII: OFFICERS**

Student Council officers shall be President, Vice President, Secretary, and Treasurer. These officers, elected from among the eighth grade representatives at the May meeting prior to their eighth grade year, shall serve as contacts between the Council members and the Principal and/or faculty.

The President will preside over meetings and prepare the schedule for displaying the flag outside. The Vice President will be responsible for the notification and posting of meetings and contacting members at risk of dismissal. The Secretary will take attendance and record the minutes at all meetings. The Treasurer will keep a record of Council monies and report all receipts and payments.

**ARTICLE IX: COMMITTEES**

The Student Council will work with committees of the whole. The four (4) committees, each one chaired by one of the officers, will be: Fundraising, Service Projects, School Issues, and Social Events. Representatives per grade level will be assigned to each committee by lottery.

Committee members will discuss and research ideas for projects, issues, and/or events under their committee's heading. The chairperson will report the committee's recommendations to the entire Council for a vote.

#### Article X: Judicial Court

If judicial action against a member is recommended or warranted, the President shall call for a judicial "court". The President, with the Advisor, will preside over the court. The Vice President will present, without bias, the case against the member involved. The Secretary will record all court proceedings. The Treasurer will serve as representative for the accused member.

Remaining members of the Council will serve as jurors. After hearing the evidence of the case, punishments will be discussed and voted on by secret ballot.

Adopted: February 5, 2008, Amended: May 20, 2008, April 1, 2009

#### 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 or 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 to 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.

#### 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 (in the back of the handbook) needs to be signed and initialed.

#### 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.

**STUDENTS OF THE MONTH PROGRAM**

The Mahanoy City Elks Lodge #695 sponsors the eighth grade 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, club (band, chorus, debate, etc.), athletics, performing and fine arts, 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 Middle School eighth grade class
- maintain a minimum cumulative 3.0 grade point average (B or 86)
- be currently involved in a minimum of two school activities (athletics or clubs)
- be currently involved in a minimum of one church or community activity
- not have received detention, in-school, or out-of-school suspension for any reason during the current school year
- not have received verified citations/arrests off school grounds issued by any law enforcement officer

Recipients will be required to submit a typed resume to the office for publication. Monthly winners shall attend the next school board meeting to be introduced to the public. The students of the year will be announced at a lodge-sponsored dinner sometime in May. Eighth grade teachers make nominations monthly. Middle school faculty and eighth grade coaches are eligible to vote. Monthly ballots and Student-of-the-Year ballots are held in strict confidentiality.

**SURVEYS**

As per District Policy 235, all surveys and instruments used to collect information from students shall relate to the district’s educational objectives. Parents/Guardians shall have the right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal. The district shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed as per policy 235.

**TERRORISTIC THREATS/ACTS**

**Mission Statement**

The purpose of this protocol is to provide a mechanism to assure that threats of violence in a school environment are addressed, whenever possible, before they occur. The protocol is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out. NOTE: This protocol is applicable during any school-sponsored event or function, whether the event or function is on school property or not. The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

**Procedures**

The following procedure is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals:

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume the threat is serious
  - Immediately report the threat to a parent, guardian, school staff member, school administrator, or law enforcement officer
  - Be available and cooperative in providing a statement of information with the understanding that

the information source (student) will remain anonymous to the greatest extent possible

2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume the threat is serious
  - Immediately report the threat to a school staff member, school administrator, or law enforcement officer
  - Be available and cooperative in providing a statement of information with the understanding that the information source (parent or guardian) will remain anonymous to the greatest extent possible

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school the student shall be subject to random searches. In the case of students with disabilities, the district will take all steps necessary to comply with the Individual with Disabilities Education Act and follow Board policy.

Terroristic threat – shall mean a threat to commit violence communicate with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act – shall mean an offense against property or involving danger to another person.

#### **TESTING PROGRAM**

The middle school will administer the following tests:

Fifth Grade	PSSA Math , Reading, Writing
Sixth Grade	PSSA Math & Reading
Seventh Grade	PSSA Math & Reading
Eighth Grade	PSSA Math, Reading, Writing, and Science

#### **Benchmark Assessments:**

All middle school students are required to take a benchmark test in mathematics and in reading five times throughout the school year. Students may also be required to take benchmark tests in science and social studies.

#### **TRANSPORTATION - Policy No. 810.2**

##### **BUS CONDUCT**

Protection and safety of all children is the primary responsibility of the school bus driver and must take 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.

1<sup>st</sup> 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.

2<sup>nd</sup> 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.

3<sup>rd</sup> 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.
1. Not talk to the driver while the bus is in motion or distract his/her attention by loud talking or disorderly behavior.
  2. 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.
  3. Refrain from any actions that would endanger the health, safety, and welfare of the other pupils on the bus. In order for a student to change buses, the student must receive a bus pass from the office or the student will not be permitted to ride another bus.

### **USE OF BICYCLES, SKATEBOARDS, AND MOTOR**

#### **VEHICLES - Policy No. 223**

The school district is not responsible for bicycles, which are damaged or stolen. The use of mini-bikes or skateboards for travel to and from school is prohibited. See Discipline Manual for consequences.

#### **STUDENTS WALKING TO SCHOOL**

Students who walk to school are subject to the Mahanoy Area School District discipline code during the time they leave home and arrive at school and the time they leave school and arrive at their home. 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 7:15 AM to insure proper supervision.

#### **UNAUTHORIZED TAPE RECORDING**

In Pennsylvania tape recording is covered under the “Wiretapping and Electronic Surveillance Control Act”. From time to time, students may attempt to tape school

staff without the knowledge that it is taking place. This can be disturbing especially when it may seem that the recording was done surreptitiously and the recording device is intentionally hidden from view. This type of undisclosed tape recording is illegal. Disciplinary action will take place accordingly. See Discipline Manual for Consequences.

#### **UNCOOPERATIVE BEHAVIOR**

Uncooperative behavior is resistance or refusal verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior.

Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol specialist and/or faculty. The discipline code will be followed if a student displays any type of uncooperative behavior. Citation for disorderly conduct may result with a fine of up to \$150.

#### **USE OF ELEVATOR**

An elevator is available for student use if there is a valid reason. A key may be borrowed in the office and must be returned at the end of each school day. Only one friend may accompany the student who must use the elevator. Loss of elevator key will result in a twenty (\$20) fine.

#### **VANDALISM AND PROPERTY DAMAGE**

The school building and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. Students, who willfully destroy or deface school property may be suspended and subsequently expelled from school, if necessary. If students should happen to damage something by accident, it should be reported to the teacher or office immediately. Students will not graduate without repayment to the middle school for property damage.

#### **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. Students are not permitted to bring guests to any school dance. Parents/Visitors should enter at the building entrance in which they need to do business. Entrance through the middle school will not be permitted if designation/business is not with the Middle School.

#### **WEAPONS ON SCHOOL PROPERTY - Policy #218.1**

"Weapon" - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nun chuck stick, brass or metal knuckles, fire-arms, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, bows and crossbows, slings and slingshots, bludgeons, straight razors, gases, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Ammunition, bullets, cartridges, primers, propellant powder, pellets, arrows, bolts and darts that can be used in connection with any prohibited weapon shall also constitute a weapon.

"Possession" - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

Possession of weapons and facsimile weapons in any school district building, on school property, at any school sponsored activity, and in any school sponsored or public conveyance providing transportation to or from school or a school sponsored activity is prohibited.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals

With Disabilities Education Act, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Superintendent shall report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials.

#### **Look-Alike Weapons - Policy No. 218.1**

Any item determined to be a look-alike weapon that is brought onto the school grounds or into the school buildings will be looked on as a serious disciplinary offense requiring strict action by administration.

The most often-used look-alike weapon is the toy gun or toy knife. Others might include look-alike exploding devices, clubs, and objects used for practical joking. This article addresses these types of weapons and others as determined by staff and administration.

Possession and/or use of these look-alike weapons will result in a 3-10 day in school suspension and possible referral to local, county, or state authorities on the first offense. A second offense will result in a 10-day out-of-school suspension and a formal school board hearing with a possible recommendation for expulsion from school for an indefinite amount of time.

#### **YEARBOOK**

Yearbook is a co-curricular activity that can be a valuable part of the middle school experience. This activity holds high expectation for its members. Participation in yearbook is a privilege, earned in part by accepting and following the regulations laid out in this handbook. The yearbook advisors reserve the right to limit the number of participants and remove students from participation in the activity if activity or school rules are violated. Participants in yearbook will:

- 1- Sign a contract accepting the responsibilities and requirements of the yearbook club.
- 2- Demonstrate strong citizenship qualities. Students will be ineligible for participation from yearbook if they do not meet the citizenship qualifications including but not limited to

- a. May not have had 3 or more detentions for behavior in the current academic year
  - b. May not have had any in-school suspensions or out-of-school suspension for the current academic year
  - c. Maintain an acceptable attendance record with the school. After 2 unexcused absences students will be dismissed from the club.
  - d. May not have any drug/alcohol/cigarette offenses for current academic school year
- 3- Maintain passing grades in all major subject areas (History, Language Arts, Reading, Math, and Science) for each marking period of the current academic year. Any grade of “F” on a report card will result in the dismissal of the student from the yearbook club.
- a. At the midpoint of the marking period grades will be checked. Any student earning a grade of “F” on a progress report will be ineligible to participate in any yearbook activities/event until the grade is no longer an “F”. If the grade becomes an “F” on the report card, the previously mentioned rule will apply.
- 4- Carry a special media pass when photographing school events or activities or carrying out yearbook related work. The pass will serve as permission for students to carry a camera for yearbook purposes. This pass makes the student responsible for any school equipment used for the yearbook club and holds the student responsible for its proper handling and use.

**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 give 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?

