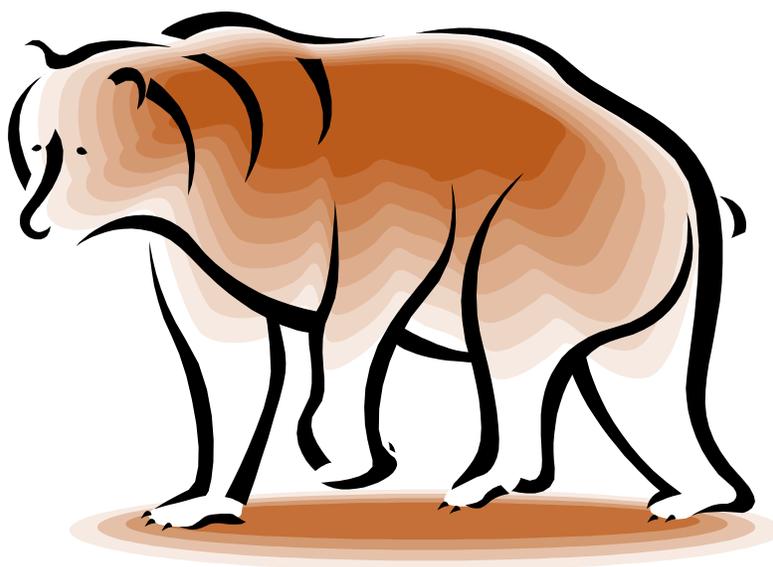




**Mahanoy Area Jr./Sr.
High School**

**Student Handbook
2018-2019**



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***All policies can be found on school website www.mabears.net**

2018 - 2019 SCHOOL CALENDAR

AUGUST 27, 2018

Monday, First Day of School

SEPTEMBER 3, 2018

Monday, Labor Day, Schools Closed

SEPTEMBER 4, 2018

Tuesday, school Reopen

OCTOBER 8, 2018

Monday, In-Service Day – Teachers Only

OCTOBER 9, 2018

Tuesday, Schools Reopen

NOVEMBER 22, 23, and 26, 2018

Thursday, Friday, Monday –Thanksgiving Break

NOVEMBER 27, 2018

Tuesday, Schools Reopen

DECEMBER 24, 2018 - JANUARY 1, 2019

Winter Break – Schools Closed

JANUARY 2, 2019

Tuesday, Schools Reopen

JANUARY 21, 2019

Monday, In-service Day – Teachers Only

JANUARY 22, 2019

Tuesday, Schools Reopen

FEBRUARY 4, 2019

Monday, Act 80 Day – Teachers Only

FEBRUARY 5, 2019

Tuesday, Schools Reopen

FEBRUARY 18, 2019

Monday, Presidents Day – Schools Closed

FEBRUARY 19, 2019

Tuesday, Schools Reopen

APRIL 19, 2019

Good Friday - Schools Closed

APRIL 18 THROUGH APRIL 28, 2019

Spring Break/Snow Make Up Days

APRIL 29, 2019

Monday, schools Reopen

MAY 17, 2019

Friday, Act 80 Day – Teachers Only

MAY 24, 2019

Friday, Act 80 Day – Teachers Only

MAY 27, 2019

Monday, Memorial Day – Schools Closed

MAY 28, 2019

Tuesday, Schools Reopen

JUNE 4, 2019

Wednesday, Last Day of School for Students

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

Monday January 21, 2019

Friday April 26, 2019

Thursday April 25, 2019

Wednesday April 24, 2019

Tuesday April 23, 2019

Thursday April 18, 2019

**ADDITIONAL WEATHER EMERGENCY DAYS WILL BE MADE
UP BY EXTENDING THE SCHOOL CALENDAR THE
REQUIRED NUMBER OF DAYS IN JUNE OF 2019.**

BOARD OF EDUCATION

Mr. Jay Hanley.....President
Mr. Steve Gnall.....Vice-President
Ms. Karen Yedsena.....Treasurer
Ms. Nancy Boyle.....Secretary
Mr. Gary Gnall.....Member
Mr. Dan Lynch.....Member
Mr. Mike Mistishen.....Member
Mr. John Honus.....Member
Mr. James Mitchell.....Member
Mr. John Dean.....Solicitor

ADMINISTRATION

Dr. Joie Green.....Superintendent of Schools
Mr. Jack Hurst.....Business Manager
Mr. Stanley J. Sabol Jr.....Jr./Sr. High School Principal
Mr. David C. Holman.....Assistant Jr./Sr. High School Principal
Mr. Michael Heater.....Elementary School Principal
Mrs. Lisa Broomell.....Assistant Elementary School Principal
Ms. Brandy Paul.....Special Education Director

DIRECTORS

Mrs. Michele Schappell.....Cafeteria
Mr. Edward Blazis.....Maintenance
Mr. Paul Babinsky.....Technology
Mr. Jason Burke.....Transportation

EQUAL OPPORTUNITY EDUCATION

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

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

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

MISSION STATEMENT

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

VISION

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

Beliefs:

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

PHILOSOPHY

The Mahanoy Area School District believes the CHILD is the center of the educational process. That process focuses on the child's physical,

emotional, social and intellectual growth; develops a positive self-concept; enables the child to take a responsible role in both school and community. We believe the TEACHER, as a member of a supportive team, strives to ensure success in all aspects of the child's growth. We believe the SCHOOL, in cooperation with the HOME, provides a safe atmosphere that allows the child to develop to his/her fullest potential.

EDUCATIONAL GOALS

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

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

member of society and the understanding that lifelong learning is necessary to maintain those behaviors, skills, and attitudes.

8. **WELLNESS AND FITNESS:** Each student shall acquire and use the knowledge and skills necessary to promote individual and family health and wellness.
9. **FAMILY AND CONSUMER SCIENCE:** Each student shall understand and apply principles of money management, consumer behavior and child health to provide for personal and family needs.
10. **BUSINESS EDUCATION:** Each student shall understand and apply principles of personal finance, and shall acquire keyboarding skills and technology skills in the areas of Microsoft Office, Web Page Design and Desktop Publishing. Students shall acquire knowledge of introductory business practices through the study of Entrepreneurship, Salesmanship and Marketing.
11. **ALTERNATIVE EDUCATION:** At risk students will be provided with opportunities to develop strong linkages with caring adults, their school and communities via mentoring and service learning opportunities.

Responsibility

The school is responsible for students:

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

ACADEMIC HONESTY

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

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

- Turn in another student's paper/homework as his/her own.

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

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

- Allot the necessary time to complete assignments on one's own.
- Refrain from giving other students their work to copy or use.
- Ask teachers for assistance in determining what material must be cited.

Plagiarism and other forms of academic dishonesty are considered serious offenses by the faculty and administration of Mahanoy Area School. Students who are found to be guilty of these offenses can expect a procedure to be initiated, which may result in the following actions:

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

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

BULLYING/CYBERBULLYING POLICY

*The Mahanoy Area Jr./Sr. High School proudly implements the Olweus Anti-bullying Program which is endorsed by the Pennsylvania Department of Education and the Center for Safe Schools.

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

*The Center for Disease Control and Prevention (CDC) defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. A young person can be a perpetrator, a victim, or both. Bullying may be physical, verbal, written, electronically transmitted or psychological. Bullying must involve an **intentional series** of electronic, written, verbal or physical acts, directed at another student or students, which occurs in a school setting (in school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the School District), and is **severe, persistent or pervasive**. Examples are listed below. 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).

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

Consequence/Action Taken – See discipline code

***** Mahanoy Area Jr./Sr. High 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*

Revised for the 2018-2019 school year

It is the law that students attend school. Absences for these students shall be treated as unlawful until the district receives a written excuse and/or email explaining the absence, to be submitted **within three (3) school days of the absence.** Emails can be sent to Ms. Bridget McDonald, Attendance Officer, at bmcdonald@mabears.net. A physician's note is required for students who are absent more than three (3) consecutive days for illness. **A maximum of ten (10) days of cumulative absences verified by parent notification may be permitted during the school year. All absences beyond ten (10) cumulative days, regardless of age, require an excuse from a physician.**

An automated courtesy phone call will be sent on a daily basis through the district calling system prompting parents/guardians to send in a

written excuse within three (3) days of their child's absence. Reasonable causes for absence include illness, family emergency, medical or dental appointments, required court attendance, death in family, family educational trips with prior approval, and educational tours and trips with prior approval.

Students will participate in an attendance program at the beginning of each school year in which the student will review the attendance procedures listed below and answer questions based on the procedures set forth by the Mahanoy Area School District.

Unlawful/Unexcused absences –an **unlawful absence** is defined as registered students to age sixteen (16) and an **unexcused absence** is defined as registered students who have reached the age of seventeen (17) and above.

- 3rd and/or 4th unlawful absence—a letter will be mailed to the parents/guardians informing them of the student's unlawful absences and also to make an attempt for parents to either email or send a note to the Attendance Office.
- 5th unlawful absence—an Attendance Improvement Conference (AIC) will be held with the parents/guardians as well as the student. A review of this policy will also be reviewed with parents/guardians as well as students based on their participation in the attendance program completed at the beginning of the year.
***NOTE**: the conference may occur if the parents/guardians decline to participate.
- 8th or more unlawful absence—a referral to Schuylkill County Children and Youth Services (C&Y) will be made up to and including age 14. Ages 15 and over may have a referral made to C&Y or a citation issued.

Please keep in mind:

- 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 9:15 in order to participate in that day's activity (including practice or a game, school play, concert, dance).
- 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/Insubordination

Administration encourages students to take advantage of our breakfast program.

- Breakfast for Elementary students (grades K-6) starts at 8:05AM and ends at 8:27AM. Students must be in homeroom by 8:30AM.
- Breakfast for Junior/Senior High School students (grades 7-12) starts at 7:00AM and ends at 7:25AM and must be in homeroom by 7:30AM.

Tardy to homeroom—All tardy students must report directly to the office for a late slip. If a student's reason for tardiness to school is legal and verifiable such as a doctor or dentist appointment, funeral, late bus 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's arrives at school any time after the scheduled time to be in homeroom, they are considered tardy.

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

- Elementary School students (grades K-6)—if students arrives to school after 11:45AM they will be considered absent for ½ day until 1:30PM at which time no credit will be given for that day.
- Junior/Senior High School students (grades 7-12)—if student arrives to school after 11:00AM they will be considered absent for a ½ day until 12:45PM at which time no credit will be given for that day.

Lateness/Tardiness Procedure

Upon the 5th unexcused late/tardy the school will begin to take action to end tardiness.

- 5th tardy—an automated courtesy phone call to parents/guardians will be made through the district calling system.
- 7th tardy—students in Elementary School (grades K-6) will have disciplinary action given by administration and students in the Junior/Senior High School (grades 7-12) will receive a 4:00 PM detention.
- 8th tardy—students in Elementary School (grades K-6) will have disciplinary action given by administration and students in the Junior/Senior High School (grades 7-12) will receive a 5:00 PM detention.
- 9th tardy—a letter will be sent home to parents/guardians explaining student's tardiness to school.
- 10th tardy—a citation for insubordination will be issued through the Magisterial District Justice Office

****Citations will continue to be issued on every 5th tardy after the 10th tardy (15th, 20th, 25th.....)**

Procedures When Late

- If a student is late but arrives DURING and AFTER homeroom, 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 their teacher. This permits the student to receive credit for makeup work or for work due during the excused tardiness. Assignments, tests, and exams missed during an excused tardiness are to be completed.

Early Excusals

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 are to be excused early during the school day, you must present a note to the office staff. If you are eighteen (18) years of age or older you may sign yourself out. Verbal confirmation via phone call must be received from a parent/guardian in our office before dismissal. The note should indicate:

1. The date and time of dismissal
2. Reason
3. 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.

- Elementary School students (grades K-6)—if student is excused early before 11:45AM will not receive credit for that day (unless they have proper medical documentation or are sent home by the school nurse). Any student who is excused early and has a written excuse after 1:30PM, the student will receive credit for a full day.
- Junior/Senior High School students (grades 7-12)— if student is excused early before 11:00AM will not receive credit for that day (unless they have proper medical documentation or are sent home by the school nurse). Any student who is excused early and has a written excuse after 12:45PM, the student will receive credit for a full day.

**For a complete reading of this policy please refer to the Mahanoy Area School District Policy Manual available in the district libraries and offices. Board Policies are also available for reading on the district website.

Educational Tours and Trips

The Superintendent or designee may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the parent/guardian submits an Educational Trip Request Form (available in the elementary office) at least five (5) school days prior to the absence for approval. These absences shall be limited to two (2) occurrences not to exceed a total of ten (10) days in a given school year. Parents and/or students should notify teachers prior to or immediately following the trip to make arrangements for student make-up work.

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.

2018-2019 Bell Schedules

Regular Schedule	Breakfast will be provided from 7:00 to 7:25	
7:30 - 8:21	Period 1 (Attendance and Announcements)	
8:24- 9:05	Period 2	
9:08-9:49	Period 3	
9:52 - 10:33	Period 4	
10:36 – 11:06 1st Lunch	10:36 – 11:17 Period 5A	10:36 – 11:17 Period 5A
11:09 – 11:50 Period 5B	11:20 – 11:50 2nd Lunch	11:20– 12:01 Period 6A
11:53 – 12:34 Period 6B	11:53 – 12:34 Period 6B	12:04 – 12:34 Lunch
12:37-1:18	Period 7	
1:21-2:02	Period 8	
2:05-2:30	Remediation	

1 Hour Delay	Breakfast will be provided from 8:00-8:25	
8:30-9:10	Period 1 (Attendance and Announcements)	
9:13-9:51	Period 2	
9:54-10:32	Period 3	
10:35 - 11:05 1st Lunch	10:35 - 11:13 Period 5A	10:35 - 11:13 Period 5A
11:08 – 11:46 Period 5B	11:16 - 11:46 2nd Lunch	11:16 - 11:54 Period 6A
11:49 - 12:27 Period 6B	11:49 - 12:27 Period 6B	11:57 - 12:27 3rd Lunch
12:30 - 1:08	Period 4	
1:11 - 1:49	Period 7	
1:52 - 2:30	Period 8	

2 Hour Delay	Breakfast will be provided 9:00-9:25	
9:30 - 10:06	Period 1 (Attendance; NO Announcements)	
10:09 - 10:39	Period 2	
10:42 - 11:12	Period 3	
11:15-11:45 1st Lunch	11:15-11:45 Period 5A	11:15-11:45 Period 5A
11:48 -12:18 Period 5B	11:48 -12:18 2nd Lunch	11:48 -12:18 Period 6A
12:21-12:51 Period 6B	12:21-12:51 Period 6B	12:21-12:51 3rd Lunch
12:54-1:24	Period 4	
1:27-1:57	Period 7	
2:00-2:30	Period 8	

3 Hour Delay	No Breakfast will be provided	
10:30 – 11:03	Period 1 (Attendance; NO Announcements)	
11:03-11:28 1st Lunch	11:03-11:29 Period 5A	11:03-11:29 Period 5A
11:28-11:54 Period 5B	11:29-11:54 2nd Lunch	11:29-11:55 Period 6A
11:54-12:20 Period 6B	11:54-12:20 Period 6B	11:55-12:20 3rd Lunch
12:20-12:46	Period 2	

12:46-1:12	Period 3
1:12-1:38	Period 4
1:38 -2:04	Period 7
2:04-2:30	Period 8

12:00 Early Dismissal	Breakfast will be provided from 7:00 to 7:25	
7:30-8:00	Period 1 (Attendance; NO Announcements if it is a scheduled dismissal. If it is because of weather announcements will be done already)	
8:00-8:30	Period 2	
8:30 -9:00	Period 3	
9:00-9:30	Period 4	
9:30-10:00	Period 7	
10:00-10:30	Period 8	
10:30 – 11:00 1st Lunch	10:30 – 11:00 Period 5A	10:30 – 11:00 Period 5A
11:00 – 11:30 Period 5B	11:00 – 11:30 2nd Lunch	11:00 – 11:30 Period 6A
11:30-12:00 Period 6B	11:30-12:00 Period 6A	11:30-12:00 3rd Lunch

Pep Rally Schedule	Breakfast will be provided from 7:00 to 7:25	
7:30-8:17	Period 1 (Attendance and Announcements)	
8:20-8:55	Period 2	
8:58-9:33	Period 3	
9:36-10:11	Period 4	
10:14-10:44 1st Lunch	10:14-10:49 Period 5A	10:14 - 10:49 Period 5A
10:47-11:22 Period 5B	10:52-11:22 2nd Lunch	10:52 - 11:27 Period 6A
11:25-12:00 Period 6B	11:25 -12:00 Period 6B	11:30-12:00 3rd Lunch
12:03-12:38	Period 7	
12:41-1:16	Period 8	

USE OF BICYCLES AND MOTOR VEHICLES POLICY NO.

223

The school shall not be responsible for bicycles and motor vehicles that are lost, stolen, or damaged.

The board prohibits the use of mini-bikes, motor vehicles and skateboards.

BREATHALYZER

To prevent our students from using alcohol at school events our school district will take the appropriate steps to ensure a safe environment. The Mahanoy Area School District reserves the right to use a breathalyzer at all district functions and/or events. The instrument measures the presence of alcohol in a person by having the student breathe into it.

Students attending all dances and/or events will be subject to random testing by our security staff. The procedure will be as follows:

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

CAFETERIA

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

Breakfast served from 7:00 a.m. – 7:25 a.m.

Each lunch period is 30 minutes on a regular school day.

Student Rules and Regulations for Lunch Period

- Students are to leave their respective classes and proceed to the cafeteria in a quiet, orderly manner.
- Students may go to their lockers before and after lunch.
- When a student enters the cafeteria, there is to be no running, pushing, or scrambling for a position in line or a seat.
- Food will not be sold during the last five minutes of the lunch period.

- Food or beverages (water, soda, etc.) are not to be taken out of the cafeteria at any time.
- Students shall not leave the cafeteria without permission of a teacher in charge.
- Throwing food is strictly prohibited.
- All lunches must be purchased in the cafeteria, or students may bring a bagged lunch. Lunches cannot be ordered from an outside restaurant.
- Students who eat breakfast in the cafeteria are not permitted to take any food to homeroom.

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

Cafeteria Procedures

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.

Students will not be allowed to charge any snacks to their lunch accounts. Students must have money available in their account or pay for the snack with cash. A limit of (3) lunches may be charged to the student's account (\$6.00), after that a violation will be given to the student and parents will be notified by mail that the account is negative. After a student has received 3 violation notices, they will receive a brown bag lunch only until the account is paid. The student account will be charged for the brown bag lunch.

After day 10 of non-payment another letter will be sent to parents informing them that the account will be forwarded to the appropriate officials. Continuation of nonpayment may result in the filing of a private criminal complaint for Theft of Services at District Court which may result in summary, misdemeanor, or felony charges. At any time, a parent may discuss special circumstances or situations with the Supervisor of Food Services, Michelle Schappell at mschappell@mabears.net or (570) 773-3443 extension 4012.

Every student shall have a personal cafeteria account.

The Mahanoy Area School District will be participating in the Community Eligibility Provision Program which allows all students to eat breakfast and lunch at no charge. All students will be provided one

meal for free. Any extra food, drink, or snack must be purchased. Students must have cash or money in their accounts to purchase additional items. Students cannot make any charges. Breakfast will be open each morning from 7:00 a.m. to 7:25 a.m. Parents should contact Mrs. Michele Schappell, Food Services Director, at 570-773-3443, ext. 4012, to discuss special circumstances, situations, food allergies, or payment arrangements.

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 cause damage/deface school property may be subject to disciplinary measures. Students and others who damage/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 AND PERSONAL ELECTRONIC DEVICE POLICY NO. 237

The Board adopts this policy in order to maintain an educational environment that is safe and secure for Mahanoy Area School District (MASD) students and employees.

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits **use of** electronic devices by students during the school day in MASD buildings; on MASD property; on MASD and vehicles; during the time students are under the supervision of the MASD; and in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits **possession of** laser pointers and attachments by students in MASD buildings; on MASD property; on MASD buses and vehicles; and at MASD-sponsored activities.

The MASD shall not be liable for the loss, damage or misuse of any electronic device.

Electronic Images And Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Because such violations may constitute a crime under state and/or federal law, the MASD may report such conduct to state and/or federal law enforcement agencies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school MASD furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

*** Exceptions to this policy can be made by administration for several reasons. In addition, teachers may grant use of electronic devices following the BYOT (Bring Your Own Technology) procedures which can be found in the High School Office.

Consequences Related to Cell Phones/Electronic Devices

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

Second Offense: Phone/device will be confiscated, student will need to retrieve phone from the office at the end of the school day, and student will receive a detention.

Third Offense: Phone/device will be confiscated, student will need to retrieve phone from the office at the end of the school day, and student will receive one (1) day In-School Suspension (ISS).

Fourth Offense: Phone/device will be confiscated. Student will receive an Out-Of-School-Suspension (OSS). Parents will be required to attend an informal hearing with building administrator. At this time phone will be relinquished.

*Refusal to relinquish cell phone/device will result in an automatic Out-Of-School-Suspension (OSS).

Collection Procedure: The Mahanoy Area Jr./Sr. High School will institute a program where teachers will collect cell phones upon arrival to the classroom. Students will receive their phones immediately upon exit or to the discretion of their teacher. If a student refuses to hand phone to teacher or is caught with phone during instructional time, that student will receive immediate disciplinary action.

*Cell phone usage is not permitted during instructional hours. If you need to make a phone call during instructional hours you must ask permission of the Jr./Sr. High School office. Student calls will be made from the Jr./Sr. High School office. In an event of an emergency and/or medical situation, calls may be made from the guidance, social worker, specialist, school psychologist, and nurse’s offices.

CLASS RESPONSIBILITIES

Class Dues

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

Payment schedule is as follows:

Seventh Grade	\$20	Eighth Grade	\$20
Freshman	\$30	Sophomore	\$30
Junior	\$30	Senior	\$35

The above amounts are the minimum due each year. Once you reach a total of \$165 your class dues are met for your Jr./Sr. High School career. One fund raising project per year will be designated to assist students in the payment of dues. Participation in the project is optional.

Class funds are used for the following reasons:

- Down payments for the prom (location and disc jockey)
- The purchase of senior yearbooks
- Graduation expenses (caps and gowns, security, flowers)
- Expenses determined by the class officers and advisor
- Bereavement Gifts

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

Class Officers Policy No. 228

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

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

Responsibilities:

1. All class officers must:
 - Maintain a minimum 87 cumulative grade point average
 - Class dues must be paid prior to election
 - Meet during remediation on the first Friday of each month in a designated area to discuss class concerns and projects (unless the class advisor deems it unnecessary).
 - Preside over class meetings.
 - Assist with choosing class-sponsored fund-raising projects.
 - Participate in and/or assist with class-sponsored projects and/or events.
 - Oversee the disbursement of class funds.
2. Junior class officers will chair committees to:
 - Explore prom options (location and disc jockey and/or band)
 - Design graduation announcements
3. Senior class officers will chair committees to:
 - Plan prom activities

- Plan the Baccalaureate service
- Plan the graduation ceremony
- Plan fund-raising projects and/or events

Dismissal

1. Class officers can be dismissed for the following reasons:
 - A cumulative grade point average less than 87
 - In-school or out-of-school suspensions for any reason
 - Verified citations/arrests off school grounds issued by any law enforcement officer
 - Absence from three consecutive or a total of five class-sponsored meetings, projects, and/or events
2. Vacancies will be filled as follows:
 - The vice president will assume the presidency
 - The remaining cabinet members and the class advisor will choose candidate replacements for all other offices.

Nominations

All candidates must have a minimum 87 cumulative grade point average to participate in the election. Class Dues must be paid prior to election. Students seeking a nomination for president/vice-president must submit an official election petition with fifteen (15) classmate signatures (secretary and treasurer candidates will submit separate petitions) no later than the designated deadline determined by the election committee. Classmates may sign only one class petition for each office (president/vice-president, secretary, and treasurer). Candidates will be given the opportunity to amend those petitions that contain duplicate signatures.

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

Campaigns

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

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

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

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

Elections

The election of class officers will follow this procedure:

- A polling place will be set up in a designated area determined by the election committee.
- Polls will open at 7:30 AM and close at 2:30 PM
- Student signatures will be used to obtain ballots. Absentee ballots will be provided for vocational technical and work-study students only unless the election committee determines otherwise.
- Ballots will be completed and placed in a sealed election box.
- The election committee will be responsible for the counting the votes.
- In the event of a tie, the election committee will arrange a revote.

CO-CURRICULAR ACTIVITIES

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

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

Following are some rules governing the co-curricular programs:

- Pupils must maintain good conduct to participate in any activity.
- Teachers should encourage as many pupils as possible to actively participate in co-curricular activities. However, teachers should also discourage pupils from participating in too many activities, thus causing an effect on their academic status. If a student is absent from school, he/she may not participate in an extracurricular activity on that particular day.
- In order for a student to be considered present they must arrive at school not later than 9:15 A.M. On an emergency delay, students must be present when school begins.
- Money that is earned through a fundraiser is not transferable and may not be reimbursed.

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

Selections can be made from the following sports and clubs:

Areascope	Baseball
Art Club	Basketball
Band	Bear Facts
Band Front	Cheerleading

Choir	Ski Club
Cross Country	Softball
FBLA	Spanish Club
FCCLA	Student Council
Football	Swim Team
Golf	Teens Against Tobacco
Interact	Theater Arts
Literature Society	Track & Field
No Place For Hate	Volleyball
Nutrition Advisory	Wrestling
SADD	

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

POLICY NO 122, 123, 230, 231

1. Rules of Eligibility:

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

2. Probation:

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

3. Rules of Ineligibility:

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

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

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

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

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

Special Notes

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

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

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

CRISIS INTERVENTION PLAN

The Crisis Intervention Plan is designed to provide protection and direction for students, faculty, staff, administration and property in the event of a natural or manmade emergency or disaster

This plan was developed by the Building Incident Subcommittee of the Schuylkill County Safe Schools Coalition in cooperation with representatives from the Schuylkill County Emergency Management Agency, the Pennsylvania State Police, member school districts and non-public schools.

In conjunction with the guidelines of this plan drills will be conducted throughout the school year. The purpose of a drill is to give practice in a quiet, orderly, and rapid response to emergency situations. Directions for protocols are posted in each room, including alternate routes of escape. Students are to remain orderly and keep moving quickly and quietly as instructed. All students and teachers are to report to their designated assembly areas and immediately account for all students

and/or staff under their immediate jurisdiction. In addition, no one is to remain in the building during a fire drill.

Practiced procedures, or protocols, will include but not be limited to:

- Hit the deck
- Duck, cover, and hold
- Drop position
- Crouch position
- Interior threat lockdown
- Exterior threat lockdown
- Administrative lockdown
- Shelter in place
- Evacuation procedures
- Fire Drills

CURRICULUM PRE-REQUISITES

ELA Department Prerequisites

9th Grade Honors- Score Advanced/Proficient on 8th grade PSSA's and obtain a 94 percent or above cumulative average in 8th grade ELA

10th Grade Honors- Obtain a 94 percent or above cumulative average in 9th grade ELA

11th Grade Honors- Score Advanced/Proficient on Keystone Literature exam and obtain a 94 percent or above cumulative average in 10th grade ELA

12th Grade AP- Score Advanced/Proficient on Keystone Literature exam and obtain a 94 percent or above cumulative average in 11th grade ELA

12th Grade LCCC- Pass the placement test given by LCCC and obtain a 94 percent or above cumulative average in 11th grade ELA

Math Department

Algebra I (Honors 8th Grade)- Based on Placement Test, Final Exam Score(90% or above), 7th Grade Math Average(94% or above)

Algebra II- Passed Algebra I

Algebra II(Honors)- Algebra I(Honors) cumulative average of 91% or above

Algebra III- Passed Algebra II

Algebra III(Honors)- Algebra II (Honors) 91% or above cumulative average and Geometry(Honors) 91% or above cumulative average.

Geometry- Passed Algebra I

Geometry(Honors)- Algebra II(Honors) 91% cumulative average or above.

Trigonometry- Passed Algebra III

Trigonometry (Honors)- Algebra III (Honors) 91% or above cumulative average.

Algebra Topics-Teacher recommendation (12th Grade)

Probability and Statistics-Teacher recommendation (12th Grade)
Calculus (Honors)- Passed Algebra III/Trigonometry(Honors)
AP Calculus – Honors Algebra III/Trigonometry Honors 91% or above cumulative average

Science Department

School Years 2019/2020 through 2022/2023 for classes of 2020, 2021, 2022, & 2023

Honors Chemistry: Report card grade of 98%(Honors) or 94%(Non Honors) in 9th Grade Science and 10th Grade Biology; barring circumstances which require teacher approval

AP Chemistry: Report card grade of 98%(Honors) or 94%(Non Honors) in 10th Grade Biology and Chemistry; barring circumstances which require teacher approval

Anatomy & Physiology: Report card grade of 98%(Honors) or 94% Non-Honors) in Biology and completion of Body Systems course; barring circumstances which require teacher approval

AP Biology: Report grade of 98%(Honors) or 94% (Non Honors) in Biology and Chemistry; barring circumstances which require teacher approval

Advanced Physics: Completion of Algebra III and Trigonometry course

Prerequisites for class of 2024 (7th grade students in school year 2018/2019) and each class after:

8th Grade Honors Conceptual Science: 7th Grade Science Final Exam Grade and Overall Final Grade along with a Placement Exam at the end of 7th grade year.

Honors Biology: Report card grade of 94% in 8th Grade Conceptual Science and at least a proficient score in Science PSSA test.

Honors Chemistry: Report card grade of 98% in Honors Biology; barring circumstances which require teacher approval

Chemistry II: Report card grade of 98%(Honors) or 94%(Non Honors) in Honors Chemistry or Chemistry

AP Chemistry: Report card grade of 98%(Honors) or 94%(Non Honors) in Honors Chemistry I and Chemistry II; barring circumstances which require teacher approval

Anatomy & Physiology Prerequisite: Report card grade of 98%(Honors) or 94%(Non Honors) in Biology and completion of Body System course; barring circumstances which require teacher approval

AP Biology 11th grade: Report card grade of 98% in Honors Biology and Honors Chemistry; barring circumstances that require teacher approval

AP Biology 12th grade: Report card grade of 94% in Biology and passing score on Biology Keystones

Advanced Physics: Completion of Algebra III and Trigonometry course and Honors Chemistry

Social Studies Department

9th Grade History (Honors)- Report card grade of 94 percent or higher cumulative average in each Social Studies class in 7th **and** 8th grade

10th Grade History (Honors)- Report card grade of 94 percent or higher cumulative average in 9th Grade History (Honors)

11th Grade History (Honors)- Report card grade of 94 percent or higher cumulative average in 10th Grade History (Honors)

12th Grade Government and Economics (Honors)- Report card grade of 94 percent or higher cumulative average in 11th Grade History (Honors)

AP History- Cap of 15 Students, report card grade of 94 percent or higher cumulative average in each Social Studies course in 7th and 8th grade, report card grade of 98 percent or higher cumulative average in each Social Studies course in 9th, 10th, and 11th grade, and a passing score on an entrance exam administered by the AP teacher.

DANCES AND PROM

Anyone attending a Mahanoy Area dance or prom who is not a student must be registered with the Jr./Sr. High School Principal. Attendees must not be over 20 years of age and must be in at least 9th grade. Attendees will need to provide proof of age to the high school office prior to their attendance at a dance or prom. When registering attendees will be provided with a copy of prom rules and regulations by which he/she will be expected to abide. All attendees must be academically eligible to attend the prom/dance and in the random drug testing pool. The Mahanoy Area Prom is a senior prom. Underclassmen going alone will not be permitted to attend. For the safety of the event and our students, attendees will be expected to take a Breathalyzer test. The Jr./Sr. High School principal's decision is final.

- No student will be allowed to attend a dance, formal, semi-formal, and/or the prom if they fit any of the following categories:
 - Student has received their fifth detention.
 - Student owes class dues/fines
 - Student has received 3 or more days of ISS
 - Student has received an OSS.
 - Student owes work/teacher may hold student.
 - Student is failing two or more courses.
 - Student has 11 or more unlawful/unexcused/parent tardies.
 - Student has 11 or more unlawful/unexcused/parent absences.

- The principal reserves the right to determine student eligibility to attend a dance, formal, semi-formal, school sponsored activity, and/or the prom.

DETENTION

1. School detentions are held Mondays thru Thursday after school from 2:30 to 4:00 PM or from 2:30 to 5:00 PM. The principal and assistant principal have the right to give authority to teachers to assign detentions. The principal or assistant principal will supervise this process and always follow up with all parties involved. Teachers also have the option of giving a “teacher detention.” This will be a detention in the individual teacher’s classroom and will last from 2:30-3:00PM and can be assigned any day of the week.
2. Notice will be given to the student concerning the detention. The school district will attempt notice in many different ways, (mailed letters, email, phone call).
3. If a student is absent on the day of an assigned detention, the detention is to be served on the first detention day of the student’s return to school. The school may give a verbal reminder but is not obligated to do so. Excusal from the detention may be granted for legitimate cause **only** if the request is presented **prior** to the scheduled time of detention. You must contact the Jr./Sr. High School assistant principal to discuss excused detentions.
4. The rules of Detentions are:
 - a) Do not be late.
 - b) No talking
 - c) Face forward, feet on floor, hands on desk. Do not put your head down. You are to be prepared to work.
 - d) You are not excused until 4:00/5:00 PM for **any** reason(s).
 - e) Use of cell phones, Ipods, laptops, etc. is not permitted.
5. Failure to report to detention will result in the following disciplinary action:
 - 1st offense – Detention will be reassigned and an additional day will be given (choice of two 4:00 detentions or one 5:00 detention)
 - 2nd offense – 1 Day of In School Suspension and student must make up missed detention
 - 3rd offense – In School suspension and charges to the magistrate filed.

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

DISCIPLINE CODE POLICY NO. 218

The Discipline Code is designed to provide an environment that is conducive to learning. Its objective is to help our students develop a sense of citizenship and social responsibility. Students have a right to public education without being hindered by students who misbehave. Infractions are divided into four (4) levels that vary in the degree of seriousness. Each level has attached to it suggested disciplinary options or responses for the building principal or designee to utilize. The Discipline Code shall apply to infractions that occur during the course of the school day, on school grounds, at all school activities on or off school grounds, or when traveling to or from school activities.

All infractions will be documented to ensure proper disciplinary action.

Boldface numbers following the examples refer to school board policy. This information is for general information only and is not to be considered all-inclusive.

DISCIPLINE CODE

LEVEL 1

Disorderly and Insubordination

Examples

Eating in unauthorized areas
Rough, boisterous behavior/noise
Violation of Dress Code*
Food and/or drink in unauthorized areas
Public displays of affection
Running in classrooms, halls, etc.
Tardiness to class
Throwing objects
Sleeping in class
Violation of teacher classroom procedures
Possession and use of non-instructional items (games, toys, etc.)
Misuse of hall pass
Other

Disciplinary options/ responses

Warning
Parent Conference/Contact
Detention
Confiscation of Material
Withdrawal of privileges
Attendance Policy*
Other

LEVEL 2

Disorderly and Insubordination

Examples

Continuation of Unmodified Level I behaviors
Cheating or lying
Pushing, tripping, etc.
Refusing to follow teacher directives
Insubordination
Bus disturbance*
Cafeteria disturbance
Cutting class
Possession of lighters, matches, etc.
Falsification of records, excuses, passes, signatures, schedules, etc.
Inappropriate language/gesture directed to another student
Three lates to class
Possession of obscene materials
Hazing (**Board Policy #247**)
Unlawful absence*
Skipping detention*(see detention)
Refusal to hand-over cell phone/electronic device
Use of electronic devices during school hours*
Loitering in unauthorized areas of school buildings and grounds
Truancy*
Tardy to School*
Misbehavior at a school sponsored activity
Other

Disciplinary Options/Responses

Detention
Withdrawal of Privileges
In-School Suspension 1-10 days
Out-of-School Suspension 1-10 days
Attendance Policy
Charges under the Mahanoy Area Discipline Policy (fines \$25 to \$300)
Parental Conference
Loss of School Transportation
Confiscation of Material
Referral to Outside Agency
Refer to School Policy Manual
Other

LEVEL 3

Disorderly and Insubordination

Examples

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

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

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

Disciplinary Options/Responses

- Temporary removal from class
- In-school Suspension 3-10 days
- Out-of-school Suspension 1-10 days

Parental Conference
Withdrawal of privileges
Restitution of property
Recommendation for outside agency
Mandatory participation in student assistance program*
Confiscation of material
Charges under the MA Discipline Policy (fines \$50 to \$300)
Law Enforcement involvement
Other

LEVEL 4

Disorderly and Insubordination

Examples

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

Disciplinary Options/Responses

All proven offenses in Level 4 have a mandatory 10-day full suspension with an informal hearing.
Referral to appropriate agencies (law enforcement, psychological, drug and alcohol)
Mandatory participation in student assistance program

Restitution
Confiscation of material
Formal hearing with the Board of School Directors
Expulsion
Alternative Education Placement
Charges under the Mahanoy Area Discipline Policy (fines \$100 to \$300)
Refer to School Policy Manual
Other

***Other Disciplinary Options/Responses**

Separate and specific disciplinary actions are in place for these level offenses and are listed in other places in this handbook.

DRESS CODE POLICY No. 221

Getting an education is one of the most important jobs you will ever have. The way you dress can affect attitude, performance, behavior, as well as that of others. Any form of dress that attracts undue attention, is unsafe, disrupts school, or detracts from the learning process is not acceptable. Good judgement would indicate that certain types of clothing are inappropriate in the school setting. Students are expected to dress responsibly for school. The school insists upon decency, cleanliness, and appropriateness of dress at all times.

* All articles of clothing must be free of any reference to drugs, alcohol, tobacco, obscenities, violence, sex, gang insignia/references, or that contains a statement which is derogatory.

Tops

- Golf shirts (short or long sleeve), t-shirts (short or long sleeve), turtlenecks or mock turtlenecks, button down dress shirts (short or long sleeve, with or without breast front pockets), or blouses (short or long sleeve) are the only approved shirts to be worn.
- Only the top-most button of any shirt may be unbuttoned. The necks of tops should not fall below the collar bone.
- Layering of tops is permitted as long as the outermost layer meets all dress code provisions.
- Shirts must be sized to fit the student (i.e. +/- 1 size to the student's measurements).
- Shirts may **not** have holes or frays.
- Shirts will not be see through, reveal an undergarment, or midriff.
- Cold Shoulder Shirts are **not** allowed.

Bottoms

- Students may wear jeans, dresses, jumpers, pants, capris, shorts, skorts, and skirts.
- Jeans, dresses and jumpers, pants, capris, shorts, skorts, and skirts must be sized to fit the student (i.e. +/- 1 size to the student's measurements). Capris, shorts, skorts, and skirts must be worn at the waist and extend to the knee.
- Yoga pants, pajama pants, athletic/mesh pants/shorts may **not** be worn.
- Leggings and tights may only be worn under an approved dress, skirt, skort, or jumper. They may **not** be worn as pants.
- Side pockets on the legs of any style of jeans, dresses, jumpers, pants, capris, shorts, skorts, and skirts are **not** permitted.
- Pants, jeans, dresses, jumpers, and skirts may **not** drag on the floor.
- Pants, jeans, dresses, jumpers, capris, shorts, skorts, and skirts may **not** reveal undergarments at any time.
- Pants, jeans, dresses, jumpers, capris, shorts, skorts, and skirts may **not** have holes or frays.

Sweatshirts, Sweaters, Vests, Fleece and Blazers

- Students may wear sweatshirts, sweaters, vests, fleece, and blazers.
- Sweatshirts, sweaters, vests, fleece, and blazers must be sized to fit the student (i.e. +/- 1 size to the student's measurements).
- Only small side pockets are permitted. Front pockets are **not** permitted.
- Hoods are **not** permitted.
- Coats, scarves, or any other outerwear are **not** allowed to be worn during the school day.

Shoes, Sandals, Boots, or Sneakers

- Shoes, sandals, boots and sneakers must at least have a secured strap in the back.
- Shoes, sandals, boots and sneakers must not exceed a 2-inch heel
- Any backless footwear is **not** permitted.
- All laces, buckles, Velcro, etc. must be tied/secured at all times.
- Exceptions can be approved by administration for formal events.

Accessories, Piercings, Tattoos, Hair

- Any color or style backpack may be carried into the building provided it is left inside the student's locker or elementary homeroom. However, only clear backpacks can be carried throughout the school day.
- Purses may be carried as long as they are **not** more than five (5) inches by seven (7) inches.
- Hats, handkerchiefs, hair picks, or bandanas are **not** allowed to be worn inside the school.
- Headbands across the forehead are **not** allowed to be worn inside the school.
- Sunglasses are **not** allowed to be worn inside the school.
- Gloves (with or without fingers) and mittens are **not** allowed to be worn inside the school.
- Arm or wrist bands are **not** allowed to be worn inside the school.
- Dog collars or any kind of jewelry or belts-with studs, rivets or spikes are **not** allowed to be worn inside the school.
- Anything that could reasonably be deemed dangerous may **not** be worn inside the school.
- The length or style of a student's hair may not constitute a health or safety hazard, nor may it cause undue disruption of the learning process.
- Any student piercing that is deemed disruptive to the educational process will need to be removed.
- Offensive tattoos (i.e. depicting drugs, smoking, sex, etc.) must be covered at all times.
- Exceptions can be approved by administration for formal events.

Physical Education Dress

- Acceptable physical education pants include shorts (including mesh), sweatpants, and athletic/wind pants.
- All shorts, sweatpants, and athletic/wind pants must be worn at the waist.
- All shorts, sweatpants, and athletic/wind pants must extend to at least knee length.
- Side pockets on the legs are not permitted.

- Pants may not drag on the floor.
- Acceptable shirts include short or long sleeve t-shirts in any color.
- Sneakers and socks must also be worn by all students for physical education.
- Elementary students (K-6) should come to school dressed in approved physical education attire only on those days that the student is scheduled for physical education class.

Exemptions

- For the safety and welfare of everyone, teachers may limit the kind of clothing or accessories that may be worn by students in classes such as physical education, science laboratories, consumer science, and technology education class.
- Principals have the right to make short-term, specific exceptions to the standard dress code for unique situations to include but not limited to pregnancies or physical impairments.
- Parents/Guardians who object to the policy based on religious or medical grounds must present to the building principal a signed letter detailing the reason for the objection. The parent/guardian and the building principal will meet to discuss the exemption.
- The Administration may designate specific days throughout the year as Dress Down Days. These days shall be at the discretion of the Building Principal and may include a fee to benefit student programming, school committees, special events, and/or charities. These days may also be specific to certain school buildings.
- The Administration reserves the right to deem clothing inappropriate or distracting to the educational process.

Disciplinary Actions

- ***First Offense:*** Student will be permitted to call home for appropriate clothing. Student may borrow clothing from Cinderella's closet. If no appropriate clothing is brought to school, student will be sent to ISS for the remainder of the day.
- ***Second Offense:*** Student will be permitted to call home for appropriate clothing. Student may borrow clothing from Cinderella's closet. If no appropriate clothing is brought to school, student will be sent to ISS. Student will be assigned a detention.
- ***Third Offense:*** Student will be permitted to call home for appropriate clothing. Student may borrow clothing from Cinderella's closet. If no appropriate clothing is brought to school,

student will be sent to ISS. Student will be assigned a detention. A parent conference will be requested.

- **Fourth Offense:** Student will be sent directly to ISS for the remainder of the day. The student will serve the following day of ISS.
- **Subsequent Offenses:** Student will be sent to ISS for the remainder of the school day. The student will be also assigned OSS.

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. Students/Parents must complete consent to mandatory/voluntary testing of samples and authorization for release of information form within ten days of receiving paperwork. Testing will be performed on samples collected by trained and certified collection personnel following forensic collection procedures. 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 sample for testing, the refusal will be deemed a violation of the policy. Students must submit sample before dismissal from school building. If sample is not submitted it is deemed an automatic positive. The policy is designed to:

Create and maintain a safe, drug-free environment for all students participating in extracurricular/co-curricular activities, athletics and students with driving privileges.

1. Prevent students participating in extracurricular/co-curricular activities, athletics and students with driving privileges from using drugs.
2. Protect the health and safety of all students, faculty and the public.
3. Prevent accidents, injuries and property damage resulting from the use of drugs.
4. Provide students with access to assistance and treatment for drug problems.
5. Provide parents/guardians with an opportunity to maintain the safety of their student(s) through voluntary participation in the drug testing programs.
6. Consequences for violations of the policy
 - **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 school days.

- 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.
- 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 on the district website.*

DRUGS, ALCOHOL, AND ACT-ALIKE DRUGS/LOOK-ALIKE DRUGS/INHALANTS - POLICY NO. 227

“The Board prohibits the use, possession, sale, transfer and intent to sell or transfer, distribution, and being under the influence of any controlled substance during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. The only exceptions to this policy are medical prescriptions or over-the-counter medications (or proper dosage) which are registered with the school nurse and taken by the appropriate student in adherence to a physician's direction.

Controlled substances shall include all:

1. Controlled substance prohibited by federal and state law
2. Look-alike drugs
3. Alcoholic beverages
4. Anabolic steroids
5. Drug paraphernalia
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy

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. Vaporized or any type of vape cigarette is prohibited on school grounds.

Disciplinary action for offenses may include but are not limited to suspension of up to 10 days, notification of law enforcement, referral to SAP, hearing with the school board and/or superintendent, consideration for expulsion, and loss of extracurricular activities.

EMERGENCY SCHOOL CLOSING

It is important for parents to develop an alternate dismissal plan for children in the event school dismisses early. Please notify the school immediately with any change of address and/or phone number so that school records are always current. The following stations will be notified of late starts or school cancellations:

TV: WNEP Radio: WPPA/WAVT (T-102)
WBRE

ENGLISH LANGUAGE DEVELOPMENT(ELD) POLICY NO.

138

In accordance with the Board's philosophy to provide a quality educational program for all students, the Mahanoy Area School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English.

The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. 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 AND LAVATORY PASSES

In order for a student to be excused from class, a special excuse is necessary. A hall pass must be obtained from the requesting teacher

prior to the class the student wishes to be excused from and must be shown to the excusing teacher. The excusing teacher may or may not grant permission for the student to be excused. Students are to sign out when exiting their classroom and sign in upon return. Hall passes must be visible while in the hallways.

Students using the rest room during class periods must use a hall pass. Unless the students have complied with these rules, they are expected to be in their regularly scheduled classes. Students are to respect the facilities at all times. Vandalism to school property will result in discipline action up to possible citation and/or expulsion. Students are reminded that they are on camera throughout their time in the hallways and cafeteria

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
POLICY NO. 216

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

ACCESS TO RECORDS: Parents or eligible students (18 years of age or older) have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. To inspect records, contact the High School Principal. Copies are \$0.25 per page.

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

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

POLICY: A more detailed explanation of your rights is presented in the district's FERPA policy statement. You may obtain a copy of this policy on our website at www.mabears.net.

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

FIELD TRIPS

Student Responsibilities: Students must be actively participating in the random drug testing pool to attend field trips.

- Gather work that will be missed by seeing each teacher BEFORE the trip.
- On the day of the trip, if the student will be in the building during school hours, all homework that is due the day of the field trip must still be submitted to the teacher. It is the student's responsibility to seek out their teachers to turn in work.
- If the field trip will last longer than a school day (leaves before 7:30 am and returns after 2:30pm), all homework must be submitted the day after the field trip.
- If a place has been paid for and reserved by a student, and the student fails to comply with the policies by the time the field trip will occur, the student may not be refunded the money.
- No student will be allowed to attend the end of year field trip if they fit any of the following categories:
 - Student has received their fifth detention.
 - Student owes class dues/fines
 - Student has received 3 (three) or more days of ISS.
 - Student has received an OSS.
 - Student owes work/teacher may hold student.
 - Student is failing two or more courses.
 - Student has 11 or more unlawful/unexcused/parent tardies.
 - Student has 11 or more unlawful/unexcused/parent absences.
- The principal reserves the right to determine student eligibility to attend a field trip.

Students are not to attend a park of their sibling if not designated to be there. Students must utilize the school provided transportation to and from the park. If students are not eligible to attend the trip they are required to attend school. Violations will result in an unexcused absence for the specified student.

GIFTED SERVICES POLICY NO. 114

All identified gifted children will be provided with an appropriate program and/or training. The initial identification of these children will be done by the classroom teacher and the final evaluation will be by the psychologist. In Pennsylvania, identification of mentally gifted children is based upon individual intelligence testing. In screening pupils for individual testing, these factors are used as a determinant: intelligence testing, achievement testing, school records, and teacher observation. Parents who believe that their child's intellectual needs

are not being met in the classroom may provide a written request for testing to the Special Education Office.

GRADUATION PROJECT

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

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

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

FRESHMAN YEAR

Students will research 3 careers from 3 different career clusters preferably Career Education class or any other class.

SOPHOMORE YEAR

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

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

JUNIOR YEAR

Students will narrow their search to one career choice. Students will complete a resume and cover letter in the Y.E.S. class or any other

class. In addition, each student will either job shadow or prepare a technology based project on the career choice. This is to be completed with teacher approval.

SENIOR YEAR

Students will complete an interview for a job of choice, complete with application, resume, cover letter, proper dress, etc. Guidelines will be provided by the Business Department.

GRADUATION REQUIREMENT

Graduation Requirements:

English	4.00 credits
Social Studies	4.00 credits
Mathematics	4.00 credits
Science	4.00 credits
Fitness/Health	1.00 credit
Technology/Business	2.00 credits
Arts/Humanities	1.00 credit
Electives	<u>6.00 credits</u>
	26.00 credits

All outstanding debts must be satisfied in order to receive a diploma during the graduation ceremony. Citations may be filed with the local magistrate to recover any outstanding debt.

These credit requirements apply to all students.

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

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

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

GUIDANCE AND COUNSELING SERVICES POLICY NO. 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 an intervention specialist serve the high school students. The Guidance Office is located in the Jr./Sr. High School. Any student is welcome in the Guidance Office at any time.

Parents are encouraged to call or visit if they have questions or concerns throughout the year. *Contact Mrs. Kate Orsulak at 773-3443 extension 4022, Mrs. Andrea Caulfield at 570-773-3443 extension 4109 and/or Ms. Jennifer Marshall at 773-3443 at extension 4009.*

HALL REGULATIONS

Do not run, shout or loiter in the halls. Infractions will result in disciplinary action. You are not to be in the halls during the school day without a pass (planner). Food is not permitted in the hallways. Bottled water is allowed due to our wellness policy.

HARASSMENT POLICY NO. 248

It is the policy of the Mahanoy Area School District to maintain 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 feels 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(s) or student(s) 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 complainant 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. 203,209,210

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that no student shall be admitted or permitted to attend district schools who has not been immunized against certain diseases in accordance with state regulations, unless specifically exempt for religious or medical reasons. Mandated School Health Services are explained below. Via submission of an annual school district health report, the local school district is reimbursed by the Pennsylvania Department of Health for provision of the mandated services.

Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, tuberculosis tests, and other tests deemed advisable, at intervals established by the district.

Each student shall receive a comprehensive dental examination by the school dentist at intervals established by the district.

The School Health Office provides first-aid and medical assistance to students experiencing both acute and chronic health problems. Guidelines recommended by the American Academy of Pediatrics (OHIO CHAPTER) in the manual entitled "Emergency Guidelines for Schools," 2nd Edition Rev. 1/101) 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 Nurse for grades 7th through 12th can be reached at (570) 773-3443 extension 4061 between 7:30 a.m. and 3:00 p.m.

Parents may be called to come and pick up their child during the day if s/he becomes ill. Please notify the office immediately if your phone number changes. Criteria used to determine if your child will be sent home or should remain at home are as follows:

1. Temperature of 99.4 with symptoms, such as headache, sore throat, nausea/vomiting, presence of a rash.
2. A temperature of 100.4 with no symptoms. (Students should remain home until temperature has been normal for 24 hours without the aid of medication.)
3. Pink eye: cases are excluded from school until 24 hours after treatment has started. Please have a note from the doctor concerning student's treatment for this condition.
4. Head lice
5. All injuries which result in unusual swelling, discoloration, and pain.
6. Lacerations which appear to require stitches.
7. Dental injuries.

Emergency cards

Emergency cards are a vital part of the student's health information as they provide a link between the nurse and parents/guardians. Parents are urged to complete the card with accurate, up-to-date information. This includes providing the school nurse with any changes in phone numbers. Parents will be contacted as needed during the school day for serious concerns. The School Nurse is available by phone to address any parental questions or concerns. Conferences can also be scheduled as needed.

Medical Updates

It is important to up-date the School Nurse on any surgery, illness, or change in medication that may occur. 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. Emergency card item #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."

Immunizations and Mandated Physicals.

Transfer students at all grade levels must provide evidence of immunizations as mandated by the Department of Health. Students entering the 7th grade are pre-required to provide evidence that they have received the following new immunizations in addition to those required for entrance into Kindergarten:

- Tetanus, diphtheria, Pertussis (Tdap) (Booster)
- Meningococcal Vaccine (1 dose)

- One dose of MCV needed by students entering 12th grade by the **first day of school** unless the first dose of MCV was given at age 16. Failure to comply with these requirements as set forth by the Department of Health of Pennsylvania may result in the student's exclusion from school until the requirements are met and documentation received by the school nurse. If for some reason a student is not immunized due to a medical or a religious exemption, it is important to understand that should a communicable disease break out in the school community, the student may need to be excluded until the last case of the disease is past the infectious stage.

Medications at School

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. Any medication that can be given at home should be given at home. Cold, Allergy, Cough, or Migraine medications are administered in the health office unless there is an order from the student's physician and the medication is supplied from home by the parent along with a note giving the school nurse parental permission to administer.

Before any medication may be administered to any student during school hours, there must be a written request by the parent/guardian which will give permission for medication administration. In addition, there must be:

- 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 in the middle school nurses offices 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 Medication 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 but are generally sent home by the school nurse if a medication is known to be needed. Students requiring medications for serious medical issues, such as an Epi-pen for anaphylactic allergies, will need to have a plan in the event the medication is needed. This may involve a trained volunteer staff member in assisting the student but must be given permission for by a parent on the Field Trip Medication Policy form. Students who can self-carry and self-administer an Epi-Pen safely must have this information with a physician signature on file with the school nurse. This also includes asthma inhalers.

Medical Restrictions, Adaptations, Accommodations

If the student has an injury or illness that requires medical restrictions either through a physician’s order, an IEP, an Individualized Health Plan, or a 504, it is important that the doctor’s order and the current plan be in the student’s confidential academic file in the Middle School Office and the Health Office. If the student needs special adaptations or equipment, the doctor’s note must state specifically what they are and their duration. If the student requires specialized equipment, such as daily use of a wheel chair or other device, it will need to be provided by the parents for in-school use.

Head Lice

The school nurses’ goal is to reduce the incidence of head lice in our school and community by prevention, early detection and successful treatment. 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. Frequent and/or severe cases need to be discussed with the child’s medical doctor. The school nurse will provide the parent/guardian with specific instruction for treating the student and the home environment.

A student with active head lice is excluded as per school policy. These are the signs of active head lice:

- Persistent scratching or complaints of itching, which may be accompanied by infected scratches or rash on the scalp or neck

- Swollen lymph glands in the neck or under arms, which occur in severe cases.
- Feelings of something crawling on the scalp
- Dark objects (active eggs/nits) or a white/yellowish “dandruff” type substances (old eggs/nits)

If a case is identified at school, a parent or guardian will need to come for the student as they will be excluded from school. Once the condition is successfully treated, the parent/guardian must accompany a student that has been excluded for lice back to school for an examination. The nurses must clear the student as being lice-free before they can re-enter the classroom. . Any absence beyond 3 days for this condition is considered illegal. Mahanoy Area School District has a “No Nit” Policy.

Medical Record

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.

HOMECOMING COURT SELECTION PROCESS

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

Seniors are eligible candidates for homecoming court if they have an 87 GPA, are involved in at least 2 school activities, and have not received citations for attendance or an in-school or out-of-school suspension for one calendar year prior to homecoming.

The candidates will be presented to the student body during a school assembly. They will participate in the parade and will be introduced to the public at the homecoming football game. The entire student body will vote for a male homecoming representative, the Homecoming King, and a female representative, the Homecoming Queen, in school, prior to the football game. They will vote for 20% of the candidates or no less than three (3) of each gender. The candidate with the most votes of each gender will be the king and queen. The remaining students will be the court. If there is a tie both individuals will be named king or queen. The Student Council Advisor, one administrator and additional faculty if needed will count the votes at the end of the school day. The votes will then be placed in a sealed envelope until they are revealed at the homecoming pep rally and football game.

All ballots will be kept on file in the high school vault for one year following homecoming. Ballots will be available for review following

the announcement of queen during school hours with the permission of the administration.

The administration encourages the candidate to attend homecoming events with an escort. The escort must be a Mahanoy Area Jr./Sr. High School student. The escort must be academically eligible and participate in the random drug testing pool. It is permissible if the candidate chooses to attend events individually.

HOMELESS STUDENT RESOURCES

The Mahanoy Area School District believes that homeless youth should have access to free and appropriate public education and wishes to limit the barriers that homeless students may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations.

Homeless students are defined as individuals lacking a fixed, regular, and nighttime residence, which include students living in the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
- Living in an emergency, transitional or domestic violence shelters.
- Abandoned in hospitals.
- Awaiting foster care placement.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings.
- Living as migratory children in conditions described in previous examples.
- Living as runaway children.
- Being abandoned or forced out of homes by parents/guardians or caretakers.
- Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

Should you have any questions, you can contact the MASD Homeless Liaison, Mrs. Andrea Caulfield at acaulfield@mabears.net or 570-773-3443 x 4165. Resources are available on the MASD website.

HONOR ROLL

Students earning an course average of 96 percent or better in **all** courses for the marking period will be placed on the Distinguished Honor Roll. Students earning an overall cumulative average of 91 to 95 percent will be placed on the Honor Roll. A grade of 86 percent or below and/or an Incomplete in any course disqualifies a student from the honor roll. Report card grades are based on 50% assessment, 30% class work, and 20% homework.

INDEPENDENT STUDY

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

MAHANAY AREA SCHOOL DISTRICT **INTERNET ACCEPTABLE USE AND SOCIAL MEDIA** **POLICY NO. 815**

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 signify their agreement to this policy by signing the Student Acceptable Use Policy Authorization Agreement that is sent home at the beginning of the school year. This form also requires parent consent and signature. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Any student who violates this policy shall be subject to appropriate disciplinary action consistent with the guidelines set forth by the District Policy 815* and the District Discipline Code.

INTERSCHOLASTIC ATHLETIC PROCEDURES

1. ADHERANCE TO THE PENNSYLVANIA SCHOOL ATHLETIC ASSOCIATION AND RULES:

The student will abide by all the rules and regulations of the Pennsylvania Athletic Association Constitution and Rules Handbook.

2. **ELIGIBILITY:**
The student must meet all of the age, enrollment, attendance, and scholastic requirements established by the Pennsylvania Athletic Association. Weekly eligibility for student athletes and cheerleaders will be determined each week by the Mahanoy Area School District through the Athletic Director to the Principal.
3. **ATTENDANCE:**
The day of contest and the day after a school contest a student is *expected* to attend all classes on his/her schedule. To be eligible to participate in the contest of the day, the athlete must be present the day of the contest, unless the student has been excused from school attendance for such reasons as doctor's appointment, field trip, college visitation, driver's test or other such reasons other than illness. The purpose of this clause is to keep a student from participating when he/she is ill.
4. **ATTENDANCE AT PRACTICES AND TEAM MEETINGS:**
Team members are expected to be present at all practices, team meetings, and contests, and special occasions unless excused by the head coach.
5. **CARE OF SCHOOL EQUIPMENT:**
The athlete is responsible for all equipment issued to him/her. The athlete or his/her parents must pay for lost, stolen, or damaged equipment before any grades are issued.
6. **TRANSPORTATION TO 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. Cheerleaders will ride with the team bus to and from all away games, unless another bus is available. The only exception to this rule would be the release of the cheerleader/athlete to the parents once the parents asks the coach for permission. Students leaving a contest must have an adult sign them out at the end of the contest.

7. **MEDICAL RELEASE TO PARTICIPATE:**
If an athlete is seriously injured he/she must have a doctor's release before he/she can practice or compete in athletic contests.
PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY OF THE PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY. The only exception to this rule is a doctor's release, which must be presented to the coach prior to the practice or the contest
8. **PERSONAL CONDUCT:**
Participation on an athletic team or cheerleading squad in the Mahanoy Area School District is a privilege and the participants must earn the right to represent Mahanoy Schools by conducting themselves in such a way that the image of the Mahanoy School District would not be tarnished in any manner. Any participant whose conduct is judged to reflect a discredit upon himself/herself, the team, or the Mahanoy Schools, whether or not such activity takes place during or outside school hours during the sports season, will be subject to disciplinary action as determined by the coach, the athletic director and/ or the school principal.
9. **USE OF TOBACCO, ALCOHOL, OR DRUGS:**
Smoking, the use of chewing tobacco and smokeless tobacco, drinking of alcoholic beverages, the illegal use of drugs or marijuana by any athlete or cheerleader is prohibited both in and out of season and during such times as school is not in season. Upon evidence of the use of the possession or use the tobacco in any form, alcohol or drugs, the athlete shall be suspended by the coach, pending investigation
10. **QUITTING A TEAM:**
The Normal rule for athletes quitting a team is that make themselves ineligible for any sport during the season which has already begun. An athlete who goes out for a sport, but is "cut" would be eligible to try out for and participate in another sport during that season.
11. **LETTER, AWARDS, ETC.**
Letters and awards will be given at awards program and at the appropriate recognition activity as determined by the school administration.

12. TEAM AND INDIVIDUAL DISCIPLINE:

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

13. SUSPENSION FROM A TEAM OR SQUAD:

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

- Failing grades according to the Mahanoy grading scale.
- Personal misconduct (Students are ineligible for practice or contest during period of suspension wither in or out of school.
- Unexcused Absences for Meeting, Practices or School.
- Violations of Athletic Policies
- Unsportsmanlike Conduct (Sportsmanship Rule PIAA)
- Temporary suspension may also be invoked during that period of investigation which an athlete may be removed from a team.

14. REMOVAL FROM A TEAM:

Removal from a team will be made by the coach of the sport, athletic director, or school administrator. The athletic director and/or principal will confer with the coach before any removal action is taken. Causes for removal from a team 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 wither during or outside school hours and sessions of the sport season.
- Verbal or physical attack upon an opponent, contest official, teacher, fan, coach, or any other person.

Continued acts of unsportsmanlike conducts.

LIBRARY RULES

Library hours in the Jr./Sr. High School library will be set by the Principal or Assistant Principal. Students will not be permitted in the library unsupervised. Teachers may set up times for classes to attend the library.

Library Conduct

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

Library Passes

Students must receive permission from their teacher to use the library. Students will not be permitted in the library unsupervised.

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

LOCKERS

Lockers are a privilege. Each student may only utilize one locker and students should not keep their materials in other students' lockers. 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). Students must receive permission by the high school principal to decorate locker. Some decorations will not be allowed based on damage to locker.

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. Due to safety concerns lockers should not be set to a combination or altered so they could be accessed without combination entry. Students who violate this safety procedure may be subject to disciplinary action.

LOOK-A-LIKE 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 policy addresses these types of weapons and others as determined by staff and administration. Disciplinary action for the possession and/or use of look-alike weapons is at the discretion of the principal.

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.

MAHANAY AREA VIRTUAL ACADEMY(MAVA)

The Mahanoy Area School District (MASD) believes that student learning is not always confined to the classroom or the school day. Opportunities for learning today's technologically connected world should be available at all times in many ways. The District also understands the desire of some students and parents to pursue an educational route that could be considered non-traditional but is becoming more prevalent as technology provides more learning opportunities. In an effort to create a culture of educational opportunity within the legal entitlement of a public school education, the MASD has partnered with eBridge Academy. eBridge Academy is not a cyber-charter school, but an online educational option. Students enrolled in eBridge Academy participate in their schooling at home and will graduate with a Mahanoy Area Jr./Sr. High School diploma. Students are referred to eBridge Academy by the Administration and/or

Guidance Counselors. Under their guidance, students will complete appropriate courses within the eBridge Academy framework that will fulfill district requirements for promotion and/or graduation. Mahanoy Area will continue to administer the PSSA tests and manage Senior Graduation Projects. More information about the MAVA can be acquired by contacting the appropriate building office.

NATIONAL HONOR SOCIETY

Sophomores, juniors, and seniors are eligible for selection. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least one semester at Mahanoy Area Jr./Sr. High School. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 94 percent using grades from 7th-9th grade. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character. Beginning with the 2018-2019 school year, potential candidates must maintain a cumulative GPA of a 94%, meet the requirements of service through six community service hours within twelve months before interviews, and meet the requirements of leadership through active involvement in 4 separate school activities (offices, athletics, clubs, etc.).

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

NATIONAL JUNIOR HONOR SOCIETY

Each fall, ninth 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 ninth 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 eighth and ninth grade school years. All eighth and ninth 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 94 percent at the end of their first semester in their eighth grade year for induction in the spring of their eighth grade year. If a student does not attain a cumulative grade point average of 94 percent until the end of his/her eighth grade year, he/she will be eligible for membership during the spring of his/her ninth grade year. All students must be in the district for at least 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.

PHYSICAL EDUCATION

All students must take physical education. Students must follow the dress code when dressing for class. If students swim as part of the program 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.

The following pool 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 and activities of any team sport workouts.

- 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

PROGRESS REPORTS/REPORT CARDS
POLICY NO. 212

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

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

PROMOTION/RETENTION

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

- For Sophomore class standing, it is necessary for a student to have earned seven (7) units of credit during their Freshman year.
- For Junior class standing, it is necessary for a student to have accumulated thirteen (13) units of credit during their Freshman and Sophomore years.
- For Senior class standing, it is necessary for a student to have accumulated nineteen (19) units of credit during their Freshman, Sophomore and Junior years.

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

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.

Eye 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.

SEPARATIONS – DIVORCES

It is the intent of the Mahanoy Area School District to remain neutral toward families split by divorce or separation. If there is a court decree that establishes legal guardianship, a copy should be given to the office for attachment to your child’s permanent record. In the absence of such a document, the school cannot deny either parent access to his/her child or the student records.

SPECIAL EDUCATION SERVICES

POLICY NO. 113

Each student with a disability who is a resident of the district shall be provided quality education programs and services that meet the student’s needs for educational, instructional, transitional, and related services. The special education program shall be designed to comply with law; conform to district goals; and integrate programs of special education with the regular instructional program of the schools, consistent with the interests of the student with a disability and other students.

Requests for individual psychological testing can be made by a parent, teacher, or school nurse to the elementary principal. A certified school psychologist will make the evaluation of the child and the report will be discussed with the parent and/or teacher. All information regarding special education services shall remain confidential.

Mahanoy Area’s Special Education Director is Mrs. Brandy Paul. She can be contacted at bpaul@mabears.net and (570) 773-3443 extension 4048.

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.

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

Students have the opportunity to run for election to Student Council at the beginning of each school year. Student Council is comprised of eight (8) grade seven students, eight (8) grade eight students, eight (8) freshmen, eight (8) sophomores, eight (8) juniors and twelve (12) seniors. Four of the seniors will serve as officers.

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

Students wishing to become members can self nominate at the beginning of their seventh grade or senior year. Once you are a member you stay a member unless you are dismissed. Students must have a cumulative grade point average of an 87 in order to be on Student Council.

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

- Receiving a cumulative average of less than an 87.
- Being placed on In-School or Out-of-School Suspension for any reason.
- Verified citations/arrests off school grounds issued by a law enforcement officer.
- Missing three consecutive meetings, functions, projects and/or events.
- Missing a total of five meetings, functions, projects and/or events.

The duties below are expected of the members:

- They will serve as ushers and guides at various school functions.
- They will represent their student body and act as a liaison between the students and the faculty, staff and administration.

- They will attend student council meetings, functions, projects and/or events.

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

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

STUDENT EXPRESSION

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

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

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

STUDENT INFORMATION SYSTEM/PARENT TEACHER CONFERENCE

All student grades are posted on our student information system. It is encouraged that parents/guardians consistently check our system. Parents have access to their own portal. Parents can access the system from the school's website at www.mabears.net. Each child has an identification number for confidentiality. Parents must use that number or create a user name to enter the system. If you need assistance in using this system please call the Jr./Sr. High School office during working hours, (570) 773-3443 extension 4036. A parent/guardian/student can set up a conference with a teacher at any

time. Teachers will be directed to contact parent/guardians of students that are struggling in that specific subject. We highly encourage parents/guardians to take an active role in their student's education. Please contact the high school office to set up Parent/Teacher Conferences.

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.

Occasionally, individual and small group student photos are taken to publicize and promote district activities on the school's web page, in local newspapers, district published newsletters and brochures, school yearbooks, or in workshops and seminars, in which the district participates.

Permission for or exemption from using photographs for publicity is addressed on the Mahanoy Area School District Permission Form that is sent home at the beginning of the school year. Parents must initial next to the appropriate statement and sign the form at the bottom.

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

Nominees must:

- Be a member of the Mahanoy Area Jr./Sr. High School senior class
- Maintain a minimum cumulative 88 grade point average
- Participate in a minimum of four extracurricular activities and maintain an active membership in at least four of these activities during one’s junior and senior years (athletics, clubs, performing arts)
- Activities may be a combination of athletics, clubs, and/or the performing arts.
- Be an active member of the community and participate in a minimum of 3 organized service projects and/or activities (church, organization, or community)
- Not have received any detentions in-school or out-of –school suspensions during the current school year
- Not have received verified citations/arrests off school grounds issued by any law enforcement officer

Voting will take place in your respective offices. The principal and senior class advisor will supervise the program. Any Jr./Sr. High School faculty member, administrator, or any elementary and/or middle school faculty member that is involved with Jr./Sr. High School activities may nominate and/or vote for students of the month/year. Nominees will complete an official student of the month application with signatures and return it to the high school office by the 22nd of each month. Each month beginning in September a dossier of application forms and a ballot of nominees will be distributed to the

faculty. Based on this information the faculty will vote for one boy and one girl by the designated deadline. In the event that either a male or a female nominee is not available due to qualifications, two males or two females can be chosen. Winners will be required to submit three senior photographs for publication to the Jr./Sr. High School office. Monthly winners shall attend the next school board meeting to be introduced to the public. **During the first week of May two sets of winners will be chosen, first April, followed by May.** Nominees shall be carried on the ballot from month to month as long as they remain qualified for the program.

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

STUDENTS WALKING TO/FROM SCHOOL

Crossing guards are assigned to major intersections to protect students as they walk to and from school. Students are to cross the street at these intersections only when the guard indicates that it is safe to do so. Students who walk to school should not arrive at the school building before 7:00 AM to insure proper supervision. All students will remain outside until doors open at 7:00 AM. Breakfast door opens at 7:00 am. Regular student dismissal is at 2:30 PM. Loitering on school grounds is discouraged. Students will be directed to move safely to their destination. Local authorities will assist with supervision of the arrival and dismissal of students. Discipline infractions will be levied by the local authorities and/or the school district. This is based on the situation.

SURVEYS POLICY NO. 235

Surveys conducted by outside agencies, organizations, and individuals shall be approved by the board prior to administration to students. All surveys and instruments used to collect information shall relate to the district's educational objectives. Parents/guardians will be notified of the scope and nature of surveys as they relate to educational programming. Students are not obligated to take surveys which may reveal certain personal information. However, such surveys may be completed upon a voluntary basis provided the student and parent/guardian have been notified of their right to inspect all related materials and to opt out of participation if desired.

SUSPENSIONS POLICY NO. 233

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

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

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

In-School Suspension

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

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

1. No talking
2. No sleeping
3. No making disturbing noises
4. No passing notes
5. No distracting other students
6. Students will sit properly in their chairs or desks, i.e. all four (4) legs of the chair or desk must be on the floor.
7. Students must work on school assignments every period to receive credit for the day.
8. Students in I.S.S. will sign out for lavatory visits. Only two (2) visits will be allowed per day (one in the morning and one in the afternoon). Students will not be permitted out of the I.S.S. room during passing of classes or during special events.
9. All student's books and materials should be in the student's possession at the beginning of first period.

10. Daily work will be returned to the office by the eighth period I.S.S. teacher.
11. Students on I.S.S. may not participate or practice in any extra-curricular activity for that day.
12. Any student on I.S.S. for more than one offense or on O.S.S. for any length of time may not be allowed to attend a class field trip or club trip.
13. Students on I.S.S. will be served a brown bag lunch in the I.S.S. Room.
14. ISS ends at 2:30 PM.

Out of School Suspension

Temporary OSS is defined as up to and including three (3) days. Full OSS is defined as from four (4) to and including ten (10) days. Students involved in offenses leading to a “full suspension” shall be offered an informal hearing between the hours of 9:00 A.M. and 2:00 P.M. during the first three (3) days of “temporary suspension.”

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

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

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

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

present 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 following tests will be administered or made available by the Jr./Sr. High School guidance counselor at the designated times:

Preliminary Scholastic Aptitude Test (PSAT)

Grades 9-12 – October

Armed Services Vocational Aptitude Test (ASVAB)

Grade 11 – November

Grade 12 – at student's request

Scholastic Assessment Test/SAT I and SAT II

Grades 9-12 – 7 test dates are available

American College Test (ACT)

Grades 9-12 – 5 test dates are available

Advanced Placement Tests (AP)

Grades 11 and 12 – May

Keystone State Examination Tests- Biology, Algebra I, and Literature

Pennsylvania System of School Assessment (PSSA)- ELA, Mathematics, and Science

Keystone Benchmark Tests – ongoing throughout the year

Classroom Diagnostic Tests- ongoing throughout the year

TOBACCO USE POLICY NO. 222

Tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, vape cigarette, or any type of vaporized instrument, cigar, and pipe; other lighted smoking product; and smokeless tobacco in any form. The school board prohibits tobacco use and possession by students any time in a school building and/or any time on owned, controlled, and/or leased property by the school district. A student in violation of this policy may be suspended and/or cited. A mandatory referral to the Student Assistance Program will be made.

TRANSPORTATION POLICY NO. 810.2

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

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

Bus Conduct

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

*Students living in town are not permitted to ride the bus; exceptions may be made by administration and can only involve emergency situations.

Disciplinary Actions:

First Offense: Student loses privilege of riding the bus for 10 school days.

Second Offense: Student loses privileges of riding the bus for 45 school days (equivalent of one marking period).

Third Offense: Student loses privilege of riding the bus for the remainder of the school year.

* In the event that bus privileges are lost, students are still required to attend and be on time for school every school day.

* 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.
- Complete and return a transportation request form even if transportation is not required
- Report to the bus stop 10 minutes before pick-up time
- Not tamper with the bus or any of its equipment.
- Not extend any part of the body from the bus.
- Not eat or drink beverages on the bus.
- Be courteous to the driver, obey him/her, and give him/her the respect due a teacher.
- Not talk to the driver while the bus is in motion or distract his/her attention by loud talking or disorderly behavior.
- Refrain from any actions that would endanger the health, safety, and welfare of the other pupils on the bus. Students may only change buses for emergency purposes and at the approval of the High School Principal.

In addition to the above rules the following procedures should also be followed. Students should only ride to and from school on the buses that they were assigned. Students will be picked up and dropped off at their designated stops. Exceptions will only be made during emergency situations and they must be approved by administration. Any changes to stops must be of permanent nature and an appropriate update form must be completed. It is the responsibility of the parent/guardian to make accommodations for picking the child up at the stop when needed. If there is no available school bus space on existing routes to meet all requests, requests will be granted to the limits of available space in the order received. Mahanoy Area will no longer offer an early dismissal stop. In the event of early dismissal students will be dropped off at their normal, permanent stop.

* The board authorizes the recording of both audio and video on transportation vehicles for disciplinary and security purposes. The board shall ensure that permanent signs are maintained on all vehicles in which recording of audio and video may be taking place notifying drivers and passengers of such recordings.

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. Any student who violates this policy shall be subject to appropriate disciplinary action consistent with the guidelines set forth by the District Discipline Code.

VALEDICTORIAN AND SALUTATORIAN

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

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

VISITORS, VOLUNTEERS, AND CHAPERONES

All parents/visitors upon entering the building are to report directly to the office. Visitors will be asked to sign in to a computer based system known as Ident-a-kid. The system will track visitor location and times entering and leaving the building. The system will also generate a visitor tag which must be worn inside the building at all times. The visitor should not deviate from this location unless first informing the

door monitor. Before exiting the building all visitors are to report to the main office to sign out using the Ident-a-kid system and dispose of their visitor's badge. School age children may not visit the school unless accompanied by a parent. Visitors driving to school will be asked to park in a designated visitor's parking space. If you are not parking in a visitor's space, admittance to the building will be denied. Anyone wishing to chaperone and/or volunteer will need proper clearances. Paperwork will be located in our High School Office. Chaperones/Volunteers must be approved by High School Principal, District Superintendant, and Board of Education. Volunteers and chaperones must obtain proper clearances and fill out required paper work before working with any students. Community members interested in volunteering their time or chaperoning a school function should consult the advisor or staff member(s) in charge of the event(s) to determine any district requirements.

WEAPONS ON SCHOOL PROPERTY POLICY NO. 218.1

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

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.

"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.

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. Disciplinary action for the possession and/or use of look-alike weapons is at the discretion of the principal. 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.

WEIGHTED COURSES

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

Honors courses and advanced language courses:

Average x 1.05 = grade

AP and dual enrollment courses:

Average x 1.10 = grade

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

WELLNESS

Mahanoy Area School District recognizes that school community wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, staff and students will learn about and participate in positive dietary and lifestyle practices that can improve achievement.

As mandated by current Pennsylvania Department of Education regulations and in conjunction with the Mahanoy Area School District Wellness Policy, we do not allow baked goods and treats from home. Snack items or Food Fundraisers must now be purchased from our cafeteria for a minimal fee per person. Pre-order forms can be obtained from the high school office and must be returned two weeks in advance of the event. Items requested must be pre-paid prior to delivery. Multiple treats will not be allowed on any given day so please check with the student's classroom teacher to see if someone else has ordered treats for the same day.

A short list of the many items available for purchase from our cafeteria includes:

Baked bagged pre-portioned snacks
Fresh fruit
Assorted ice cream novelties
Frozen fruit bars
Granola bars
Nutri Grain bars
Cereal bars
Dried fruit and granola
Snack mixes
100 calorie snack packs
Yogurts
Go-Gurts (frozen or thawed)
Fruit snacks
I/W muffins
Animal Crackers
Popcorn
Cheez Its
Soft pretzels
Dinners

For more information, please contact Food Service Director Michele Schappell at 570-773-3443, extension 4012.

USE OF CRUTCHES AND WHEELCHAIRS

A doctor's order is required for students to use crutches, and/or a wheelchair in school. The order should specify what adaptations are necessary and how long they are needed.

WORKING PAPERS

State Law requires that every boy and girl under 18 who works and who has not graduated from an accredited high school must have working papers. The procedure is as follows:

Application for Employment forms (working papers) are located in our High School Office. Students may pick up the working paper application and take it home for parent signature. The student needs to know in what city they were born. The student will bring the signed application to the office for the official working card to be issued.

Persons under 16 may not work around machinery, near chemicals, or in construction work, and are limited in the number of working hours. Assistance in obtaining working papers is available in the Main Office

ALMA MATER

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

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

SCHOOL COLORS

Black and Gold

SCHOOL MASCOT

Golden Bear