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MINERSVILLE AREA JR. /SR. HIGH SCHOOL
2016-2017 SCHOOL CALENDAR

August 24-25, 2016	Teachers' In-Service Days (School Closed)
August 29, 2016	First Day of School
September 5, 2016	Labor Day Weekend (School Closed)
September 6, 2016	School Reopens
October 10, 2016	Teachers' In-Service Day (School Closed)
November 2, 2016	Second Marking Period Begins
November 24-28, 2016	Thanksgiving Recess (School Closed)
November 29, 2016	Classes Resume
December 26, 2016 thru January 2, 2017	Christmas Holiday (School Closed)
January 3, 2017	Classes Resume
January 16, 2017	Teachers' In-Service Day (School Closed)
January 17, 2017	90 th Day of School
January 18, 2017	Third Marking Period Begins
February 20, 2017	President's Day (Schools Closed)
March 13, 2017	Teachers' In-Service Day (School Closed)
March 24, 2017	Fourth Marking Period Begins
April 13 thru April 18, 2017	Easter Recess - School Closed (Snow make-up days)
April 19, 2017	School Reopens
May 29, 2017	Memorial Day (School Closed)
May 30, 2017	Classes Resume
June 1, 2017	Last Day of School for Students – Act 80 Day
June 2, 2017	Commencement
June 5, 2017	Teachers' In-Service Day

Note: *WEATHER EMERGENCY MAKE-UP DAYS: If only one day is needed, it will be April 18, 2017. If other make-up days are needed, they will be April 13 and April 17, 2017 in that order. Additional weather emergency/ snow days will be made up by extending the school calendar the required number of days in June 2016.*

Special Note: *VO-TECH CLASSES will report to class using IU #29 Calendar. Transportation will be provided by the district. Absences will be unexcused without medical documentation.*

HIGH SCHOOL OFFICE HOURS: 08:00 AM-03:25 PM- Any/All person/s entering the building must provide photo identification. If identification is not available, entry will not be permitted.

SCHOOL BOARD

Mr. Albert Wank	President
Mr. Kevin Wigoda	Vice President
Mrs. Gretchen Ulmer	Secretary
Mr. Albert D. Marazas	Treasurer
Mr. Christopher G. Bentz	Member
Mr. Scott Hunyara	Member
Mr. Robert W. Keifer	Member
Ms. Sarah Newton	Member
Mr. Michael Naradko	Member

JURISDICTION

School officials have authority for the disciplinary control of students:

- * while on school premises;
- * while walking, driving, or riding to and from school;
- * while on school buses to and from school, on school sponsored field trips, and while attending or participating in extracurricular activities;
- * while engaged in related school activities on or off school premises; and/or
- * while off school premises if misconduct is directed toward school personnel.

Students charged with offenses in the community may be assigned alternative educational programs in order to maintain a safe and secure school environment for students and school personnel.

ROLES AND RESPONSIBILITIES

All children belong and have a right to be in school. In order for our children to maximize those opportunities provided through public education, everyone shares the responsibility of promoting behavior that provides an environment in which all children can learn. The healthy development of children requires the cohesive and consistent application of a common set of expectations. Thus, all members of society have a major role to play as positive models for respectful behavior. Respectful behavior is expected toward self, others and property.

The following roles and responsibilities for students, parents and guardians, school system personnel, community and family service organizations are offered for consideration in striving to create safe and nurturing communities of which schools are an integral part. In many instances, these roles and responsibilities are being fulfilled; in those cases, where they are not, these are offered as goals toward which to strive.

STUDENTS' RESPONSIBILITIES

Students who are positive in their actions assist and encourage teachers to maintain a classroom atmosphere that best meets the needs of all students. Students put forth their best efforts during the education process when they:

- accept responsibility for their actions and education while abiding by established school rules, regulations, and laws of the community, state and nation;
- come to school with positive attitude in order to realize opportunities for academic and personal growth;
- model positive behavior and language which reflect cooperation with all members of the school community;
- come to school prepared to learn, bring only those items and materials which are appropriate for the educational program (being prepared for class reduces interruptions to the classroom procedure);
- arrive on time so that introductory instructions and materials will not be missed and class time can be used effectively;
- listen to what is said in order to acquire needed information and to avoid needless repetition by the teacher;
- participate in class activities in order to gain new knowledge, clarify vital information, and reinforce concepts learned;
- respect the rights and property of self and others, thus practicing good citizenship;
- exercise self-control and good manners in order to develop positive relationships with others;
- respect the authority of school personnel so as to maintain good working relationships.

PARENTS' AND GUARDIANS' RESPONSIBILITIES

Parents are the first teachers who provide direction for our children. With the support of the community, they:

- provide their children with a warm, nurturing, and healthy environment, assuring support and the resources needed to be successful;
- support and reinforce behavior expectations and disciplinary policies of the school by assuming the primary responsibility for the discipline of their children;
- reinforce learning at home and support academic and extracurricular activities;
- ensure that their children attend school every day and arrive on time, but recognize there are extraordinary occasions when a student is lawfully absent or tardy; and
- teach their children to seek positive resolution to problems encountered in daily living and to handle confrontation non-violently.

MINERSVILLE AREA SCHOOL SYSTEMS' RESPONSIBILITIES

Each member of the school staff has the primary responsibility of providing for the educational needs of all students.

The school staff members are responsible for:

- maintaining an atmosphere conducive to good behavior and developing good study habits;
- exhibiting a respectful and positive attitude toward students to encourage a positive, realistic self-image in each learner;
- implementing the accepted curriculum in a variety of ways to meet the needs of all learners;
- administering discipline in a fair and impartial manner to teach the principles of justice and citizenship by example; and
- promoting a friendly, yet professional, relationship with learners so they may see themselves as meaningful parts of the society in which we live.

SCHOOL PROCEDURES & POLICIES

BREAKFAST

A breakfast is available for students each morning from 7:35 a.m. until 7:50 a.m. in the cafeteria. Only students eating breakfast are allowed in the cafeteria at this time. When a student has finished eating he/she must leave the cafeteria using the external doors. All cafeteria lunch rules are also in force during breakfast. Weekly money distributed to student accounts can be completed during the breakfast period.

BUSES

Bus riding is a privilege that can be suspended. Infractions of the rules will result in disciplinary action. These infractions include, but are not limited to: disrespect to the driver, harassing the driver or other students, playing radios or tape players, throwing objects, and using tobacco or drugs.

Students must ride their assigned bus and leave the bus only at their designated stops. Exceptions will be made only when a student gives the Transportation Secretary in the District Office a permission slip signed by their parent or guardian.

CAFETERIA

A hot/cold lunch program is offered in the school. Lunch menus are posted throughout the building. Students who forget their lunch money may sign for and receive a limited lunch menu. Lunch is served during a 30-minute lunch period.

Students must report to the cafeteria on time and should be seated at a table upon entrance. Students will form lunch lines as directed by cafeteria proctors. Students must eat lunch in an orderly manner. When finished eating, they should place trash, trays, dishes, and silverware in their appropriate receptacles. Students should also clean their table areas at this time.

When leaving the cafeteria, students should place chairs under tables and check that the area is clean for the next lunch group. No food is allowed to be taken from the cafeteria. All students are expected to behave appropriately in the cafeteria. Any student who displays inappropriate behavior may be sent to an alternate location, thus losing their cafeteria privileges.

C/E/F PERIOD

Club period will be used as a meeting time for all students involved in clubs, extra-curricular, and co-curricular activities, enrichment, and focus. Students meeting expectations can participate in enrichment activities that go beyond the regular curriculum. Students that would benefit from assistance in a specific area may be assigned a classroom during this time. The students will follow an alternative schedule during Club Period days. Prior to PM Club Period, all students will report back to their homerooms for attendance and PM announcements.

Students not involved in meetings will remain in their homeroom to work on assignments. Students are to complete homework at home and are encouraged to seek assistance during this time period.

CELL PHONES

Students are permitted to have in their possession a cell phone. This allowance is due to communicate with parents of those students who are involved in after school activities. However, during school hours the phones are to be in the off position. Should a student be using his/her cell phone during school hours, it will be confiscated and disciplinary action may follow. On the first occurrence the cell phone will be returned to the student at the end of the school day. Any infraction that takes place after the first time will result confiscation, detention/ASED, and a parent/guardian will be required to come to the school to retrieve the phone. If students are in violation and do not relinquish their phone to a school official, they will be subject to out-of-school suspension for that day.

The school is not responsible for any lost or stolen cell phone or other electronic device.

CHANGE OF ADDRESS OR PHONE NUMBER

The school must have your correct address and phone number on file at all times. If you move, please give the office your new address and phone number immediately. If you change phone numbers or add a phone or cell number, please furnish those new numbers, as soon as possible, to facilitate contacting parents and guardians, in case of an emergency.

CLASS SCHEDULE

<u>DAILY SCHEDULE</u>		<u>AM CLUB PERIOD</u>		<u>PM CLUB PERIOD</u>	
Homeroom	07:50 - 08:00 AM	Homeroom	07:50 - 08:04 AM	Homeroom	07:50 - 08:00 AM
1st Period	08:04 - 08:48 AM	Club Period	08:04 - 08:40 AM	1st Period	08:04 - 08:49 AM
Club	08:52 - 09:28 AM	1st Period	08:44 - 09:28 AM	2nd Period	08:53 - 09:37 AM
2nd Period	09:32 - 10:16 AM	2nd Period	09:32 - 10:16 AM	3rd Period	09:41 - 10:25 AM
3rd Period	10:20 - 11:04 AM	3rd Period	10:20 - 11:04 AM	7th Period	10:29 - 11:14 AM
4th Period	11:08 - 11:38 AM	4th Period	11:08 - 11:38 AM	4th Period	11:18 - 11:48 AM
A	11:42 - 11:52 AM	A	11:42 - 11:52 AM	A	11:52 - 12:03 PM
5th Period	11:56 - 12:26 PM	5th Period	11:56 - 12:26 PM	5th Period	12:07 - 12:37 PM
B	12:30 - 12:40 PM	B	12:30 - 12:40 PM	B	12:41 - 12:52 PM
6th Period	12:44 - 01:14 PM	6th Period	12:44 - 01:14 PM	6th Period	12:56 - 01:26 PM
7th Period	01:18 - 02:02 PM	7th Period	01:18 - 02:02 PM	8th Period	01:30 - 02:15 PM
8th Period	02:06 - 02:50 PM	8th Period	02:06 - 02:50 PM	Club Period	02:19 - 02:50 PM

<u>NO CLUB PERIOD</u>		<u>2 HOUR DELAY</u>		<u>EARLY DISMISSAL (Act 80)</u>	
Homeroom	07:50 - 08:05 AM	Homeroom	09:50 - 10:00 AM	Homeroom	07:50 - 08:00 AM
1st Period	08:09 - 09:00 AM	1st Period	10:04 - 10:37 AM	1st Period	08:04 - 08:38 AM
2nd Period	09:04 - 09:55 AM	2nd Period	10:41 - 11:14 AM	2nd Period	08:42 - 09:16 AM
3rd Period	09:59 - 10:50 AM	4th Period	11:18 - 11:48 AM	3rd Period	09:20 - 09:54 AM
4th Period	10:54 - 11:24 AM	5th Period	11:52 - 12:25 PM	7th Period	09:58 - 10:28 AM
A	11:28 - 11:39 AM	6th Period	12:29 - 12:59 PM	4th Period	10:32 - 11:02 AM
5th Period	11:43 - 12:13 PM	3rd Period	01:03 - 01:36 PM	5th Period	11:06 - 11:36 AM
B	12:17 - 12:28 PM	7th Period	01:40 - 02:13 PM	6th Period	11:40 - 12:13 PM
6th Period	12:32 - 01:02 PM	8th Period	02:17 - 02:50 PM	8th Period	12:17 - 12:50 PM
7th Period	01:06 - 01:56 PM				
8th Period	02:00 - 02:50 PM				

CLASSROOM PROCEDURES

Students have four minutes to pass between classes. They will be considered late if they are not in the room by the time the passing bell starts ringing. Students should be in their assigned seat when the bell rings and ready for instruction. Each teacher will inform students of expected classroom rules and procedures. Any violations of these rules/procedures will result in penalties. Please refer to the section entitled discipline procedures for further information.

CRIMINAL ACTS

Besides the normal criminal acts relating to sexual offenses, assault, theft, drug possession and delivery, underage drinking, and vandalism, the student may be subject to criminal arrest for:

- (a) Disorderly Conduct – Section 5503 – for fighting, the use of obscene language, or creating a disturbance.
- (b) Harassment – Section 2709 – for acts of harassment, bullying, intimidation, and sexual harassment.
- (c) Use of Tobacco in School Prohibited – Section 6306.1 – for smoking and possession of tobacco on school property or school bus.

DEBTS

Students billed for lost or damaged books, fines, classfund raisers, unreturned uniforms, etc. are expected to pay promptly. Receipt of report cards, diplomas, transcripts, etc. may be delayed unless proper payment of debts is made. Students with debts exceeding \$10 may not participate in extracurricular or co-curricular activities.

DRESS & GROOMING POLICY #221

AUTHORITY: The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which present a hazard to health or safety of the student or to others in the school; materially interferes with school work; creates disorder or disrupts the education program; causes excessive wear or damage to school property; and prevents the student from achieving his/her own educational objectives because of decreased vision or restricted movement.

Students may be required to wear certain types of clothing while participating in physical education classes, extra-curricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in a regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard to the educational process.

DELEGATION OF AUTHORITY: The Superintendent shall develop procedures to implement this policy which designates the building principal and/or designee to monitor student dress and grooming in his/her building and instruct staff members to demonstrate by example wholesome attitudes toward neatness, cleanliness, proper modesty and good sense in attire and appearance.

DRESS & GROOMING POLICY #221 (REVISED APRIL 28, 2008)

The following dress and grooming guidelines shall apply to all students in grades Four-K through 12:

All students in grades Four-K through 12 shall be subject to a uniform dress code consisting of:

- 1. Khaki, Dark Navy, Black, Gray or Corduroy full-length pants or Capri pants (Refer to Guideline #1).**
- 2. Khaki, Dark Navy, Black, Gray or Corduroy shorts, skirts or jumpers (Refer to Guideline #2).**
- 3. Solid colored shirts (Refer to Guideline #3).**

Guidelines:

- 1. Pants will be straight-legged dress or casual slacks in the above listed colors. Pants may not be of the cargo or carpenter style with pockets below the hips, loops, straps, elastic ankles or other comparable adornments. Pants must be worn at the waist and fit comfortably. Excessively tight or baggy pants will NOT be permitted. Sweat pants are NOT permitted. Pants must be of an appropriate length, so as not to drag on the floor. Garments worn so as to expose underwear will be in defiance of the dress code.**
- 2. Students are permitted to wear shorts, skirts or jumpers that are knee-length or longer in the above listed colors. Cargo or carpenter shorts are NOT permitted.**

NOTE: PANTS, CAPRI PANTS, SHORTS, SKIRTS OR JUMPERS MADE OF DENIM AND/OR LEATHER MATERIAL MAY NOT BE WORN. PAJAMA SHIRTS OR PANTS ARE NOT PERMITTED.

3. Shirts will be of solid color, collared, long or short-sleeved pullover, or golf-style, appropriately sized, buttoned to the base of the neck and tucked in. Students may wear solid colored turtleneck shirts as the primary garment. Students may also wear solid colored turtleneck shirts and crewneck solid colored shirts under the regulation shirt. A full torso sweater may be worn over a regulation collared shirt or turtleneck shirt. See-through shirts are NOT permitted to ensure garments or accessories worn underneath are not visible. All shirts must have sleeves which cover the shoulders. Tank tops, sleeveless tops, shells, mesh tops, sheer tops, bare midriffs or any other garments that expose the upper torso will NOT be permitted. A solid colored crewneck sweatshirt or MASD related crew neck sweatshirt is permitted over a regulation collared shirt or turtleneck. Hooded sweatshirts of any type are NOT permitted.
4. For safety reasons, the School District reserves the right to insist upon age appropriate footwear and will challenge any style which places a student at risk.
5. There shall be NO clothing, jewelry or adornments worn depicting the following: (a) drug, alcohol or tobacco messages; (b) messages with implications of a sexual nature, obscenities, suggestive remarks or messages, negative comments about another's culture, or references to illegal substances or unlawful acts; (c) insignias related to racist or hate groups; (d) replicas or depictions, in whole or part, of the Confederate flag.
6. Mutilation of clothing, which includes purposely cutting holes or tearing of the clothing will NOT be permitted.
7. Jewelry and other adornments:
 - (a) Appropriate footwear suitable for indoor traffic must be worn in the building at all times. Unsafe footwear such as slippers and/or clogs with heels larger than two (2) inches shall NOT be worn.
 - (b) Hats, handkerchiefs, or similar headwear, or any head cover may NOT be worn in the school building during regular school hours, except for approved religious or health reasons.
 - (c) There shall be NO chains worn, except those designated as jewelry.
 - (d) Hair coloring non-existent in natural form shall NOT be permitted.
 - (e) Spandex shorts or pants, bicycle pants or shorts are NOT permitted, except as part of an approved uniform for an approved school activity.
 - (f) Undergarments worn as outer garments are prohibited.
 - (g) Earrings and body rings and piercings worn at locations other than the ears are NOT permitted, specifically, those worn in the nose, eyebrows, tongue, cheek or any other visible location other than the ears are NOT permitted.
 - (h) The piercing of body parts and the insertion of jewelry or other objects, which result in bleeding, oozing of bodily fluids, or other physical condition that may reasonably pose a danger to the student or others is NOT permitted.
 - (i) Sunglasses are not permitted to be worn inside the school building, unless required by a physician.

NOTE: THE SCHOOL DISTRICT RECOGNIZES THE RIGHT OF STUDENTS TO WEAR JEWELRY AND OTHER ADORNMENTS; HOWEVER, THE MANNER IN WHICH THEY ARE TO BE WORN OR DISPLAYED MAY NOT BE APPROPRIATE UNDER CIRCUMSTANCES THAT POSE A DANGER TO THE SAFETY OR WELFARE OF THE STUDENT OR OTHER STUDENTS OR STAFF AND/OR POSE A THREAT OR INTERRUPTION OF THE EDUCATIONAL PROCESS. AS DEEMED NECESSARY, THE SCHOOL ADMINISTRATION AND/OR TEACHING STAFF MAY REQUIRE THAT STUDENTS REMOVE ANY JEWELRY OR OTHER ADORNMENTS, WHICH MAY REASONABLY BE CONSIDERED AS POSING A THREAT TO THE SAFETY OF THE STUDENT OR OTHER STUDENTS OR STAFF OR POSE A THREAT OR INTERRUPTION TO THE EDUCATIONAL PROCESS.

***Administrative Guideline:** The principal or his/her designee is arbiter of all of the above guidelines and what does or doesn't pertain to each. The final decision of what is deemed proper or improper dress will be determined by the principal and/or his designee. Any manner or type of attire, appearance, or grooming which causes interference with the learning process or creates a classroom disruption or school disorder will be subject to disciplinary action.*

DRIVING/PARKING

All students who drive to school must have a signed drug form submitted to the office. Also, they must register the make, model, and license number of any car that will be parked on school property. Students must obtain parking stickers from the office and affix them inside the rear window. Students must obey all PA and local traffic laws when parking and driving.

Students must use the front parking lot. They may not use reserved spaces. Students may not linger in their cars or the parking lot. Violators of the driving/parking policy are subject to losing their driving privileges and further disciplinary action. Violators of our tardy or attendance policies may lose their right to drive.

DRUG/ALCOHOL POLICY (Policy #227)

It shall constitute an offense for any student while on school premises to purchase, consume, transport, or possess any alcoholic or malt beverage or any controlled substance as defined in the Controlled Substance Device and Cosmetic Act of the Commonwealth of Pennsylvania. This includes drug paraphernalia and look alike substances.

It shall also constitute an offense for any student to appear on school premises while under the influence of alcohol or a controlled substance and after having consumed any alcoholic or malt beverage and any controlled substance. An alcohol or malt beverage shall be any beverage containing 0.50% or more of alcohol by volume.

On a first offense, the student is subject to the following action:

- 1) Drugs or alcohol will be confiscated.
- 2) Parents will be notified.
- 3) The student will be placed on out-of-school suspension.
- 4) A formal hearing will be held before the Board of Education with the recommendation of a minimum 90-day expulsion.

In addition to the above policy, the Minersville Area Board of Education passed a Drug Testing Policy (Refer to Policy No. 227.1) which will require all students who participate in any extra-curricular activity, which includes sports, clubs, band, proms, driving permits, or any other school sponsored activity, to submit to random drug testing as scheduled in conformance with school policy. Any student who refuses to submit to drug testing will be excluded from all school sponsored activities. Any student who fails a drug test will be subject to disciplinary measures as outlined in the School Board Policy No. 227.1.

EMERGENCY SCHOOL CLOSING

Using contact information provided, a One Call system will be used to provide notification of emergencies, school delays or closings. Additionally, you may use any of the following sources for information regarding late starts or school cancellations:

RADIO: WPPA- 1360

AM WPAM: 1450 AM

TV: WNEP - Channel 16

FIELD TRIPS

Students going on field trips are required to turn in a signed permission slip to the advisor or sponsor of the field trip prior to the time of the trip. They are expected to be responsible for any work missed. Students are expected to behave and dress properly. The discipline code is in effect while students are on a school-sponsored field trip.

FIRE DRILLS

Fire drills are conducted monthly throughout the year. Students shall exit the building in an orderly manner, following the fire escape directions posted in each room.

GROUNDS

While in route to school, on school property, or departing from a school day or event, a student is under school authority, and subject to all school regulations. When outside, students must remain in front of the building by the cafeteria or by the main lobby doors. Students are not permitted on the Minersville Elementary Center property or in the teachers' parking lot.

HALL BEHAVIOR

While moving through the halls, students shall not engage in any type of disruptive behavior. This includes, but is not limited to, yelling, horseplay, banging or kicking lockers, running, or looking into classes in session. At no time should students be roaming the building aimlessly or be in unauthorized areas. During scheduled class time, a student should not be in the hall without his/her daily planner signed by the assigned teacher or classroom hall pass.

HALL PASSES

Any student who needs to move to another classroom **MUST** have a pass or signed agenda from the teacher/staff member they are going to see **in advance** of leaving their assigned class. Students **will not** be permitted to leave their assigned class without a pass. Students **MUST** also sign out of their assigned classroom. Students are to report directly to the classroom, follow all hall rules, and not linger or roam in the halls.

HAZING/BULLYING

While a student in the Minersville Area Junior/Senior High School, participation in hazing/bullying is prohibited at all times. The administration will not condone any behavior that shall include acts that cause a student to suffer physically or mentally. Any individual who participates in the hazing/bullying of another student shall be subject to disciplinary action by the administration as per Policy #248 of the Minersville Area School Board Policy Handbook.

HEALTH SERVICES

IMMUNIZATIONS

Immunizations are required to attend school. Pennsylvania's school immunizations can be found in 28 PA. Code Chapter 23. For more information, please contact your health care provider of 1-877PA HEALTH. A copy of required immunizations is available in our nurse's office.

MEDICATION

If students are taking medication, parents should try to schedule doses for non-school hours or schedule as few doses as possible during the school day. Students who need to take medication during school hours must bring it to the nurses' office before school begins. Students must report to the nurses' office at the time they need the medication.

If prescription medication is requested to be given during the school day, the school requires:

1. The Physician's order.
2. Parent to contact the school nurse or high school office.
3. A medication authorization form or a note that includes the student's name, name of medication, dosage, and time given signed by the parent/guardian.
4. Medication in the original pharmacy container with the pharmacy label indicating students' name, name of medication, dose, time given, prescribing doctor, and other pertinent information relevant to that medication.
5. **ONLY** enough medication for 10 doses.

If non-prescription medication is requested to be given during the school day, the school requires:

1. A **DOCTOR'S ORDER**
2. The parent to contact the school nurse or high school office.
3. A medication authorization form or a note that includes the student's name, name of medication, dosage, and time given signed by the parent/guardian.
4. Medication in the original container with its label and student's name on it.

ALL MEDICATIONS ARE KEPT IN THE NURSES' OFFICE.

Unsupervised, self-administration of medication is not permitted unless cleared through the health office. In some situations, involving the use of inhalers, it might be necessary for the student to carry the inhaler. The school needs written verification from the parent and the doctor stating that the student is capable of self-administering the medication. All prescription or over the counter drugs (i.e. aspirin, weight-loss pills, or cough medicine) are prohibited in school without written permission from a parent/ guardian. All such medications shall be administered through our nurses' office.

The school health department requires:

1. permission from parent/guardian to administer non-aspirin analgesic as indicated by checking “yes” or “no” on the Health Information Form.
2. permission from parent/guardian to administer antacid as indicated by checking “yes” or “no” on the Health Information Form.

ILLNESS AND INJURY

A Health Information Form is provided at the start of the school year. Permission from parent or guardian is required to administer first aid and emergency care as indicated by checking “yes” or “no” on the form. First aid is administered for sudden illness or injury that occurs during school hours. Personnel are not responsible for treating injuries occurring outside of school involvement, nor are they expected to treat students who come to school ill.

Students who feel ill and need to see the nurse are expected to report to class first. The classroom teacher will issue a pass to the nurse. Only in an emergency shall a student report to the nurse before reporting to the scheduled classroom. If the health room is closed, the student should report to the high school office.

HEALTH SCREENING

The following health screenings, in accordance with the Pennsylvania School Code, are provided:

1. medical examination for grade 11;
2. dental examination for grade 7;
3. height, weight, and BMI screening for all students;
4. vision screening for all students;
5. hearing screening for grades 7 and 11;
6. screening for scoliosis (curvature of the spine) grades 7.

HOMEWORK

Homework is an important part of the school curriculum. Students are expected to complete their assigned work. Parents are welcome to make an appointment with the teacher to discuss homework problems. This can be done by phone or in person. In the event of a brief absence from school, a student should get his/her homework assignment from a fellow classmate. Teachers will provide homework assignments for students who are absent more than 3 days and can be requested by parents or students through the high school office.

NOTE: *Individual teacher assignments will be available on Minersville Area’s own website www.battlinminers.com.*

LAVATORY

Lavatory use is restricted to the passing time between classes. In extreme emergencies, students may request a hall pass from the teacher to use the lavatory. Students who abuse this procedure will be required to provide a doctor’s note to substantiate the use of the lavatory. Lavatories in the lobby will be open during lunch for use by cafeteria students only.

LOBBY

Students are allowed in the lobby from arrival of first bus until 7:43 AM, when the first bell rings. Students wishing to enter the academic wing prior to 7:43 A.M. must have a written pass from a teacher or permission from an administrator.

LOCKERS / BAGS AND CONTAINERS

Each year the school provides each students with a hall locker. When you receive your combination, memorize it and tell it to no one. Your locker is your responsibility. Keep it neat and clean, and keep it locked at all times. The school does not take the responsibility for lost or stolen articles. Students are not permitted to share lockers. Students are not permitted to place gummed stickers inside their lockers. Students may go to their lockers before school, between classes, and following dismissal. However, being at your locker is not an excuse for being late to class.

To ensure the safety and reduce classroom congestion: hats, coats, hoodies, backpacks, carrying cases, or any other bag or containers should be placed in lockers upon arrival to school and remain there until the end of the day. Student with sports bags or musical instrument cases that do not fit in their locker should make arrangements with their coach or teacher to properly store their bag. None of the above items are permitted in classrooms, the cafeteria, or left outside the classroom in the hall, except:

- 1) A single small carrying case, or bag not to exceed 5 x 7 x 2 inches may be carried by students.
- 2) A reasonably sized lunch container may be removed from a student's locker immediately prior to lunch and returned immediately following lunch.
- 3) A reasonably sized gym bag may be removed from a student's locker immediately prior to PE and returned immediately following PE.

LOST AND FOUND

Lost and Found is located in the high school office. Students should check with the secretaries for any items that are lost. If a student finds an item, please leave it at the high school office so that it can be returned to its proper owner. At the end of each marking period, Lost and Found articles will be discarded.

LUNCH

During the first week of school, students will be given an application to apply for free or reduced meal prices. Eligible free/reduced lunch students will automatically be credited with free/reduced lunch in the cafeteria system.

MAKE-UP WORK

Any student whose absence has been verified as lawful should have the opportunity to make up any missed class work. It will be the responsibility of the student to obtain and to complete the work provided by each teacher. Generally, students will have one (1) day to make up work for each day of absence up to five (5) including Saturday and Sunday. All make-up work will be graded in accordance with the regular classroom grading policy as long as it is completed within the established timeline.

For excused absences of more than five (5) consecutive school days, the principal will determine the allotted time to make up work. Five days will be allotted unless student receives written approval from principal.

NOTE: Any appeals for exceptions to the "day-of-return" policy must be made to the principal before the student's return.

UNEXCUSED ABSENCES/TRUANCIES

Students with unexcused absences are considered truant and are not permitted to make up any missed work. Truant students will receive zeroes for any tests, quizzes, or in-school work missed on the day of truancy. They will have to hand in any assignments—from the days other than truant day(s)—on the day of return. Unexcused absences/truancies will also be subject to the issuance of citations and the assignment of appropriate discipline, including detentions and after-school extended detentions.

Any student accumulating (3) or more unexcused absences will be reported to Children & Youth Services.

PRE-APPROVED ABSENCES

Students who have prior approval (See ABSENCE PROCEDURES) for missed days are responsible on the day of their return for all work due and tests and quizzes given during those days. They will be under the same policies as students under "ILLNESS" above for work covered or tests and quizzes announced during their absence.

NOTE: Any appeals for exceptions to the "day-of-return policy" must be made to the principal before the absence begins.

OBJECTS – UNAUTHORIZED

Objects or devices, including but not limited to e-cigarettes, pagers, i-pods, radios, tape or CD players, jamboxes, water guns, or obnoxious objects which might cause discomfort or distraction by sound, smell, or visual means are not permitted on school property.

PEP RALLIES/ Assemblies

Pep rallies and assemblies will be held at various times throughout the year to support the school's athletic teams. Students are required to sit with their grade in the designated section. Students are to act responsibly and show their enthusiasm appropriately.

PHYSICAL EDUCATION

All students are required to take and pass courses in physical education unless a medical waiver is properly documented and filed with the principal's office. Students with an acceptable medical waiver from P.E. class may not participate in any extra-curricular activity requiring exertion unless sanctioned by medical authority and accepted by the principal. A student with a minor health problem or injury should approach the physical education instructor, who may substitute an alternate assignment. Because of the requirement to complete physical education courses each year, students in danger of failing, for lack of participation, will have written correspondence sent home after a 20% deduction has been assessed for unexcused class violations. A parental conference will be required when a 30% deduction level has been reached.

During class students may either store their valuables in the gym teacher's office or secure a lockable gym locker (if available) for a refundable deposit. Any item left in the gym is unsecured. The school is not responsible for stolen items.

PREGNANCY

An expectant mother shall not be excluded from school unless a written certification by an attending physician is submitted to and accepted by the district stating that school attendance would be harmful to the student or fetus. It shall be the student's responsibility to inform school personal of pregnancy prior to performing any functions which might be detrimental to the health of the student or fetus. Excuse from activities shall be granted with the recommendation of a physician.

Homebound instruction or alternative education shall not be offered unless attendance during pregnancy would be harmful, however, a student may make arrangements through the high school office to make up work missed during absences due to the pregnancy.

SEARCH POLICY

Whenever the principal believes he has "reasonable suspicion" to suspect endangerment of the health, welfare, or safety of individuals in the school, he has the legal right to perform a search without warning. This may include search of an individual's vehicle, locker and/or person, or periodic general searches of all randomly chosen lockers.

The principal and delegated staff may also periodically inspect lockers for damage, defacement, intentional jamming or sharing.

SEXUAL HARASSMENT

Sexual Harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct.

Sexual harassment as defined above may include, but is not limited, to the following: verbal harassment, verbal abuse, pressure for sexual activity, unwelcome touching, threatening demand for sexual involvement, or unwelcome removal of another's clothing. A substantiated charge against a student shall subject that student to disciplinary action. Besides school disciplinary action and civil consequences, sexual harassment can result in the filing of a criminal charge of Harassment.

SICKNESS PROCEDURE

Students who feel ill and need to see the nurse are expected to report to class first and then will have their daily agenda signed to the nurse. If the health room is close, the student should report to the office.

TELEPHONES

Only in an extreme emergency will a student be allowed to use the phone during school time. To make an emergency call, a student must first have an office pass when reporting to the office. These calls are limited to 5 minutes per call and one call per week.

TEXTBOOKS

Textbooks are issued free of charge to pupils. When textbooks are issued each teacher makes a record of the number of books in good condition. If the book is damaged or lost, the pupil must pay for it before receiving credit for the subject.

TOBACCO POLICY

Tobacco use includes possession of a cigarette, cigar, pipe, or other smoking device or any use of smokeless tobacco in any form. Tobacco possession includes tobacco of any kind found on a student's person as well as that, which is found in a student's locker, book bag, purse, etc.

Tobacco use or possession by students is prohibited in the school building, on school buses, and on school property leased, owned, or under the control of the Minersville Area School District. Violation of this rule will result in disciplinary action, including the filing of a summons with the District Justice Office charging the student with violation of Section of the Crimes Code – *Use of Tobacco in Schools Prohibited*.

VISITORS

All visitors must report to the office, must sign "in" and "out," secure a "visitor's pass" from the office to circulate about the school. **Visitors must show valid identification**, i.e. driver's license to enter the building. Persons wishing to visit for a short time should have such visits cleared by the principal.

Persons wishing to visit for an entire day (or a significant portion thereof) must receive permission from the principal at least one day in advance. Unauthorized visitors will be subject to trespassing charges.

WORKING PAPERS

Students, prior to employment, must obtain working papers under Pennsylvania law. Information and forms are available in the district office.

The Pennsylvania Child Labor Law states that no person under sixteen years of age may engage in an occupation when schools are in session. Persons between the ages of sixteen and eighteen years may secure a General Employment Certificate when schools are in session if they furnish all of the following:

1. birth certificate or baptismal certificate
2. legal proof of age
3. written promise of employment
4. a certificate of physical fitness
5. written parental permission

Pupils between the ages of fourteen and eighteen may secure Vacation Employment Certificates when schools are not in session, provided they meet the same requirements listed above.

GUIDANCE AND CURRICULUM

The Minersville Area Junior-Senior High School offers a comprehensive curriculum for students in grades 7 through 12. The junior high curriculum focuses on academic programs to meet a student's ability level. The high school offers college preparatory, vocational-technical, and applied curriculums. Specific descriptions of each program are listed in the course selection book which is available on the school's website www.battlinminers.com. Each program is designed to meet the needs and abilities of all students.

A student can request a change in curriculum if the request occurs within the first week of the school year. The request must be accompanied by a parent/ guardian note and receive the principal's approval.

PROGRESS REPORTS

The school issues to all students, interim reports midway into each of the four nine-week marking periods may be viewed through the MMS portal on the school's website www.battlinminers.com. The purpose of the interim report is to notify a parent/guardian about academic difficulties or superior accomplishments. A parent may discuss an interim report with a counselor or teacher by phoning 570-544-1400 during school hours. The student should bring all interim reports home because they will not be mailed.

FINANCIAL AID / SCHOLARSHIPS

The Minersville Area School District recognizes the ever increasing cost parents face in financing a student's education beyond high school. The district, through its central office and the guidance department, provides students and parents with information on various scholarship opportunities. Scholarship opportunities are updated regularly at www.battlinminers.com under the guidance department link. The guidance department also sponsors an annual financial aid night prior to the beginning of the second semester.

GRADING POLICY

Students in grades 7-12 will be graded according to the following scale on a report card. A percentage grade will be presented on the report card.

90%	<	100%	A
80%	<	90%	B
70%	<	80%	C
60%	<	70%	D
0%	<	60%	F

Students passing a foreign language or mathematics course with a grade of 60% to below 70% will receive credit for the course, but may not be moved on to the next level. Students may switch from one foreign language track to another only at the point at which they have completed the first level of their originally chosen language, and only that one time. Students may take two foreign languages simultaneously under certain restrictions.

A course that is more difficult and academically challenging is given an added numerical weight in determining the grade point average and class rank of a student. College Preparatory courses, third (3rd) and fourth (4th) year courses, Anatomy/Physiology, Trigonometry/Pre-Calculus, Math Analysis, and Calculus will receive a percentage grade multiplied by AP courses will receive a percentage grade multiplied by 1.10 with completion of the AP test. Note: College Preparatory Algebra I is not weighted.

If there is a question concerning a grade, the student may discuss the grade with the subject teacher. If a parent/guardian has a question about the grade, they may discuss it with the teacher by arranging an appointment at a mutually acceptable time. This can be done by calling the school office at (570)544-1400.

Student average for the quarter, semester, and full year are determined by taking the percentage grade and multiplying that by the course weight. This calculation will produce the percentage grade for each course. By adding all percentages and dividing by total course credits, a student can determine his/her overall G.P.A. (Grade Point Average). Note: *G.P.A. (Grade Point Average) will determine class rank in grades 9-12. Minersville Area will not rank students in the 7th and 8th grade.*

GRADUATION REQUIREMENTS

Students must complete 24 credits in grades 9 through 12, 6.0 credits in Grade 12, and 20 hours of community service by the end of Grade 11. Specifically, credits are needed in the following subjects.

<u>Subject</u>	<u>Credits</u>
English	4.0
Science	3.0
History	4.0
Mathematics	3.0
Physical Education	1.0
Health	0.5
<u>Electives</u>	<u>8.5</u>
Total	24.0

*All students must take English, Math, Science, and History every year.

**It is highly recommended that a student in the college preparatory curriculum take Algebra I, Algebra II, and Geometry as well as 2 years of the same Foreign Language.

HONOR ROLL

Minersville Area Junior-Senior High School has a three-tiered honor roll system.

1. Distinguished Honors - A student must have all "As" in major subjects, three minimum and nothing lower than a "B" in a minor subject.

2. High Honors - A student must maintain all “A’s” or “B’s” in both major and minor subjects.
3. Honors - A student must have at least a “B” in all Major subjects and have no more than one “C” in a minor subject.
 - Major subjects: English, Mathematics, Science, and Social Studies.
 - Minor Subjects: All others

INCOMPLETE GRADES

Students who receive an incomplete grade in a course should immediately see the teacher and make arrangements to complete the missing work as soon as possible. An incomplete must be made up within two weeks or it becomes a failing grade, except under extreme circumstances, as determined by the principal.

MATRICULATION

Matriculation is the process of selecting courses for the following school year. The process begins in the second semester of each year with the counselors meeting with students in their classrooms. The student can arrange a personal meeting with a counselor to discuss course selection if needed. The guidance department also conducts a matriculation night for students entering the school for the first time. Matriculation night is usually scheduled during matriculation for the current year.

PROMOTION POLICY

The following guidelines constitute the credit requirements for promotion to the next grade:

- Grade 7 - A student must pass a minimum of 5.0 credits to be promoted to grade 8.
- Grade 8 - A student must pass a minimum of 5.0 credits to be promoted to grade 9.
- Grades 9-12 - Students must pass a minimum of 6.0 credits each year.

All major subjects in grades 9 through 12 are divided into two .50 classes (A and B). If a student fails the 1st semester (A) of a course they will be unable to earn a full credit in that course regardless of their grade in the 2nd semester (B). They can still earn .50 credits for the second semester (B).

For ALL classes, students must pass English to be promoted to the next year. All students must have enough credits to be promoted to the next year. Example: If a student after tenth (10th) grade has ten (10) credits, then that would not meet the twelve (12) credit minimum requirement to be considered an eleventh (11th) grader. This student would then go through another year as a tenth (10th) grader.

REPORT CARDS

The Minersville Area Junior-Senior High School issues report cards to students four times per year. The report card is issued to the student who is expected to take it home for parent/guardian review. Report cards are issued within 2 weeks of the end of each 45-day marking period. A notice of report card distribution will be given through our One Call System. A student will not receive a report card if he/she owes a debt to the school and may not be able to view or access grades in the MMS online system.

AWARDS NIGHT

Each spring the school recognizes and honors outstanding student achievement in both academic and extracurricular areas at our awards night program. Students receiving awards will be notified prior to the program. All community members are welcome to attend.

CLASS RANK

Class rank is calculated each year on the basis of a student’s final grades in each subject area. It is a cumulative process that is calculated from grades 9 through 12. A student who takes Algebra I or foreign language in eighth grade will not have those courses counted as part of their high school class rank. (See “Grading Policy” for more details.)

COLLEGE INFORMATION

Students who are interested in applying to college should plan this with their guidance counselor. Information about colleges, including college catalogues and financial aid applications, is available in the guidance office. Students should listen to announcements, check the guidance link on www.battlinminers.com, fill out required forms, and meet the necessary deadlines. If a student applies to a college or scholarship online, it is the student's responsibility to let the guidance office know when and where a transcript is needed to be sent. (See Transcripts for more information.)

COLLEGE REPRESENTATIVE/COLLEGE FAIR

Junior and senior students and their parents will have the opportunity to attend the annual college fair held in October to meet with representatives from colleges, business, trade, technical, and nursing schools. Military representatives will also be in attendance.

COLLEGE VISITATION

Juniors and seniors are allowed a total of six college visits over their last two years. Students are required to secure an appointment with the college prior to the visit. Furthermore, **they must bring a permission slip from their parents at least one day prior to the visit. Upon return, the student must present a signed form from the college admissions office to verify the visit.** Students who visit local colleges are expected to attend school on the day of the appointment and sign in or sign out at a reasonable time.

COURSE DROPPING PROCEDURE

Dropping a course must be arranged through a guidance counselor. A course drop request forms must be accompanied by a parent/guardian note and be approved by the principal. A student who drops a full year course must do so within the first week of the school year. Semester course drops must be completed on or before the end of the first week of the second semester. The dropping of all courses must be approved by the principal.

STUDENT ASSISTANCE PROGRAM

The student assistance program is designed to help students and families overcome problems, which inhibit learning. Students may be referred to the team by faculty, parents, other students, or themselves. This team of faculty members meet with representatives of county agencies to discuss students with problems. After input from various sources, including other faculty members, the team may contact the student and offer assistance and/or contact the parents and offer varied suggestions to help the student.

MINERSVILLE AREA SCHOOL DISTRICT SPECIAL EDUCATION

NOTICE

Public Notice for Special Education Awareness and Educational Programs and Services for Special Needs Students

The Minersville Area School District is committed to providing its students with special needs the opportunity to participate fully in the educational experience. Pennsylvania schools provide no cost evaluations and appropriate and appropriate programs to all students who are disabled, age 3 through 21 years of age. The Minersville Area School District, either directly or through the Schuylkill Intermediate Unit#29, provides special education services which may be required for children with special needs. Students will be provided a free and appropriate public education in the least restrictive environment in accordance with the *Individuals with Disabilities Education Act (IDEA)* and the Pennsylvania School Code – Chapter 14.

Students will be evaluated and may qualify for services through any of the following disability categories: autism, deaf-blindness, blindness or visual impairment, deafness, hearing impairment, mental retardation, multiple disabilities, traumatic brain injury, emotional disturbance, other health impairment, orthopedic impairment, specific learning disability, or speech or language impairment.

The following types of programs/services are available:

- Learning Support – for children whose greatest need is for help in academic areas such as reading and math.
- Emotional Support – for children whose greatest need is for social, emotional, and behavioral help.
- Life Skills Support – for children whose greatest need is to learn skills that will allow them to live and work independent of their families.

- Sensory Support – for children who require help in dealing with disabilities resulting from limited vision or hearing (deaf or hearing impaired, and blind or visually impaired).
- Speech and Language Support – for children who are speech and language impaired.
- Physical Support – for children who are physically disabled.
- Autistic Support – for children with autism.
- Multiple Disabilities Support – for children who are multi-handicapped.

Identification procedures include screenings for hearing, vision, physical, and speech and language problems, a review of student’s records including attendance and report cards, and in-depth comprehensive educational evaluations. If you feel your child may be exceptional and in need of special education, you may request at any time that your child be considered for special services. Parent requests for screenings and evaluations can be done by sending a letter to the principal of your child’s school or to the Special Education Supervisor:

Mr. James Yacobacci, Elementary Principal

o

r

Mr. James Grabusky, High School Principal

o

r

Mrs. Mary Ann Wynosky, Special Ed Supervisor

P.O. Box 787

Minersville, PA

17954

The Minersville Area School District does conduct a screening for those children who will be entering kindergarten. The screening takes place each May prior to the start of each school year. The screening takes place at the Early Childhood Education Center, Llewellyn. Parents can contact the elementary center office at (570)544-2077 for the time and date of kindergarten screening.

Procedural Safeguards serve to protect the rights of your child who has a disability or thought to have a disability. You will be given a copy of the procedural safeguards upon initial evaluations, due process hearings or upon parental request. This notice describes the rights and procedures that safeguard students under state and federal law. A copy may be obtained upon request by contacting Mrs. Mary Ann Wynosky, Supervisor of Special Education at (570)544-1400 – Ext. 2217. These are procedures to maintain the privacy of your child’s educational records.

If you feel your child is exceptional and is in need of special education, you may request an evaluation at any time to determine eligibility. Parents may contact the building principal of their child’s school or the supervisor of special education either by phone or in writing. The Minersville Area District’s Special Education Office is located on the second floor of the Junior-Senior High School. Please be assured that your child’s educational records will be kept confidential (refer to Minersville Area School District Policy No. 207.1 – Confidential Communications of Students) and will be viewed only by those educational professionals who work with your child.

TRANSCRIPTS

Transcripts are official records of a student’s grades, standardized test scores, GPA, and class rank. They are usually required by post-secondary institutions and scholarship agencies to evaluate a student’s record. It is the student’s responsibility to request that the guidance office prepare and send an official transcript.

TRANSFER/WITHDRAWING OR ENTERING

Students who are leaving the Minersville Area Junior-Senior High School to transfer to another school or withdraw from school must process a withdrawal form from the high school. This form requires a student to return his/her books to each teacher and receive a grade average at the time of withdrawal from each teacher. The student must also get each teacher to sign the form and clear all debts from his/her record. The student must then have an exit interview with a guidance counselor. New students must register in the district office. At the time of registration students must present a birth certificate and any records from their former school.

TUTORING

Students may receive tutoring from their classroom teacher by request. A request for tutoring is the responsibility of the student or can be initiated by the teacher. The teacher will arrange a convenient time period before or after school for these tutoring services. Information on peer tutoring is available in the guidance office.

TECHNOLOGY AND CAREER CENTER

Our students are eligible to attend the Schuylkill Technology Centers, located in Marlin and Frackville. Students who attend the Schuylkill Technology Center will attend Minersville Area High School for one semester and the Schuylkill Technology Center for the other semester. Students who are interested in admission to the Schuylkill Technology Center must complete an application during the matriculation of the previous year in order to be considered for admission. This curriculum is offered to all students in grades 9-12.

EXTRACURRICULAR ACTIVITIES

Our school offers a wide variety of extra-curricular activities that will appeal to all ability levels and preferences see www.battlinminers.com for additional information.

Participation in athletics and extracurricular activities is a privilege at Minersville and not a right. A signed Drug Testing Policy form must be signed and returned before any student may participate in extracurricular activities. As a participant you are expected to uphold the highest of standards at all times because you are a role model for your peers, younger students and the community in general.

ELIGIBILITY POLICY

The following regulations apply to all students participating in any extracurricular activities under the auspices of Minersville Area High School. Students ruled “ineligible” may not participate in extracurricular activities in ANY form - game, event, practice, meeting, etc. - during the period of ineligibility.

These standards are in addition to those of the PIAA. These are MINIMUM standards. Coaches may recommend more stringent standards which, when properly approved by the administrative process and Board of Education review, can be enforced. All students upon registration for participation in any extracurricular activity shall be given a detailed copy of the code of eligibility at the start of each season or activity. Both the student and a parent/guardian will be required to acknowledge by signature the receipt of such information. A brief summary of this code follows:

Attendance - Students may not participate in extracurricular activities if any of the following occur:

1. The PIAA regulations relative to student attendance shall apply to all athletic teams. In the main, this makes a student who accumulates twenty (20) days of absence in two consecutive quarters ineligible until he/she is in attendance for sixty school days following the twentieth day of absence. A detailed listing of these regulations will be given to each student at the outset of the school year.
2. If they are absent on the day of the game or event.
3. If they sign in after 8:30 AM on the day of a game, practice or event unless they supply a doctor’s note or other official document upon entering.
4. If they sign out for illness or injury on the day of a game, practice or event unless they supply a doctor’s note or other official document.
5. **If a student is absent on Friday, a doctor’s note is required to participate in an event during the weekend.**

NOTE: *The principal has discretionary authority to waive these in exceptional cases.*

Discipline: - Students may be restricted from participation in extracurricular or co-curricular activities if any of the following occur:

- 1) They are on out-of-school (OSS) suspension the day of a game or event.
- 2) They are on in-school-suspension (ISS) for at least the second time.

NOTE: *Students on out-of-school suspension (OSS) on a Friday, or the day before a weekend, are ineligible for any weekend games or events— unless the weekend contains 4 or more days—until they are reinstated on the day back from the*

weekend. (Students scheduled for their 2nd ISS, the day before a weekend and who are absent on that day, are also ineligible for weekend events). Students are also ineligible if they are guilty of a violation of Board Policy on use of drugs or alcohol or if they are guilty of a violation of Board Policy on fighting as a sport participant.

Additionally, the Principal has the right to rule a student ineligible for a period of up to ten (10) school days for serious or repeated school disciplinary code violations.

Academics - Students must have a passing grade in 6 courses in grades 7-12. Vo-Tech students must be passing their major shop area. Academic eligibility will be determined in four categories:

1. Past performance- grade at the end of the first marking period, first semester, or third marking period.
2. Current performance - weekly grade reports from teachers.
3. Cumulative ineligibility - ineligibility ruling four times during the school year.
4. Final eligibility – Final grade for the school year below sufficient credit level results in ineligibility for the beginning of the next school year.
5. A student ruled academically ineligible four (4) times during the school year will automatically be ineligible for forty-five (45) school days. A fifth instance of ineligibility makes the student ineligible for the rest of the school year.
6. Students who owe more than \$10.00 in school debts will not be permitted to participate in any extra- or co- curricular activity until the debt is brought below that level or suitable arrangements to do so have been made with the principal.

NOTE: A more detailed code is given to each participant before the start of each season.

NOTE: The Principal has the right to rule a student ineligible for up to ten (10) school days for repeated academic negligence. The Principal also has the right to waive the ineligibility status of the student in special circumstances.

FUND RAISING:

There are times when certain organizations will need funds to operate. Fundraisers are a popular and effective activity to accomplish this goal.

Any club, sport, class, or organization in the school that wishes to initiate one of these selling projects must have their advisor submit a student activities request form to the athletic director for schedule approval. This form will then be submitted to the principal for final approval. No more than two organizations may be conducting a fund-raiser at the same time. At no time may a student group sell anything in the school without first following these simple procedures. Students may not sell items in school for non-school organizations without the approval of the principal.

PHYSICAL EXAMS FOR ATHLETICS:

According to Article V, Section 1 of the P.I.A.A. bylaws, no pupil shall be eligible to represent his/her high school in any interscholastic athletic contest unless he/she has been examined by a licensed physician of medicine, osteopathy or a certified school nurse practitioner no more than six weeks before his/her first sports season of that academic year. Before each subsequent sports season of the same academic year, he/she may be certified by a physician that his/her condition is satisfactory before he/she commences to train or practice the intended sport. Student athletes will be required to get a physical at his/her own expense.

SPECTATOR'S RESPONSIBILITY

Spectators are encouraged to attend athletic events and support the students who are participating on the school teams. Minersville Area School District expects the best decorum and sportsmanship of their athletes and spectators. Spectators shall refrain from booing, whistling, shouting, or showing any poor behavior toward the referees, players, cheerleaders, or other fans. Fans shall also refrain from any use of foul or abusive language and will be subject to removal from the premises if they fail to comply.

Spectators are reminded that the purpose of high school athletics is for young men and women to enjoy themselves and their sports. Endeavor to make your school known for its good sportsmanship. Remember that the reputation of the school depends upon your conduct before, during, and after the game or event.

STEROID TESTING

The Minersville Area School District has established a policy prohibiting anabolic steroid or any other muscle enhancing drug/substance use by a student athlete. Any student discovered to be using anabolic steroids or muscle enhancing drugs in any manner will be prohibited from participating in athletic events for the entire school year.

Random drug testing will be done at various times throughout the school year on student athletes. The testing will be conducted by a district authorized facility.

TRANSPORTATION

Members of athletic teams or other school organizations must travel to and from activities which are not held on school property on a school bus unless student has obtained prior approval from the principal after the principal has received a written parental request.

ATTENDANCE

ABSENCE PROCEDURE

The Minersville Area School District's policy on absenteeism stipulates that a pupil who has been absent from school for any reason must submit a **written excuse** from his/her parent guardian to the school office within three days upon his/her return. If the student does not submit an excuse **within three days of the absence**, then the day of the absence will be deemed "unlawful" (16 years old and younger) or "unexcused" (17 years old or older). When a student is 16 years or younger the offense of an unlawful absence may be referred to the district justice for proper legal action, and/or juvenile probation. If the student is 17 years old or older, that said student would be subject to the school's disciplinary policy at the discretion of the principal or his designee for an unexcused absence.

Calling: A "One Call" will be made when a student is absent. Parents only need to call the school if there is a discrepancy. Note: *Students must have an acceptable WRITTEN note for ALL absences. These notes should be handed in to homeroom teachers. The principal and his staff determine the acceptability of these notes. An acceptable note must be submitted by the third day after an absence. Students who do not submit a note by that day will be penalized. Students that are required to have Doctor's notes for absences will be required to provide a Doctor's note should the nurse send the student home. The school nurse cannot diagnose or prescribe medication for students with an illness. (Four (4) yellow excuse slips will be provided to the students at the beginning of the school year and will also be available in the office for further absences.)*

Prior Approval: Absences for reasons other than those specified by state code (see Attendance Laws below) must receive prior approval of the principal and/or superintendent. Prior approval days are dependent upon the student's attendance and academic performance records. Examples of absences requiring prior approval are given below.

College Visits: Visits are limited to a total of six during the student's junior and senior years. A pre-visit note from parent and a post-visit note from the institution are required.

ATTENDANCE LAWS

Regular attendance at school is imperative to academic success. Absence sometimes is unavoidable. In those cases, when illness, or other extreme emergency makes it impossible to attend school, the law requires an excuse from a parent/ guardian and/or physician.

The only acceptable reasons for excused absences from school under the PA State Compulsory Attendance Laws are: 1) illness, 2) family emergency, 3) pre-arranged doctor/dentist appointment, 4) educational trip with prior approval, 5) religious holiday, 6) death in family, 7) court appearances (copy of subpoena required), 8) pre-approved college visits, 9) unavoidable emergencies (reviewed by the principal and/or assistant principal), 10) out of school suspension (OSS), or some other insurmountable condition.

Absence for reasons other than those mentioned above are to be considered unexcused and for pupils under age seventeen, illegal. Unexcused absences include the following: 1) oversleeping, 2) missing the bus, 3) routine babysitting, 4) refusing to come to school, 5) hunting without prior approval, 6) taking a trip (vacation) without an approved

educational field trip form by administration, 7) Bloomsburg Fair, 8) failure to turn in an excuse within three (3) school days, 9) any other circumstances deemed unexcused by the principal.

Parents of pupils under 17 years of age accumulating three days of illegal absence will receive official notice of a “first offense” violation and any additional occurrence of illegal absence may result in a fine being imposed upon the parents by a local magistrate. Offenses reaching this level MUST be processed through the Children and Youth Agency.

Official Documentation Requirements:

1) A student who is absent more than three consecutive days must have a medical excuse for this absence. 2) A student who is absent excessively may be required to submit official documentation (doctor’s, dentist’s notes, etc.) for every day of absence or it will be considered unexcused or truant. Generally, a warning letter will be issued before this requirement. Once a student is required to submit official documentation, every subsequent day of absence will be unexcused unless official documentation is supplied. The student and parents may then face legal, disciplinary, and academic penalties.

NOTE: A student with an excessive absence record who reaches the sixth consecutive day of absence must have official documentation into the office by that day or face truancy proceedings (fines, etc.) IMMEDIATELY - even if not in school.

The School Laws of Pennsylvania require attendance by all children of compulsory school age. Regular attendance is necessary to insure the continuity of the educational process and must be insured by the parent(s) or guardian(s) of the child. Irregular attendance patterns will negatively affect a child's school performance and his/her attitude.

The Minersville Area School District's policy established on absenteeism stipulates that a pupil who has been absent from school for any reason must submit a written excuse from his/her legal guardian to the school office within three days upon his/her return. If the student does not submit an excuse within three days of the absence, then the day of the absence will be deemed "unlawful". When a student is 16 years old or younger, the unlawful (truancy) offense may be referred to Children and Youth, the District Justice or the Schuylkill County Court in compliance with Schuylkill County’s Truancy Policy. Below you will find a copy of this policy.

**Administrative Rule for the Processing of Truancy Citations & Referrals To Juvenile Court
Revised 8/11/11**

- A.)** Upon a student missing one (1) illegal day of school, a representative from the district will attempt a face to face contact with the family and ensure they are provided with a copy of the County Truancy Policy.
- B.)** Upon the youth accumulating a total of three (3) illegal days of school in a month (30-day period), the district shall make a verbal referral to the Schuylkill County Children and Youth Office. Following the verbal referral being completed, the school shall fax a copy of the student attendance record to the agency. The agency will begin tracking the attendance upon receipt of the initial referral; this will include calls to the school at least two (2) days per week to ensure the youth is attending.
- C.)** Within five (5) business days of the verbal referral the agency will conduct a home visit and verbally review the County Truancy Policy. Following this meeting the agency will continue to track the child’s attendance up to ninety (90) schooldays. Within ten (10) days of the verbal referral the caseworker will schedule a Truancy Elimination Plan (TEP) meeting to be held at the school. This meeting will be coordinated between the family, truant youth, school district and the C & Y agency. Information regarding the time and date of the meeting will also be provided to the school based probation officer and any service providers involved with the family.
- D.)** The TEP meeting will be held to discuss issues leading to the truancy and plans to correct the behavior. The agency will provide the family with a verbal and written explanation of the truancy policy and the sanctions that can be placed upon the family and youth if this policy is violated. Services and programs available within the community, agency, and school setting can be discussed as options during this meeting. Children and Youth will complete the Truancy Elimination Plan and will provide a copy to the participants at the meeting. This Plan should be revisited throughout the involvement with the youth and family and revised as needed. Following the TEP meeting if there are no further problems regarding attendance a discussion with all parties can be held and the tracking can discontinue if appropriate. If the youth misses one (1) illegal day following the development of the TEP the school district shall file a citation with the Magisterial District Justice. Citations may be filed prior to this if dictated by the school policy. The school shall provide a copy of this citation to the C&Y caseworker and the Juvenile Justice Department. Children and Youth will make every effort to
- E.)** have a representative present at the Magistrate hearing, when scheduled. Subsequent citations to the Magisterial District Justice should be filed following any additional absences.

F.) Upon the filing of the first citation, Children and Youth will file a dependency petition and request that the case be fast tracked to Truancy Court. A school representative will be subpoenaed to testify to the involvement with the youth. Services and options shall be presented during this hearing and the agency shall request the court order the family's participation.

At this hearing a request for court ordered participation in the truancy weekend program will be requested.

G.) After an additional three (3) illegal days, unless otherwise directed by the court, the agency will schedule the child's admission to the weekend program. If the child is ordered and scheduled to attend the weekend program, the school will be requested to provide applicable work to be completed.

H.) If at any time during the process the family/student becomes uncooperative or if the attendance continues to be problematic, the agency will petition to review the case with the court.

Schuylkill County Truancy Handbook for Parents and Youth Revised August 2011

The following is information that every family should be aware of regarding truancy and how truant situations will be handled for the 2015/16 school term:

Initially it is important to know that by definition compulsory school attendance is from ages 8-17. However, if a student under the age of 8 is enrolled and attending school, they are also bound to follow the truancy policy once they begin school.

I.) Upon a student missing one (1) illegal day of school, a representative from the district will attempt a face to face contact with the family and ensure they are provided with a copy of the County Truancy Policy.

J.) Upon the youth accumulating a total of three (3) illegal days of school in a month, the district shall make a verbal referral to the Schuylkill County Children and Youth Office. Following the verbal referral being completed, the school shall fax a copy of the student attendance record to the agency. The agency will begin tracking the attendance upon receipt of the initial referral; this will include calls to the school at least two (2) days per week to ensure the youth is attending.

K.) Within five (5) business days of the verbal referral the agency will conduct a home visit and verbally review the County Truancy Policy. Following this meeting the agency will continue to track the child's attendance up to ninety (90) schooldays. Within ten (10) days of the verbal referral the caseworker will schedule a Truancy Elimination Plan (TEP) meeting to be held at the school. This meeting will be coordinated between the family, truant youth, school district and the C & Y agency. Information regarding the time and date of the meeting will also be provided to the school based probation officer and any service providers involved with the family.

L.) The TEP meeting will be held to discuss issues leading to the truancy and plans to correct the behavior. The agency will provide the family with a verbal and written explanation of the truancy policy and the sanctions that can be placed upon the family and youth if this policy is violated. Services and programs available within the community, agency, and school setting can be discussed as options during this meeting. Children and Youth will complete the Truancy Elimination Plan and will provide a copy to the participants at the meeting. This Plan should be revisited throughout the involvement with the youth and family and revised as needed. Following the TEP meeting if there are no further problems regarding attendance a discussion with all parties can be held and the tracking can discontinue if appropriate.

M.) If the youth misses one (1) illegal day following the development of the TEP the school district shall file a citation with the Magisterial District Justice. Citations may be filed prior to this if dictated by the school policy. The school shall provide a copy of this citation to the C&Y caseworker and the Juvenile Justice Department. Children and Youth will make every effort to have a representative present at the Magistrate hearing, when scheduled. Subsequent citations to the Magisterial District Justice should be filed following any additional absences.

N.) Upon the filing of the first citation, Children and Youth will file a dependency petition and request that the case be fast tracked to Truancy Court. A school representative will be subpoenaed to testify to the involvement with the youth. Services and options shall be presented during this hearing and the agency shall request the court order the family's participation. At this hearing a request for court ordered participation in the truancy weekend program will be requested.

O.) After an additional three (3) illegal days, unless otherwise directed by the court, the agency will schedule the child's admission to the weekend program. If the child is ordered and scheduled to attend the weekend program, the school will be requested to provide applicable work to be completed.

P.) If at any time during the process the family/student becomes uncooperative or if the attendance continues to be problematic, the agency will petition to review the case with the court. At a minimum the family will have monthly in home contact with the C&Y caseworker.

Services that can/will be offered and utilized in an attempt to eliminate truant behavior are:

- Family Group Decision Making (FGDM): This program is contracted through the Children and Youth Office, however is handled by a private agency. The concept of FGDM is to bring family members, friends, and social supports together in order to develop a working plan to resolve the truancy issues.

- Family Support Unit/Signature Family Services: Both services are contracted through the Children and Youth office and provide in home parenting and counseling services.

- Access Rebound Program: This program is offered through both C&Y office and JPO and will provide a one on one mentor and can offer in home services to the family. This program will also have a family advocate that can work with the youth and family when dealing with educational obstacles.

- Day Treatment/Alternative Education: The Intermediate Unit, in conjunction with the C&Y office, offers a full time alternative education program for students who may have difficulty in the large school setting.

- Student Assistance Program (SAP): Each school district has a SAP team comprised of school personnel and community providers that can offer assistance to a youth in the school setting.

Penalties for Violation of Compulsory School Attendance:

The Penalties can include both the student and the parent/guardian

- Citations issued through the Magisterial District Justice Office. The citations can be issued to both the student and the parent. The fines can be no more than \$300 per offense. The truancy committee will be encouraging the local magistrates to impose the highest amount possible. In addition, if the parents are issued a fine and they fail to pay the fine, the Magistrate can impose a jail sentence, not to exceed five (5) days.

- Community Service can be ordered by the District Magistrate for both the parent and truant youth. The community service should be completed at the school, if available.

- Suspension of driving privileges for the truant student. Upon a first conviction the child's operating privilege for operating an automobile will be suspended for 90 days. Upon a second or subsequent conviction, the child's operating privileges will be suspended for six (6) months. Children who do not yet have a driver's license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for the second and any subsequent conviction.

- Loss or suspension of cash assistance benefits, as per the United States Code Title 42 – The Public Health & Welfare. The State may reduce, by such amount as the State considers appropriate, the amount of assistance otherwise payable under the State program to a family. The Children and Youth agency will be working with the local Department of Public Welfare in order to ensure the benefits are withheld.

- Once a youth is adjudicated dependent and attempts at engaging the child in a school program fail the agency can recommend to the Court a weekend placement program. This program can be utilized for one weekend or as many as needed in order to encourage the student to attend school regularly. Students who are court ordered into a weekend placement program will be required to complete assignments provided by the school. In addition, the youth will complete chores and any physical requirements of the program.

Absence Procedure – Parents are asked to notify the school if a student is absent. When a child is absent from school, the parent or guardian is required to forward a signed statement listing the child's full name, the dates of absence and the reason for the absence. If the child does not return to school with a note the homeroom teacher will notify the office. If a note is still not received within 3 days after the absence, it will be classified as an "unlawful/unexcused" absence and the truancy policy will commence.

If students have been absent three or more consecutive days or an excessive amount of days, they will be required to present a physician's note on the day of return stating the reason for the absence. If an examination is to be made up because of absence, the students must make arrangements with the teacher upon their return to school.

EDUCATIONAL LEAVE POLICIES AND PROCEDURES

In accordance with School Board Policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and school law. Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the student(s).

Consideration of such a request is dependent on these conditions:

1. Trips may not exceed the maximum of five (5) days per school year.
2. All days beyond the maximum of five (5) days will be considered unexcused and unlawful for students under the age of seventeen (17.)
3. Parents are encouraged not to plan trips during the first or last ten (10) days of the school year.
4. THE REQUEST MUST BE MADE BY THE PARENT/GUARDIAN FIVE (5) DAYS PRIOR TO STUDENTS' REQUESTED LEAVE. FORMS ARE AVAILABLE AT ALL BUILDING OFFICES. Administrative responses to submitted forms by parents/guardians will be made within 48 hours of submission.
5. The purpose of the trip must be stated.
6. The principal prior to approval will review each request. The following will be taken into consideration by the principal in granting permission for the trip:
 - a. the student's academic standing;
 - b. the student's attendance record;
 - c. the student's disciplinary record.
7. If approval is given prior to the trip, the student's absence will be listed as excused. If prior approval is not received, the absence will be classified as unexcused/unlawful. Should the student's absence extend beyond the approved time, those days will be classified as unexcused/unlawful.
8. The student is expected to complete all schoolwork that is assigned during the school absence. The teacher prior to the trip will provide such assignments to the student. It will be the student's responsibility to contact teachers and make up any missed assignments.
9. Permission will not be granted for trips/tours during the State or District's standardized testing period.

CLASS CUTTING

Class cutting penalties apply for all assigned periods - instructional, lunch, assemblies, pep rallies, club period, etc.

Students who leave school without permission will receive penalties for leaving school without permission in addition to class cutting penalties. A full cut is unauthorized absence from class. Time missed may be totaled and submitted for legal action if excessive and if the student is under 17 years of age.

COMMUNICABLE DISEASES:

The length of exclusion period for communicable & infectious diseases is as follows:

Measles	6 days after onset or
rash Whooping Cough	4 weeks after onset
Respiratory	after 7 days
Mumps	no exclusion
Chicken Pox	no exclusion
Pink Eye	physician's certificate
Impetigo	physician's certificate
Scabies	physician's certificate
Tonsillitis	physician's certificate
Head Lice/Nits	physician's certificate
Ringworm	physician's certificate

EXCUSED FOR APPOINTMENTS

Approval for early dismissal is not automatic. The principal will determine the validity of the reason for such dismissal. As much as possible, all appointments should be scheduled for after school. However, if this is not possible, then the following procedures must be followed:

1. A note from the parent/guardian or an appointment card stating the reason for the absence must be submitted to the office during homeroom period. A phone number should be included at which the appointment can be verified. If the appointment is before or during 1st period, the parent/ guardian of the student must call the office before 8:10 a.m. notifying the school of the absence. When the student returns to school after the appointment, a note or appointment card should be turned in at this time.
2. When time permits, as determined by the principal, failure to report to school before or return to school after an appointment will be considered “truancy” and appropriate disciplinary actions will be taken. (An appointment will RARELY be considered an excuse for a full day’s absence.)
3. At the time of the student’s arrival or return to school, the student is to report to the office and sign in. The office will then give the student a pass to enter class.

EXIT VIOLATIONS

These occur when a student leaves school property either for the balance of the day or for any period of time during the day without following sign-out procedures. These violations apply to any student in route to school, who comes on school property for the purpose of reporting to school.

EXTENDED ILLNESS

In the event of an extended illness, homebound instruction will be provided by the school district at no expense to the student’s parent/guardian. The following procedure must be adhered to in this event:

1. The principal must be notified immediately.
2. A doctor’s excuse is required to satisfy the attendance laws and will be submitted from the principal to the superintendent.

LATENESS TO CLASS:

Lateness refers to arrival to a class or school event after the required starting time (after late bell starts ringing). Late students must report to the classroom/event and not to the office. The teacher in charge will report the lateness to the office. The principal has the discretion to punish a student more severely for repeated and deliberate lateness. A student is late if he/she is not in the classroom door before the late bell starts ringing. After five minutes, the student is considered “cutting.”

SIGN-OUT PROCEDURE

Any student leaving the building must sign out in the office before leaving. No student may leave school without securing permission from both the office and a parent/guardian. Anyone who does so commits a school exit violation.

Students signing in after 10:00 a.m. are considered ½ day absent. Students signing out prior to 1:00 p.m. are also considered ½ day absent.

A student who signs out an excessive number of times may be required to submit official documentation (doctor’s, dentist’s notes, etc.) or have this time considered unexcused and/or truant.

TARDINESS:

Tardiness refers to arrival at school after the required starting time of 7:50 a.m., unless there is a school delay, at which the starting time will be adjusted appropriately for the amount of the delay. The school officials will determine if a tardy is excused or unexcused. The student will also be subject to the following discipline measures:

Violations No. 1 and 2:	Warning
Violations No. 3:	Warning Letter to
Violations No. 4 through 7:	Parent Detention
Violations No. 8 & 9:	ASED
Violations No. 10 & Above	Administrative Discretion

Sign-in - Tardy students should proceed directly to the office, not to a locker, lavatory, or classroom. They will be given a pass which will admit them to class. Teachers will not admit tardy students without an office pass! Students deliberately missing time before signing-in will be given class cutting and/or truancy penalties. Students who do not sign-in will be given penalties for cutting class and/or disobedience.

Excused/Unexcused - To be “excused” a student must present a written acceptable note to the office upon entering the school. If a note is not presented at this time, the tardy is “unexcused”. A student who claims illness 3 times as an excuse will be required to bring medical verification for all subsequent tardies or have time considered unexcused and/or truant. Only one “emergency” note per semester will be accepted as an “excusable” tardy. Oversleeping is never an excuse for tardiness no matter whose fault it is. Students, who are both tardy and unexcused for more than one full period, will have full periods totaled and counted toward truancy, with resulting in fines, legal actions, etc.

DISCIPLINE

PHILOSOPHY OF DISCIPLINE

The Minersville Area School District realizes the importance of maintaining a proper educational environment. With this objective in mind, the district has created a disciplinary structure to handle any disruptions to this environment. The maintenance of discipline in the schools is essential to an effective learning climate and is the responsibility of the School Board, administrators, teachers, students and parents.

The student has a basic responsibility to conduct themselves in a manner that does not detract from the learning process. He/she must know and understand school regulations, make every effort to uphold them, recognize that those in authority have the responsibility for maintaining the orderly process of education. The student has the right to expect that the disciplinary action of teachers and Administrators shall be fair, consistent, and appropriate to the offense.

Our disciplinary system consists of 5 basic types of punishment:

- 1) Detention
- 2) After-School Extended Detention (ASED)
- 3) In-School Suspension (ISS)
- 4) Out-of-School Suspension (OSS)
- 5) Formal hearing
- 6) Expulsion.

The level of punishment is based on the following factors: the extent of disruption to the educational process, the threat to the safety and welfare of others, and the reoccurrence of the offense.

Within our school, as within any community, certain rules, procedures, and standards of conduct are established to guide students through constructive growth into mature adulthood. These rules, procedures, and standards are presented in this document so that students, parents, teacher, and administrators know what is required. Only by working together under clearly stated and consistently enforced regulations, can we maintain a firm but fair disciplinary system.

STANDARD OF CONDUCT

1. Attend school regularly and punctually.
2. Be self-controlled and non-disruptive while attending school activities.
3. Dress and groom to meet fair standards of safety and health and as not to cause disruption to the educational process.
4. Be reasonable, modest, self-controlled, and considerate in your relationships with your peers,
5. Maintain mutually respectful positions with those who are in positions of authority.
6. Use language and gestures that are respectful and free of profanity or obscenities.
7. Respect private, public, and school property.
8. Be aware of, and cooperative with, the school rules, procedures, and standards of conduct outlined herein.

TYPES OF PUNISHMENT:

Detention: There are two detention sessions. Tuesday and Thursday PM (02:55–03:40), or other appropriate times scheduled by the principal and assistant principal. Students must be silent and do school work at all times during detention session. When a detention has been assigned the student will receive written and verbal notice of this assignment in school and the parent will be notified of the detention assignment by telephone or detention notice. Work schedules, babysitting responsibilities, or lack of transportation will not be acceptable excuses or reasons to re-schedule or not appear for a detention. Students have the responsibility of arranging transportation, adjusting work and babysitting schedules in advance, to comply with the originally scheduled detention. Students who do not comply will be subject to greater discipline measures. The best way for a student to avoid conflicts with work and difficulty with transportation is to avoid misconducts that would result in a discipline measure being assigned after normal school hours.

Any student who misses a detention will not be permitted to participate in Club period, after-school activities, or eat lunch with their peers until the detention is completed. Additional consequences will be assigned when detention is missed.

After-School Extended Detention (ASED): ASED will take place after school on Tuesdays and Thursdays from 2:55PM-4:15PM. The goal of this level is to deter repeated violations of the discipline policy. ASEDs cannot be served in the A.M. Work schedules, babysitting responsibilities, or lack of transportation will not be acceptable excuses or reasons to re-schedule or not appear for an ASED. Students have the responsibility of arranging transportation, adjusting work and babysitting schedules, to comply with the originally scheduled detention. Students who do not comply will be subject to greater discipline measures. The best way for a student to avoid conflicts with work and difficulty with transportation is to avoid misconducts that would result in a discipline measure being assigned after normal school hours.

In-School-Suspension (ISS): Students who receive this penalty are placed in the ISS room for the entire school day. Students are to be working and silent at all times while in this room. Lavatory and lunch restrictions are also enforced. Normally, the first ISS for a specific violation will begin within three (3) days after the day of assignment. For subsequent violations, the student will usually be put in ISS immediately.

Out-Of-School Suspension (OSS): At this level students will be excluded from school for anywhere from one to ten days. NOTE: In cases in which it is practical, the principal may assign ISS where OSS is usually specified if the student is judged to be an attendance “problem”.

Formal Hearing: Accumulation of infractions will result in formal hearing with the superintendent at which student is placed on probation. If the student’s behavior does not improve during probation, the student may be subject to expulsion.

NOTE: *Principal and/or Superintendent’s Conferences will be utilized as necessary.*

Expulsion: The principal’s and or superintendent’s recommendation to the school board for a student to be expelled from attending school for 11 days or more. Expulsion results from repeated and/or severe disciplinary infractions. It is the final step in the disciplinary process. Both the student and the parent must be present at the expulsion hearing.

DEFINITION OF TERMS:

This section defines terms found on the discipline penalties chart which have not been discussed elsewhere in this handbook.

Administrative Rule Violation - This can vary from procedural violations (failure to turn in forms, etc.) to more serious violations such as open defiance of rules; actions disruptive to school or dangerous to others. This especially applies to violations not specifically described herein but, in the principal’s judgment, is a violation of the “spirit” of school rules. (Actions taken against such violations can vary from WARNING TO BOARD REFERRAL).

Building Exit Violation - Leaving the building but not the school property with the intent to return but without office permission (including the time during classes).

Cheating - This would include but would not be limited to: 1) any communication between students during a test such as talking, signaling, or sign language, 2) information written on desks, books, covers, clothes, hands, etc. or 3) attempting to look at another's answers or making your answers visible to another or 4) copying another person's assignment.

Cumulative Violations - Students who accumulate a variety of first or second level violations.

Explosives - Any object capable of causing bodily harm when detonated.

Falsification of Records - Altering or changing any document so as to make it untrue.

Food and Drink - Students may use the vending machines in the lobby before and after school. Except for bag lunches or fund-raising items, food must be immediately stored in a student's locker. Students may not bring food/drink into the academic wing or gym area at any time.

Grounds Violation - Students are not allowed on Elementary Center property other than the walking path, nor are they allowed in the teachers' parking area. Once on school property, students must remain there. If remaining outside, students must stand in front of the cafeteria area or main lobby doors. If High School students are picking up Elementary students at the end of the day, they must wait on the Stadium side of the street.

Indecent Exposure - Deliberate public display of a body part which would normally be covered with clothing.

Locker Tampering - Meddling with another student's locker dial, obtaining knowledge of another student's locker combination, opening another student's locker, or putting your hands in another student's locker.

Locker Violation - Changing your locker without office permission, sharing your locker with another person, leaving your locker unlocked, deliberately jamming your locker, or writing on your locker.

Property Defacement - Damage to property which is fairly easy to correct such as minor graffiti or small scratches (the student will be required to clean and/or repair damage).

Property Vandalism - Major graffiti and other destruction to property. (Student will be required to repair all damages).

School Exit Violation - Leaving school property without following proper sign-out procedures.

Weapons Violation - Bringing any object or mechanism onto school property, on school transportation, or to a school event, which the principal deems to be capable of doing bodily harm to another person.