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## STAFF DIRECTORY

### SCHOOL BOARD

Mr. Fred C. Schenck	President
Mr. Albert Wank	Vice President
Mrs. Donna Kalovcak	Secretary
Mr. Scot J. Pothering	Member
Mr. Albert D. Marazas	Treasurer
Mr. Michael J. Andruchek	Member
Mr. Eugene Demcher	Member
Mr. Joseph Polinsky	Member
Mr. Daniel A. Shuman	Member

### DISTRICT ADMINISTRATION

*Mr. M. Joseph Brady	Superintendent
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### DISTRICT SECRETARIAL STAFF

Mrs. Gail Bedford	Purchasing Secretary
Mrs. Nancy Frantz	Business Secretary
Mrs. Lisa Paul	Secretary to the Superintendent
Mrs. Mary K. Rinaldo	Payroll Secretary
Mrs. Gloria Capik	Transportation
Mrs. Ellen Franko	Special Education Secretary

### BUILDING ADMINISTRATION

*Mr. Carl G. McBreen	Principal
*Mr. James Yacobacci	Asst. Principal
Mrs. Mary Ann Wynosky	Curriculum & Special Education Supervisor

### BUILDING SECRETARIAL STAFF

Mrs. Betsy Farrell	Guidance Secretary
Mrs. Helen Droskinis	Secretary to the Principal

Mrs. Barb Conville                      Discipline/Attendance

**GUIDANCE**

\*Mrs. Annie Buzalko                      Students A-L

\*Mrs. Rachelle Jones                      Students M-Z

**HEALTH SERVICES**

\*Mrs. Diane Madeira                      School Nurse

Mrs. Lisa Primeau                          School LPN

**EXTRA-CURRICULAR ACTIVITIES**

Mr. Rich Dry                                  Athletic Director

Mr. Russ Horoschak                      Asst. Athletic Director

**SOLICITOR**

Mr. Nicholas A. Quinn

**HIGH SCHOOL FACULTY**

Mrs. Dorene Achenbach	Mathematics
Miss Olwyn Beatty	English
Ms. Donna Burke	English
Mr. Timothy Colna	Business
Mrs. Rhoda Corbacio	Special Ed.
Mr. Lawrence Dixon	Health, Phys. Ed.
Mr. Richard Dry	Mathematics
Mr. Edward Eisenhuth	Social Studies
Mrs. Delia Edling	Special Education
Mrs. Jane Evans	German
Mrs. Lisa Ferguson	Mathematics
Mr. David Homa	Social Studies
Mr. Michael Hoptak	Computer Tech Cord.
Mrs. Diane Kutsmeda	English
*Mrs. Karen Lawall	Business
Mr. Patrick Mason	Social Studies
Mr. Melvin McDonald	Science

Miss Kathleen Minnig	Physical Ed.
Mrs. Denise Motley	Science
*Mrs. Joann Murphy	Special Ed.
Mrs. Susan Paul	Home Economics
Mrs. Diane Rugg	Art
Mrs. Lorraine Rutecky	Mathematics
Mrs. Angela Schaeffer	Special Ed.
Mrs. Connie Siminitus	Mathematics
Mrs. Colleen Slovick	Music
Mrs. Mary Nell Starner	Music
Mrs. Maria Swiezak	English
Mrs. Rita Tamalavage	English
Mr. Stephen Toth	Social Studies
Mrs. Bernadette Vebrosky	Spanish
Mr. Brian Wolff	Science
Mr. Clifford Woodford	Physical Ed.

### **IN-SCHOOL SUSPENSION MONITOR**

Mr. Michael Cooper

### **ATHLETIC TRAINER**

Russell Horoschak

**MINERSVILLE AREA JR./SR. HIGH SCHOOL**  
**2008-2009 SCHOOL CALENDAR**

August 27-28, 2008	Teachers' In-Service Days (School Closed)
September 1, 2008	Labor Day (School Closed)
September 2, 2008	First Day of School
October 13, 2008	Teachers' In-Service Day (School Closed)
November 5, 2008	Second Marking Period Begins
November 27, 28 & December 1, 2008	Thanksgiving Recess (School closed)
December 2, 2008	Classes Resume
December 24, 2008 thru January 2, 2009	Christmas Holiday (School Closed)
January 5, 2009	Classes Resume
January 19, 2009	Teacher In-Service, Teachers Only
January 22, 2009	90 <sup>th</sup> Day of School
January 23, 2009	Third Marking Period Begins
February 16, 2009	President's Day (Schools Closed)
February 17, 2009	Classes Resume
March 2, 2009	In-Service Day-Teachers Only
March 31, 2009	Fourth Marking Period Begins
April 9 thru April 13, 2009	Easter Recess (School Closed)
April 14 thru April 17, 2009	Easter Recess/Snow Make-up
April 20, 2009	Classes Resume
May 25, 2009	Memorial Day (School Closed)
May 26, 2009	Classes Resume

June 11, 2009	Last Day of School for Students
June 12, 2009	Teachers' In-Service
June 12, 2009	Commencement
June 15, 2009	Teachers' In-Service Day

Note: *WEATHER EMERGENCY MAKE-UP DAYS: (If only one day is needed, it will be April 9, 2009). If other make-up days are needed, they will be April 17, April 16, April 15, and April 14. Additional weather emergency/ snow days will be made up by extending the school calendar the required number of days in June 2009.*

Special Note: *VO-TECH CLASSES will report to class using IU #29 Calendar.*

**HIGH SCHOOL OFFICE HOURS: 7:40 AM- 3:25PM**

**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; and
  - 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**

### **ASSEMBLIES:**

At various times throughout the year, special assemblies will be held in either the auditorium or the gymnasium.

### **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 bus driver a permission slip signed by their parent or guardian and the principal.

## **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.

## **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.

## **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.

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.

## **DAILY TIME SCHEDULE**

Homeroom	7:50-8:05 AM
1st Period	8:09-9:00 AM
2nd Period	9:04-9:55 AM
Period	9:59-10:50 AM
4th Period	10:54-11:24 AM
A	11:28-11:39 AM
5th Period	11:43-12:13 AM
B	12:17-12:28 PM
6th Period	12:32-1:02 PM
7th Period	1:06-1:56 PM
8th Period	2:00-2:50 PM

## **ALTERNATE SCHEDULE FOR AM/PM**

### **CLUB PERIOD** **AM CLUB PERIOD:**

Homeroom	7:50-8:00AM
Club Period	8:04-8:44AM
1 <sup>st</sup> Period	8:09-8:55AM
2 <sup>nd</sup> Period	8:59-9:45AM
3 <sup>rd</sup> Period	9:49-10:35AM

4 <sup>th</sup> Period	10:39-11:09AM
A	11:13-11:24AM
5 <sup>th</sup> Period	11:28-12:58PM
B	12:02-12:13PM
6 <sup>th</sup> Period	12:17-12:37PM
7 <sup>th</sup> Period	12:41-1:26PM
8 <sup>th</sup> Period	1:30-2:16PM

### **PM CLUB PERIOD:**

Homeroom	7:50-8:00AM
1 <sup>st</sup> Period	8:04-8:48AM
2 <sup>nd</sup> Period	8:52-9:32AM
3 <sup>rd</sup> Period	9:36-10:20AM
7 <sup>th</sup> Period	10:24-11:08AM
4 <sup>th</sup> Period	11:12-11:42AM
4A	11:46-12:00PM
5 <sup>th</sup> Period	12:04-12:34PM
5B	12:38-12:52PM
6 <sup>th</sup> Period	12:56-1:28PM
8 <sup>th</sup> Period	1:32-2:16PM
Club Period	2:20-2:50PM

### **DEBTS:**

Students billed for lost books, library fines, class fund 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 & GROOMIN 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, Corduroy, Black or Gray full-length pants or Capri pants (Guideline #1).**
- 2. Khaki, Dark Navy, Corduroy, Black or Gray shorts, skirts or jumpers (Guideline # 2).**
- 3. Solid colored shirts (Guideline # 3).**

**Guidelines:**

- 1. Pants will be straight-legged dress or casual slacks in 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. 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.**

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

- 3. Shirts will be collared, long or short-sleeved, pullover, or golf-style, appropriately sized, buttoned to the base of the neck of solid color. Students may opt to wear a dress shirt appropriately sized, buttoned to the base of**

**the neck and tucked in. Students may wear solid turtleneck or crewneck shirts under the regulation shirt or a full torso sweater. See-through shirts are not permitted to ensure garments or accessories worn underneath are not visible. Students may also elect to wear a turtleneck shirt as the primary garment. 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. Plain Sweatshirt of approved colors, without logos (except MASD school related) are allowed.**

- 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 worn depicting the following: a) drug, alcohol or tobacco messages; b) messages with implications of a sexual nature; obscenities; suggestive remarks; negative comments about another's culture; or references to illegal substances; 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 required clothing will NOT be permitted.**
- 7. Jewelry and other adornments:**
  - a) Appropriate footwear for indoor traffic must be worn in the building at all times.

Unsafe footwear such as flip flops, slippers, and clogs with heels larger than two (2) inches shall not be worn.

- b) Hats, handkerchiefs, or similar headwear may not be worn in the school building during regular school hours except for religious or health reasons.
- c) There shall be no chains worn, other than those designated as jewelry.
- d) Hair coloring non-existent in natural form shall not be permitted.
- e) Spandex shorts, pants, bicycling pants or bicycle 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) The District recognizes the right of students to wear jewelry and other adornments; however, the manner in which they are worn or displayed may not be appropriate under certain circumstances and may pose a danger to the safety or welfare of the student or to other students or staff and may pose a threat or interruption of the educational process.
- h) In the case of the day-to-day school environment, the administration and/or teaching staff may require that students remove any jewelry or other adornments which might reasonably be considered as posing a threat to the safety of the student or other students or staff or

posing a threat or interruption of the educational process.

- i) Earrings and body rings worn at locations other than the ears are not allowed; specifically, those worn in the nose, eyebrows, tongue, cheek or any other visible location beside the ears are not acceptable.
- j) The piercing of body parts and the insertion of jewelry or other objects which result in bleeding, oozing of bodily fluids or other physical conditions which may reasonably pose a danger to the student or others are inappropriate.
- k) Sunglasses are not permitted to be worn inside the building unless required by a physician.

GUIDELINES cont: Any manner or type of attire, appearance, or grooming which causes interference with the learning process or creates classroom or school disorder shall be subject to disciplinary action.

***NOTE: 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.***

## **DRIVING/PARKING**

All students who drive to school 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**

It shall constitute an offense for any student while on school premises to purchase, consume, transport, 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.

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 days expulsion.

Note: *Steroids testing policy can be found on page 54.*

## **EMERGENCY SCHOOL CLOSING**

You may use any of the following sources for information regarding late starts or school cancellations:

PHONE: Pottsville Republican Info-Connect  
Line 628-6000 (Ext. 7015)

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 regularly throughout the year. Students shall exit the building in an orderly manner, following the fire escape directions posted in each room.

## **GROUND**

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 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.

## **HEALTH SERVICES**

### **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. Parent to contact the school nurse or high school office.
2. 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.
3. 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.

4. 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) is 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 and weight 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.

## **HOMEROOM:**

Students will report to homeroom from 7:50am to 8:05am. On Club Period days, homeroom will be from 7:50am-8:00am.

## **CLUB PERIOD:**

Club period will take place in either the AM or PM at least three days per week. 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. This period will be used as a meeting time for all students involved in clubs, extra-curricular, and co-curricular activities. Students not involved in meetings will remain in their homeroom to work on assignments.

## **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.

## **INSURANCE:**

Student accident insurance may be purchased through the school. Every student will be given information about this at the beginning of the school year.

School-purchased insurance coverage is provided for all students engaged in an approved extracurricular activity. This is subject to limitations set by the insurance carrier. (Check with the high school office for details). When injured, a student should, at the first available

opportunity, report this to the office personnel and complete an accident form.

### **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.

### **LIBRARY:**

The library is designed for independent research and quiet reading. It is not an alternative to class for the completion of regular homework. When reporting to the library, students are expected to enter quietly, and remain there until the end of the period. Students should find information quickly, and work silently. When the warning bells ring, students are expected to either return materials to their proper location or sign materials out. The following rules apply:

1. Each student may check out a maximum of 2 books which must be returned within 2 weeks. A \$.05/day fine will be charged on overdue books. Books may be renewed twice if not on reserve.
2. Reference and reserve materials may be checked out overnight; however, if they are not returned at the beginning of the next school day a fine of \$.05/period will be assessed.
3. Circulation materials must be returned to the book drop cart in the front of the circulation desk.

4. Lost materials will be assessed at replacement cost.

*NOTE: Students who misbehave in the library are subject to library suspension (no access to library for specified periods of time).*

## **LOBBY**

Students are allowed in the lobby from arrival of first bus until 7:43 a.m. Students wishing to enter the academic wing prior to 7:43 a.m. must have a written pass from a teacher.

## **LOCKERS**

Each student will be assigned a locker on the first day of school. The student may only use the combination lock provided by the school to lock this locker. Students are responsible for keeping their lockers clean and organized. Improper displays on the inside or outside of the lockers or deliberate damage to the locker itself will result in disciplinary action and, possible restitution for damage. To insure the safety of private belongings, students may not share lockers.

Lockers remain the property of the school and are provided to students without charge. The rights of personal property, however, as well as the rights of the school, must be afforded consideration. The school principal or his/her designee is authorized to open lockers and to examine their contents including personal belongings of students only when such person has reasonable cause to believe that the contents threaten the safety, health or welfare of students, or include stolen property.

Reasonable efforts to locate the student shall be made prior to the opening of the locker. If the student is

present, the school official shall advise him/her of the circumstances justifying the search and seizure of the objects that the official believes the search may disclose. If the student is not present, he shall be informed of the search. Stolen items and items that are specifically prohibited by law, School Board Policy, or school regulations may be impounded. The student shall be given a receipt for any items impounded by school authorities and parents shall be notified of any items impounded.

When there is sufficient evidence to reasonably assume that civil action may be required, then interrogations and searches shall become the responsibility of civil authorities.

## **LOST AND FOUND**

Lost and Found is located in the high school office. Students should check with the secretary 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 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 must hand in make-up work on the day they return. Teachers will require students who are absent inexcusably to make up all missed work. The classroom teacher will determine the amount of credit that they receive for the late work. Truant students will receive zeros 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.

## **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.*

## **NEW STUDENTS:**

All new students must first be registered in the district office and then report to the high school office for assignment to a counselor for preparation of his/her class schedule.

## **OBJECTS – UNAUTHORIZED:**

Objects or devices, including but not limited to pagers, radios, tape or CD players, jam boxes, water guns, or obnoxious objects which might cause discomfort or distraction by sound, smell, or visual means are not permitted on school property. Unless a student has a teacher’s permission to have such items in school, the items will be confiscated by the office. Cell Phones are allowed in school. However, they are to be in the off position and out of site during school hours. Violations of the use of cell phones and electronic devices will result in confiscation of either the cell phone or the electronic

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

### **PEP RALLIES:**

Pep rallies 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 designate section. Students are to act responsibly and show their enthusiasm appropriately.

### **PHYSICAL EDUCATION:**

All students are required to take and pass a course in physical education at each grade level from 7th through 12th 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 absolute inflexible requirement to complete a physical education course each year, students in danger of failing, for lack of participation, will have written correspondence sent home. 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 cause" 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.

### **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 planner signed to the nurse. If the health room is close, the student should report to the office.

### **TELEPHONES**

Only in extreme emergency will a student be allowed to use the phone during school time. To make an emergency call, student must first have the daily planner signed to report to the office. Then a student must sign time in and time out. 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. Replacement costs are as follows: 1 to 3 years old - 100% restitution, 4 to 9 years old - 50% restitution, older than 10 years - 25% restitution.

## **TOBACCO POLICY**

Tobacco use includes possession of a lighted 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, bookbag, 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 penalties.

## **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. 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**

### **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](http://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. The purpose of the interim report is to notify a parent/guardian about academic difficulties or superior accomplishments. A parent may discuss a interim report with a counselor or teacher by phoning 544-4761 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](http://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.

<b>90%</b>	-	<b>100%</b>	<b>A</b>
<b>80%</b>	-	<b>89%</b>	<b>B</b>
<b>70%</b>	-	<b>79%</b>	<b>C</b>
<b>60%</b>	-	<b>69%</b>	<b>D</b>
<b>0%</b>	-	<b>59%</b>	<b>F</b>

Students passing a foreign language or mathematics course with a grade of 60% to 69% 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 1.05. AP courses will receive a percentage grade multiplied by 1.10. 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 544-4761.

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 at 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>
<b>Total</b>	<b>24.0</b>

\*All students must take English, Math, Science, History, and Physical Education 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 "As" or "Bs" 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.

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 being 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 is printed in the Pottsville Republican and Herald Newspaper. A student will not receive a report card if he/she owes a debt to the school.

### **GUIDANCE INTRODUCTION:**

Our guidance department offers a variety of both guidance and counseling services to assist students. Guidance personnel assist students in the areas of academics, scheduling, career planning, post-secondary education planning, and decision making skills. The counseling services offer each student an opportunity to receive help with personal, social, or home-related problems. Throughout the school year, students are

scheduled to meet with a guidance counselor to address their specific needs.

### **APPOINTMENTS:**

Students can secure an appointment with a guidance counselor through the office guidance secretary. Students can also be scheduled for an appointment with the counselor on the basis of a referral from the principal, a teacher, or a parent. Students may make appointments anytime during the school day. Parents may secure an appointment with a counselor by phoning the school at 544-4761.

### **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](http://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 REPRESENTATIVES/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 2nd 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. Several faculty members have received at least a week of intensive training to be a part of the student assistance team. This team of faculty members meets weekly 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. Personnel who are currently student assistance team members are designated as such in the staff directory.

# **MINERSVILLE AREA SCHOOL DISTRICT SPECIAL EDUCATION NOTICE**

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

Minersville Area School District is committed to providing its students with special needs the opportunity to participate full in the educational experience. Pennsylvania schools provide no cost evaluations and appropriate programs to all students who are disabled aged three through 21 years of age. Minersville Area School District, either directly or through Schuylkill Intermediate Unit #29, provides special education services which may be required by children with special needs. Students will be provided a free 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 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.

Mrs. Judith McGrory, Elementary Principal or  
Mr. Carl McBreen, High School Principal  
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 school district at (570) 544-2077 for the time/date of kindergarten screening.

Procedural Safeguards serve to protect the rights of your child who is a child with a disability or thought to be a child with 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 Mary Ann Wynosky, Supervisor of Curriculum & Special Education at 570-544-8270 ext. 2217. These are procedures to maintain the privacy of your child's education 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 make a request in writing. The Special Education Office is located in the Minersville Area High School. Please be assured that your child's educational records will be kept confidential (Minersville Area School District Policy 207.1 Confidential Communications of Students) and will be seen only as needed by those who work you're your child. Contact # 570-544-8270 ext. 2216

### **SUMMER SCHOOL:**

The Minersville Area Junior-Senior High School participates in the summer school program conducted by I.U.#29 in Mar-Lin. A student may take a maximum of two courses to make up credits for promotion to the next grade. A student may also take courses as a form of enrichment.

The transportation and the cost of attendance are the responsibility of the student's parents. The parent/guardian will receive a letter from the guidance department at the end of the third marking period if a student is in danger of failing and in need of attending summer school. The guidance staff will notify a student by phone and a letter if summer school is required. This is usually done within a week after teachers submit their final grades.

### **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 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 their 9<sup>th</sup> grade year in order to be considered for admission. This curriculum is offered to all students in grades 10-12.

## **EXTRA CURRICULAR ACTIVITIES**

### **ACTIVITIES/CLUBS:**

**Annual Musical** - In the spring of each year students have the opportunity to participate in the production of our annual musical. Students can try-out for any of the following: on-stage performance, costume crew, tech crew, or pit band.

**Band** - Membership in the band is open to all instrumentalists in grade 7-12 by audition. In addition to regular daily rehearsals, each student will be scheduled for

a sectional lesson approximately once a week. Class grade will be determined by band lesson participation. Band participation includes football games, competitions, parades, concerts, other special performances, and all scheduled rehearsals. In addition, students may have the opportunity to participate in the jazz ensemble and pit orchestra pending instructor's approval.

**Band Front** - Membership in the band front is open to all students in grade 7 - 12 by audition. The band front performs with the band at football games, competitions, parades, and other special events. The band front is comprised of the flag squad, rifle squad, majorette squad, main guard, and equipment runners.

**Cheerleaders** - Spring try-outs for students in grades 8 through 11 determine the cheerleading squad for the upcoming year. Being selected as a cheerleader does not eliminate a student from participating in a sport. Cheerleaders practice from the end of August until the end of March. In addition to cheering at football, basketball, and soccer events they also organize school pep rallies and school spirit decorations.

**Concert Choir** - Junior High Choir is open to students in grades 7 and 8. Senior High Choir is for students in grades 9-12. Students must pass a singing audition to participate and are then scheduled for choir as a class. Public performances include a Christmas concert, a spring concert and various club presentations.

**German Club** - All students enrolled in German classes are eligible to be members of this club. Its main activity is fund-raising to defray the costs of the trip to Germany. This trip takes place every 2 years and third and fourth year

German students are eligible to go (minimum 6 tour members). Seniors who have already completed four years of German are also eligible, and juniors and seniors in lower levels of German will be considered if there is a high degree of interest in learning the language evident. Students may be ruled ineligible at any time for serious discipline referrals or infractions of the school extra-curricular eligibility policy. The majority of the fund-raising money is individually tracked so that each student gets to apply the monies he/she has raised towards his/her costs. The rest of the money is applied towards trip transportation expenses as well as the purchase of academic achievement awards.

**Home Economics Club** - Students in grades 7-12 may participate in this club. Members work on sewing project every Tuesday and Thursday from 2:45 until 3:30.

**Junior Garland Group** - The top 12 girls in the junior class (determined by class rank at the end of the third quarter of the junior year) are selected each year to be members of the junior garland group. Dressed in evening gowns, these girls present the top 12 senior girls with corsages during commencement exercises. They also serve as ushers for both baccalaureate and commencement.

**National Honor Society** - This organization pays due recognition to those sophomores, juniors, and seniors who have excelled in their academic work. Membership is by invitation only.

**Newspaper** - Students in grades 7 through 12 are eligible to become staff members for the “White & Blue” school newspaper. Staff members produce 6 issues per year.

Available positions include: sports writers, writers, photographers, artists, typists, distribution, and layout editors.

**Peer Educators** - This club consists of “peer helpers” who have received a minimum of eight (8) hours of training and peer tutors. This club is supervised by the assistant principal.

**RAK (Random Acts of Kindness) Club** - This club’s purpose is to promote acts of kindness by daily acts and other activities in school and in the community.

**S.A.D.D. (Students Against Destructive Decisions)** - The purpose of this club is to discourage drinking and driving, the use of drugs, and other destructive decisions that adversely affect a student’s health and welfare. Students in grade 7-12 may participate. **T.A.T. (Teens Against Tobacco)** is a special committee of juniors and seniors, and is a part of S.A.D.D.

**Sign Crew** - Senior students selected by the athletic director are in charge of keeping the message board at the bottom of town up-to-date so that the community will be well informed about school events. These students should do this work during no-academic school hours.

**Spanish Club** - All students enrolled in Spanish classes are eligible to be members of this club. Its main activity is fund-raising to defray the costs of the trip to Spain. This trip takes place every 2 years and junior and senior students are eligible to go. The majority of the fund-raising money is individually tracked so that each student gets to apply the monies he/she has raised towards his/her costs. The rest of

the money is applied towards trip transportation expenses as well as the purchase of academic achievement awards.

**Student Council** - Each year activity period students elect one male, one female, and one alternate representative as their student council representatives. These students meet with the principal and cafeteria director to discuss current school problems or issues. They are also involved in various fund raising activities throughout the year.

**Yearbook** - Students in grades 7-12 are eligible to become staff members for the “*Eleusinia*” yearbook. Positions include: Editorial staff; write-up committee, typing staff, ad committee, theme development, photographers, and artists. All chairpersons and editors will be seniors.

### **ATHLETICS:**

Our school offers a wide variety of athletics that will appeal to all ability levels and preferences. Equal attention is devoted to male and female athletic programs. All sports are offered to students in grades 9 through 12. Additionally, basketball, softball, and cross country is offered at the junior high level. Below is a list of sports and their respective seasons:

**FALL SEASON:** Girls Junior-High Basketball, Boys and Girls Cross-Country, Junior High Cross-Country, Football, Golf, Girls Soccer, and Volleyball.

**WINTER SEASON:** Boys and Girls basketball

**SPRING SEASON:** Baseball, Softball, and Track and Field, Junior High Softball

\*All sports have the ability to include Junior Varsity Teams.

Participation in athletics and extracurricular activities is a privilege at Minersville and not a right. 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.

### **DANCES/ PROMS:**

Dances are held throughout the year as fund-raising activities by clubs and organizations. Certain age restrictions may apply depending on which organization is the host. In December, a winter formal is held in the high school cafeteria.

Traditionally, the junior class hosts a Jr./Sr. Prom every spring as a farewell to the senior class. Juniors, seniors, and their guests are eligible to attend this activity. The following guidelines have been established to ensure that dances and proms can be a fun, yet safe activity:

- 1) Students suspected of being intoxicated, using drugs, or carrying alcohol or drugs will not be admitted to the dance. These students will be subject to disciplinary action and prosecution.

- 2) Any student who gains access to a dance by means other than buying a ticket faces immediate removal and prosecution for trespassing.

- 3) Students who leave the dance may not return.

- 4) Students who violate school rules during an activity will be punished according to the school discipline code. Such infractions will be reported in writing to the administrator.

- 5) Prom/dance supervisors reserve the right to prohibit any person from attending in order to ensure the safety of others and to preserve the decorum of the event.

- 6) Only students in grades 9 through 12 are eligible to attend formals.

## **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 stricter ones 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.

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.

*NOTE: 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 2<sup>nd</sup> 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. However, should a student complete summer school with passing grades, then their eligibility shall be restored.

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 fundraiser 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 may 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: Parents of students who will be absent should call the office (544-4761) as early as possible to notify the school of the absence. Parents who do not call will be called randomly at home/work so that the school may ascertain the reason for the absence, as well as, make the parent and/or guardian aware of the absence.

*Note: In addition to having parents call the school, students must have an acceptable WRITTEN note for ALL absences. These notes should be handed in to 1st or Activity Period 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. (Three (3) 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 necessary.

Vacation/Hunting: These trips must be with a parent or parent designee. If the vacation is longer than two days, it must be approved by the principal and the superintendent. Pre-event notes are necessary. Pre-event notes for trips of more than three days duration must be submitted at least five school days in advance.

*NOTE: Students will not be granted permission for more than two (2) hunting days.*

## **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) failure to turn in an excuse within three (3) school days, 8) 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 Schuylkill County Juvenile Probation Office and 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.*

### **EDUCATIONAL LEAVE POLICIES AND PROCEDURES:**

Parents/guardians may request an educational field trip for their child(ren) during the school year. Parents planning travel of an educational nature should seek approval by completing an Educational Field Trip form provided by our office. All educational field trips are processed by the high school office and then forwarded to the superintendent's office. Children will be responsible for work missed as determined by the child's teacher. All absences not receiving prior approval will be classified as unexcused. Parents/guardians should consider a request on the following conditions:

1. Trips are not normally to exceed a maximum of five (5) days per school year.

2. All days beyond the maximum of five (5) days will be considered unexcused and/or unlawful for students unless special permission is granted.

3. Parents are encourage not to plan trips the first ten (10) days of school or the last ten (10) days of school.

4. The purpose of the trip must be stated and how it supplements the district's curriculum.

5. The request must be made by the parent/guardian five (5) days prior to the student's requested leave. Forms are available at building offices. Administrative responses to submitted forms will be made within forty-eight (48) hours of submission.

6. The principal and/or the assistant principal prior to approval will review each request.

## **CLASS CUTTING**

Class cutting penalties apply for all assigned periods - instructional, lunch, assemblies, pep rallies, activity 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
Scaabies	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 before 1st or Activity 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, including students reporting for AM detention.

## **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" (See page 60).

## **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 out before 9:44 a.m. will be considered full day absences, but will not need notes for such absences, unless a medical verification is requested. Those signing out between 9:44 a.m. and 1:22 p.m. will be considered half-day absences, but will need no note, unless a medical verification is requested. Students signing out after 1:20 p.m. will not be considered absent at all; however, a record of all sign-outs will be maintained.

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. If a student arrives to school without an excuse note, (The tardy note must reflect an excusable tardy), during the first period of the day, the said student will report to the office, and then ISS, and will receive zero for that period of the day. If a student arrives during the second period of the day inexcusably, that student will report to the office and then to ISS. Zeros would be then given to the student for

the 1<sup>st</sup> and 2<sup>nd</sup> periods. This pattern will apply to all periods of the day.

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 has one school day from the time of tardiness to present a written acceptable note to the office. If a note is not presented by that time, the tardy is irrevocably “unexcused”. A student who repeatedly claims illness 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.

### **TRUANCY:**

A student who misses all or a significant portion of a school day (fractional truancy- students who enter school after 9:30 a.m.) without parental permission and without an excusable reason, is truant. Repeated “unexcused” absences even with parental permission will also be considered truant.

Students under seventeen will have such absences

considered “Illegal” and submitted for legal action. Students seventeen or older will still be considered “truant” and penalized accordingly. Students who are truant an excessive number of days will be aggressively processed for all legal penalties possible. They will also be subject detention(s), ISS(s) or ASED(s). If students are seventeen or older, they will be dropped from the rolls for continued non-attendance.

## **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 levels of punishment:

- 1) Detention
- 2) In-School Suspension (ISS)

- 3) After-School Extended Detention (ASED)
- 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:** This is the basic penalty in our system. There are three detention sessions. Wednesday AM (7:05–7:50) and Tuesday and Thursday PM (2:55–3:50), 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.

**In-School-Suspension (ISS):** This is our second level of discipline. 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.

**After-School Extended Detention (ASED)**: This is our third level of discipline. ASED will take place after school on Tuesdays and Thursdays from 2:55PM-5:00PM. The goal of this level is to deter repeated violations of the discipline policy. Students on ASED will be ineligible for any co-curricular or extra-curricular activity for that day. 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.

**Out-Of-School Suspension (OSS)**: This is our fourth level of discipline. 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.

**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.