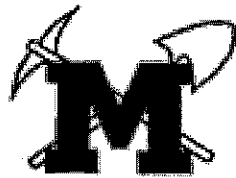


# Minersville Area Virtual Academy



## Student Handbook 2020-2021

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# Minersville Area School District

P.O. Box 787, Minersville, Pennsylvania 17954  
(570) 544-1400 • Fax - (570) 544-6162

Carl G. McBreen, Ed.D., Superintendent  
Jennifer C. Laudeman, Business Manager

Dear Students, Parents, Guardians, and Stakeholders,

Welcome to the Minersville Area Virtual Academy (MAVA) program, a full-time virtual learning program. All of the web-based courses incorporate next generation software that meet the increasing demand for high quality instruction. Enrolling in MAVA allows students to enjoy a flexible and non-traditional learning option with individualized pacing. Students will learn from Minersville Area School District curriculum that is state aligned and designed to challenge students. In addition, students can continue to be a member of the MASD community and participate in school events and activities.

This handbook has been created to provide you with an overview of the MAVA organization, support system and important policies and procedures. MAVA students will remain enrolled in our school district and will have the ability to use the school as a resource. This handbook will provide both students and parent/guardians with clear guidelines and expectations and also the guidelines and expectations the school will follow. This program is part of a public school and will follow state and federal regulations.

We are extremely excited to work with you during the course of this school year. Our commitment is to support student success and we are eager to achieve that goal as a team. If questions may arise, we are here to assist you. Please do not hesitate to reach out to the contacts listed in the handbook to discuss any concerns.

Congratulations on joining the Minersville Area Virtual Academy. We wish you a successful school year.

Sincerely,

Carl G. McBreen, Ed.D.  
Superintendent of Schools  
MINERSVILLE AREA SCHOOL DISTRICT

## **Guidelines for the Minersville Area Virtual Academy (MAVA)**

The following guidelines and procedures will be used for those students who attend the MAVA:

1. All requests to attend the MAVA will be reviewed by the administration. This review will include but is not limited to attendance, grades, behavior, and needed graduation requirements.
2. In grades 7 to 12, students who attend MAVA will take 7 credits per year.
3. In grades 3 to 6, students who attend the MAVA will be required to take Math, Science, Social Studies, Reading, and English as core courses. They will also be required to take special subjects that follow grade level requirements.
4. 24 credits will be required to graduate as per the Minersville Area Board approved policy.
5. All students in grades 7 to 12 will be required to accumulate 20 community service hours.
6. All students who graduate will attain a Minersville Area School District Diploma.
7. All transcripts will note that MAVA courses are from a cyber-school.
8. Students can qualify for the Honor Roll.
9. All students attending the MAVA can participate in Extra-Curricular Activities as long as they meet the eligibility requirements as their age appropriate peers who generally attend the Minersville Area School District.
10. Excessive Unexcused Absences may result in the removal from the MAVA.
11. All credit recovery, including Summer School, is the financial responsibility of the student.
12. If a student either leaves or goes into the MAVA, all grades attained from the sending school, will be calculated as part of the students' academic record which will be reflected in the final grade for the current marking period.
13. Students attending MAVA will be required to complete the PSSA and Keystone Assessments.
14. Students who attend the MAVA will be required to complete a career portfolio.

## **Minersville Area Virtual Academy (MAVA)**

### **Contact Information**

#### **Minersville Area School District Contact**

Mr. Shane Spotts  
District Curriculum Coordinator  
[sspotts@battlinminers.com](mailto:sspotts@battlinminers.com)  
570-544-1400 Ext 2130

#### **Minersville Area High School Contact**

Mr. Stephen Bressi  
High School Principal  
[sbressi@battlinminers.com](mailto:sbressi@battlinminers.com)  
570-544-1400 Ext 2007

Mr. Joel Motuk  
Dean of Students  
[jmotuk@battlinminers.com](mailto:jmotuk@battlinminers.com)  
570-544-1400 Ext 2006

#### **Minersville Area Elementary School Contacts**

Mrs. Nannette Bentz  
Elementary Principal  
[nbentz@battlinminers.com](mailto:nbentz@battlinminers.com)  
570-544-1400 Ext 3000

Mr. Lucas McMurtrie  
Assistant Principal  
[lmcmurtrie@battlinminers.com](mailto:lmcmurtrie@battlinminers.com)  
570-544-1400 Ext 3001

**MINERSVILLE AREA SCHOOL DISTRICT**  
**School Calendar 2020-2021**

August 26, 2020	Wednesday, In-Service Day, Teachers Only #1
August 27, 2020	Thursday, In-Service Day, Teachers Only #2
August 31, 2020	Monday, First Day of School
September 7, 2020	Monday, Labor Day Holiday - Schools Closed
October 12, 2020	Monday, In-Service Day, Teachers Only #3
November 4, 2020	Wednesday, Second Marking Period Begins
November 26, 27 & 30, 2020	Thursday, Friday, Monday - Thanksgiving Recess - Schools Closed
December 24, 2020 thru January 1, 2021	Christmas Holiday, Schools Closed
January 18, 2021	Monday, In-Service Day, Teachers Only #4
January 20, 2021	90th Day of School
January 21, 2021	Thursday, Third Marking Period Begins
February 15, 2021	Monday, President's Day - Schools Closed
March 15, 2021	Monday, In-Service Day, Teachers Only #5
March 29, 2021	Monday, Fourth Marking Period Begins
April 1 through April 6, 2021	Easter Recess - Schools Closed
May 31, 2021	Monday, Memorial Day - Schools Closed
June 4, 2021	Friday, Last Day of School for Students
June 4, 2021	Friday, COMMENCEMENT
June 7, 2021	Monday, In-Service Day, Teachers Only #6

RECAPITULATION	12 MONTH		RUNNING TOTALS			
	PERSONNEL	IN-SERVICE	TEACHING	PUPIL	TEACHERS	PUPILS
July	22					
August	21	2	1	1	3	1
September	21	0	21	21	24	22
October	22	1	21	21	46	43
November	18	0	18	18	64	61
December	17	0	17	17	81	78
January	20	1	19	19	101	97
February	19	0	19	19	120	116
March	23	1	22	22	143	138
April	18	0	18	18	161	156
May	20	0	20	20	181	176
June	22	1	4	4	186	180
<b>TOTALS</b>	<b>243</b>	<b>6</b>	<b>180</b>	<b>180</b>	<b>186</b>	<b>180</b>

WEATHER EMERGENCY MAKE-UP DAYS will be made up at the discretion of the Superintendent and if needed, additional weather emergency days will be made up by extending the school calendar the required number of days in June, 2021.

Special Notes: VO-TECH and MAPLE AVENUE CAMPUS students will report to class using IU#29 calendar.

Approved by Board of Education: **January 22, 2020**

## **Attendance Policy**

Parents/Guardians are asked to help monitor and keep track of their child's online progress. Attendance and time online will be tracked through the online Learning Management System (Blackboard).

Students are required to log into their online course(s) **DAILY**, as well as complete assigned tasks for the day. If the student does not log in for a scheduled school day, the student will be marked absent. All district attendance policies apply to MAVA students. Parents/Guardians must submit an excuse for an absence within three days of the absence. Please send absence excuses to [ltobin@battlinminers.com](mailto:ltobin@battlinminers.com) for grades 7-12 and to [cskibiel@battlinminer.com](mailto:cskibiel@battlinminer.com) for grades 3-6.

## **Academic Support**

- Each online course and the curriculum that go along with it are aligned to either Pennsylvania or nationally accepted content standards. MAVA curriculum has been written and created by highly qualified teachers and has been put through a substantial review process.
- Each student will have a Minersville Area School District teacher assigned to their courses. This educator will communicate with the student and provide direction and assistance when necessary.
- Students are required to participate in all state and school mandated assessments. Students should contact MASD for dates and times of any required assessments.
- Students and Parent/Guardians will have continual access to grades online. Instructions to access those grades will be provided by MASD.
- Minersville Area School District will be issuing report cards and diplomas.

## **Withdrawing Students**

Students who are participating in full time cyber model may withdraw from the MAVA provided that the parent/ legal guardian specifies the reason for the withdrawal, the name and location of the public or private school that the student will be attending, and the expected exit date from the program. Parent/ legal guardian may initiate the withdrawal process by contacting the MASD. The school district will then contact the parent/legal guardian to ensure that the proper paperwork is completed and equipment is returned to the school district.

## **Technology**

- Technical support will be provided for full time cyber students and only for the device issued by the MAVA. Support will not be provided for local networks at home, on any

device that has not been provided by the MAVVA, or for any students not enrolled in the MAVVA.

- Students should contact the teacher of record via e-mail of any issues with their device. The teacher will then notify the technology department. If a device needs to be serviced or repaired, it must be brought to the school.
- Devices must be used for educational purposes only. Use of a MAVVA device for purposes other than education are prohibited.
- Students and parent/legal guardians not participating in MAVVA are forbidden from installing any software or any additional hardware on MAVVA devices.
- Issues with technology are not an excuse for missing log in times and completing work. Any issues should be reported immediately to the MAVVA.
- Students and parents/legal guardians should follow and abide by the Technology Contract that must be signed prior to receiving a MAVVA device.

## **District Issued Devices: Student Use, Rights, and Responsibilities for MAVVA**

### **Computer Loan Agreement Form**

An AGREEMENT FOR DEVICE USE must be signed by the student and student's parent or guardian and returned to the Minersville Area School District prior to the student being issued a MASD device. The Agreement for Device Use must be signed at the start of each academic school year. Students and Parents/Guardians must also follow the MASD Acceptable Use Policy (found on our school website [battlinminers.com](http://battlinminers.com) under the District Policies tab).

A district laptop is being loaned to the Borrower for academic purposes. It is the responsibility of the student to care for the equipment and ensure it is maintained in a safe environment.

The laptop computer and computer charger are property of the MASD and are being loaned to the student for EDUCATIONAL PURPOSES ONLY for the academic school year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use the district computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the MAVVA prior to the end of the academic school year. Students who do not return the computer and related materials when requested may be subject to financial or criminal liability. A late fee may be charged if the laptop is not returned to the school district on the required check-in point.

- If the laptop equipment is lost, stolen, or damaged while in the Borrower's possession, the Borrower is responsible for the replacement of the equipment.
- Borrower may use the laptop equipment for academic use and in accordance with the MASD Acceptable Use Policy. Any included software may be used only in accordance



with the applicable license and it is the Borrower's responsibility to be familiar with and comply with the provisions of the MASD licensed software.

- Borrower may not install or utilize any software other than the software approved by the MASD. Borrower is not permitted to make any unauthorized use or modifications of such software.
- The MASD is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's disks or other data storage medium.

### **Student Responsibilities**

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home, you must be willing to accept the following responsibilities.

- I know this computer is on loan to me. All district policies, procedures, applicable laws and the **MASD Acceptable Use Policy must be followed**. I understand that any violation could result in loss of the computer for my use.
- I will treat the laptop with care and will be responsible in using the laptop.
- I will not loan the laptop to others; it will always stay in my possession.
- I will not load or delete any software from the laptop and I will comply with all copyright laws.
- I will not remove or alter the laptop label or the inventory number on the back.
- I will not give out my MAVA personal information when using the internet.
- I will not attempt to make any repairs to the laptop.
- I understand that misuse or inappropriate use as determined by school personnel or guidelines, may result in any and/or all of the following:
  - a. Student Conference
  - b. Parent Conference
  - c. Cancellation of access privileges and/or loss of computer privileges.
  - d. School disciplinary actions including civil or criminal liability under applicable laws.

### **Parent Responsibilities**

Your child has been issued a laptop computer to improve/personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

- I will discuss school policies and expectations regarding the use of the Internet and will monitor to the best of my ability my child's use of the laptop.
- I will not attempt to make any repairs to the laptop or load, delete, or alter any software on the laptop.
- I will report to the school any problems with the laptop.
- By signing below, Borrower and Borrower's parent/guardian acknowledge and agree to the terms of use in the Computer Loan Agreement. Additionally, they agree that Borrower's use of the MASD property and the Borrower is responsible to protect and safeguard the equipment and return the equipment in the same good condition.

_____ Student Name -- Print	_____ Signature	_____ Date
_____ Parent/Guardian Name -- Print	_____ Signature	_____ Date
_____ MAVA Administrator - Print	_____ Signature	_____ Date

### **Planned Absence Request**

Students from the MAVA that anticipate being away from home and access to technology must return and complete the appropriate paperwork one week prior to the planned absence. These forms can be found on the MASD website or they can be obtained at the elementary or high school. It is the responsibility of the student to make up any missed work during their planned absence and also to make their teachers aware of their anticipated absences. The MASD has the authority to deny or accept any requests that are made for a planned absence.

### **Student Records**

A cumulative file will be maintained for each student while they are enrolled in the MAVA. These records will contain only verified information of educational relevance to the student. This information may only be used for the benefit, promotion, or welfare of the student. All the information in each file is confidential and access will be limited to only personnel at the MAVA, MASD, and parent/legal guardians.

### **Special Education Services**

MAVA is required under the Individuals with Disabilities Act (IDEA) to provide services to students with disabilities. Students who have an Individualized Education Plan (IEP) or 504 plans will be accommodated within the structure of the MAVA. Parent/legal guardians who have questions or concerns regarding eligibility for special education should contact the Special Education Office at the MASD for further guidance. The school district will work to ensure proper procedures are followed to ensure appropriate results. Efficient communication between the case manager and the online teachers will ensure that the student will receive the appropriate modification outlined in their IEP or 504 plans.

### **Grading**

Students will be assessed on a number of different criteria such as assessments, quizzes, essays, tests, and forum discussions. Students and parent/legal guardians will have access to student grades via the online grading system. Report cards will be distributed by the MASD. Academic

marking period end dates may be subject to change. Students will need to communicate with their teachers to make up missed or incomplete assignments.

## **Testing Policies**

Students are required to participate in state and school mandated assessments. Students should communicate with the MASD on the dates, times, and locations the student will need to arrive at to participate in specified assessments.

Students wishing to take the SAT/ACT exams must contact the MASD Guidance Office to determine date, time and location. The cost of these exams are the responsibility of the student.

## **Graduation Requirements**

Students will be working together with the MASD Guidance Department to ensure that proper credit requirements are being fulfilled in order to graduate. Students in grades 9-12 will be classified by grade level based off of the number of credits that they have earned. Students will also need to meet all local and state level requirements for graduation. It is the responsibility of the student to ensure all requirements are met to ensure graduation. Any student who is wishing to attend the graduation ceremony must participate in graduation practice.

## **Field Trips and Social Activities**

Participation in school sponsored activities is encouraged for MAVA students. All students must comply with rules and policies set forth by the MASD. Any students wishing to attend school organized field trips must notify the MAVA so proper arrangements can be made with the school district. Any students attending field trips must notify all of their teachers, informing them of their upcoming absence. MAVA students should remember that they are a member of the Minersville Area School District and must act appropriately, dress accordingly, and always keep in mind that they are representing the school district when on field trip.

## **Athletic and Club Eligibility**

Any student from the MAVA interested in participating in any extracurricular activities must contact the MASD. The school will then provide the student with the proper information. All students who participate in extracurricular activities at the MASD are subject to eligibility rules and regulations. In addition, all student athletes must participate in a state mandated physical and hand in the appropriate documentation to the MASD prior to participating in a particular sport.

## **Academic Integrity and Plagiarism**

It is expected that all work submitted by a MAVA student is original. This is expected for any assignments assigned by the teacher. Each assignment or assessment submitted should be a reflection of his or her ability. Any work submitted that is another person's creation, should have the appropriate citation with it. Any MAVA student that is caught plagiarizing will be subject to academic discipline.

## **MINERSVILLE AREA VIRTUAL ACADEMY STUDENT CONTRACT**

Minersville Area Virtual Academy is an opportunity for students to receive online courses encompassed with our district's curriculum, guidance, structure and support to meet the needs of all learners. With this opportunity, students are expected to adhere to standards that promote cognitive engagement providing the best opportunity for student success.

I have received the following documents related to Minersville Area Virtual Academy

- Minersville Area Virtual Academy Online Manual
- Minersville Area Virtual Academy Student/Parent Handbook

Students will adhere to the following standards as a requirement for enrollment:

1. I understand that I must sign the district Acceptable Use Policy (AUP) governing the use of technology to include the internet. I agree to abide by the rules and provisions of that policy. I understand that inappropriate use of technology will not be tolerated and can lead to withdrawal from Minersville Area Virtual Academy.
2. I understand that anything I do online with respect to my courses can be retrieved and printed at any time by the school staff (administrators, teachers, technology specialists).
3. I agree to the following:
  - a. I understand the importance of prompt communication with my online communication with my online teachers and the school staff on a regular basis particularly when I am having difficulties with technology and/or academics.
  - b. I shall abide by the policies, rules, and guidelines set forth in the MAVA Manual and MAVA Handbook.
4. I am committed to taking virtual courses and will make a concerted effort to keep up with the pace of the course, to participate in classes, and to complete all course requirements.
5. I understand and agree to invest the time necessary for successful completion of my courses. I am aware that the number of hours required to complete the online courses is similar to the number of hours required to complete traditional courses (this includes both the time in class/online and the time out of class/offline on assignments, projects, and testing requirements).

Students not meeting the policies, standards and guidelines of MAVA are subject to the following:

- A. Students and Parents/Guardians will meet with MAVA Administrator on the infractions.
- B. Students will receive due process rights.
- C. If found in violation of policies, standards, and/or guidelines, students may receive punishment to include removal from MAVA.

Students are subject to the following expectations in addition to aforementioned standards:

1. I will work on my courses daily in compliance with school attendance provisions unless I have an excused absence.
2. I will not use another student's login or password.
3. I will not share my username or password.
4. I will keep in contact with my instructors as specified in all course expectations, guidelines and/or rules.
5. I will keep in contact with MAVA staff.
6. I will use my first and last name when sending emails to MAVA staff to ensure my identity.
7. I will keep my appointments for testing and will arrive on time.
8. I will follow all school rules when I appear on campus for appointments.
9. I will note any problems I am experiencing and promptly notify MAVA staff.

I have read and understand specified provisions in this contract and will abide by them.

\_\_\_\_\_  
Student Name – Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name – Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MAVA Administrator - Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## MINERSVILLE AREA VIRTUAL ACADEMY PARENT/GUARDIAN CONTRACT

Minersville Area Virtual Academy is an opportunity for students to receive online courses encompassed with our district's curriculum, guidance, structure and support to meet the needs of all learners. With this opportunity, students are expected to adhere to standards that promotes cognitive engagement providing the best opportunity for student success.

I have received the following documents related to Minersville Area Virtual Academy

- Minersville Area Virtual Academy Online Manual
- Minersville Area Virtual Academy Student/Parent Handbook

Parent/Guardian is expected to:

- Provide a driver's license/identification and a form of residency verification through utility bills (cable, cell phone, electric, water, mortgage, etc...) Students must be in compliance with district registration policies including updated immunizations, physical/hearing/eye examinations and any required paperwork.
- Receive and activate MAVA Account information to log in to monitor student's progress.
- Directly supervise child's education at home
- Provide a physical environment conducive to child's educational needs.
- Go with their child to meet MAVA staff to sign and review the contract.
- Find out the name of child's MAVA contact.
- Attend information sessions by the district.
- Log in and actively monitor child's progress and engagement.
- Assist their child in complying with all rules, policies, and procedures of the school.
- Report any technology issues with issued equipment to MAVA staff via phone or email.
- Maintain regular contact with the school via phone or email.
- Monitor child's computer use to assure that the computer equipment and software are used for educational purposes only.
- Work with their child and MAVA staff to ensure successful completion of the curriculum within the allowable timeframe.
- Assure that all work submitted was solely completed by their child.
- Notify the school immediately of any change in child's contact information or academic status.
- Return all instructional materials and equipment to the school as requested by MAVA staff.

We have read and understand the above policy and agree to abide by the rules of this policy.

\_\_\_\_\_  
Student Name – Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name – Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MAVA Administrator - Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **CODE OF STUDENT CONDUCT (\*\*Code of Conduct applies to the MAVA)**

The staff of Minersville Area School District welcomes you to another school year. We are committed to do our best to help you meet the challenges of this year's school program as we help you prepare for the ever-changing demands of society around us.

There is also the expectation that you, the student, will share in this commitment by being dedicated to your education, developing good work habits and cultivating a wholesome attitude about yourself and your school.

One of the major goals of education is to help students learn self-discipline, to know how to act and how not to act in various situations, and to accept responsibilities. Meeting the expectations of the school is part of the educational process. The purpose of this code is to make known the responsibilities of each student, so that all students may realize their full potential, and so we may be able to provide the best possible learning climate.

**However, these guidelines are not intended to be all inclusive as they do not always cover every situation and every condition. Therefore, if in the judgment of the district administration, if a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.**

Section 1317. Authority of Teachers, Vice Principals and Principals over Pupils. Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending their school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them (1317 amended July 25, 1963, P.L. 315, No. 169).

### **JURISDICTION OF STUDENTS**

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.
- While attending MAVA.

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

## **ROLES AND RESPONSIBILITIES**

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

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

## **STUDENTS' RESPONSIBILITIES**

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

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



- Follow all guidelines set out in the student contract if attending the MAVA.
- Follow all guidelines set out in the MASD Acceptable Use Policy.

## **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.
- Follow all guidelines set out in the parent contract if attending the MAVA.
- Monitor students are following guidelines in the MASD Acceptable Use Policy.

## **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.
- promoting a friendly, yet professional, relationship with learners so they may see themselves as meaningful parts of the society in which we live.