

Students will receive a hard copy of this signature and permission page to be returned at the start of the school year.

MIDD-WEST HIGH SCHOOL STUDENT HANDBOOK

This is to acknowledge **RECEIPT OF THE 2020-21 MIDD-WEST HIGH SCHOOL STUDENT HANDBOOK**. I understand that I am responsible for familiarizing myself with all rules, procedures, and contents of the handbook.

_____	_____
Parent Signature	Student Signature
_____	_____
Parent Name Printed	Student Name Printed
_____	_____
Date	Grade

THE MIDD-WEST SCHOOL DISTRICT HAS MY PERMISSION (AS PARENT OR LEGAL GUARDIAN) TO USE STUDENT'S PICTURE IN: {PLEASE INITIAL BESIDE EACH ITEM FOR WHICH YOU GRANT PERMISSION.}

_____ School yearbook	_____ School newspaper or newsletter
_____ School website	_____ other school publications (handbooks, calendars, etc.)

FURTHERMORE, I AGREE TO THE TERMS AND CONDITIONS OF THE POLICIES BELOW, AND BY SIGNING, I GRANT PERMISSION FOR THE STUDENT TO USE AND HAVE ACCESS TO THE INTERNET (WORLD WIDE WEB) FOR EDUCATIONAL PURPOSES.

Failure to return signed form will result in agreement to these terms.

Midd-West School District Computer Networks/Acceptable Use of Internet Policy

Parent/Guardian Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Midd-West School District Internet Safety Policy

Parent/Guardian Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Midd - West High School

Committed to providing a learning environment and experiences that facilitate a quality education for ***all*** for life.

**HANDBOOK
OF THE
MIDD-WEST SCHOOL DISTRICT
540 EAST MAIN STREET
MIDDLEBURG, PA 17842**

**TELEPHONE: (570) 837 – 0046
Fax: (570) 837 – 5267**

2020-2021

MIDD-WEST SCHOOL DISTRICT MISSION STATEMENT

We facilitate the intellectual, social, emotional, and physical development of all of our students so they competently contribute to society, achieve their highest potential, and engage in continuous learning...

A QUALITY EDUCATION FOR ALL, FOR LIFE

NON-DISCRIMINATION POLICY STATEMENT

All activities and courses at Mid-West High School are available to all students as required by Title VI, Title IX and Section 504. Prerequisites are based on student ability and aptitude, not on race, color, national origin, age, sex, any handicapping conditions or any other legally protected classification. Students, who are physically or mentally handicapped, may qualify for special services and instruction, and equipment modifications so they can successfully complete the course or participate in an activity.

Questions about equal educational opportunities or complaints of harassment or discrimination should be directed to Mr. Richard J. Musselman, Superintendent of Schools, Mid-West School District, 568 E. Main Street, Middleburg, PA 17842, Title IX Coordinator and Section 504 Coordinator.

MIDD-WEST SCHOOL BOARD MEMBERS

Victor L. Abate, President; Donald D. Pinci, Vice-President; Shawn A. Sassaman, Treasurer; Terry L. Boonie; Sherryl L. Wagner; Christopher T. Nesbit; Wyona P. Lauver; Justin T. Haynes; Julie R. Eriksson; Mid-West School District School Board Policy can be viewed on the MWSD website at www.mwsd.cc or in the library of each school building.

MIDD-WEST SCHOOL DISTRICT CENTRAL OFFICE ADMINISTRATION & STAFF

Mr. Richard J. Musselman, Superintendent
Mrs. Allyson L. Folk, Secretary to the Superintendent
Mr. Joseph W. Stroup, Director of Curriculum & Instruction
Mrs. Lee C. Bzdil, Supervisor of Special Education
Mrs. Tiffany S. Summers, Administrative Secretary - Special Education
Mr. Ryan L. Wagner, Business Manager
Mrs. Cheryl L. Kahl, Administrative Secretary - Payroll/Tax Collection
Mrs. Susan E. Lessman, Administrative Secretary - Transportation
Mrs. Beth A. Nornhold, Data Submission Specialist
Mr. Daniel E. Auman, Head of Maintenance
Ms. Jane I. Zimmerman, Administrative Secretary - Accounts Payable/Purchasing
Mr. John S. Rosselli, Director of Food Services
Mrs. Bree A. Solomon, Athletic Director
Mr. Umberto G. Catania, Senior Network Administrator
Mr. Ernest R. Foreman, Network Administrator
Mr. Sean M. Meleski, Technology Technician

Mid-West High School Administration

Thor R. Edmiston, Principal, edmiston.thor@mwsd.cc
Jeremy D. Brown, Assistant Principal, jbrown@mwsd.cc

High School Faculty

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Zimmerman, Cole	Mathematics	zimmerman.cole@mwsd.cc

High School Staff

Cafeteria Staff	Custodial Staff	Instructional Staff	Office/Clerical Staff
Kahler, Patricia - Cafeteria Manager Carr, Wendy Cochran, D'Anne Dauberman, Cathy Furgison, Dorothy Gardner, Donna Long, Twila Mitterling, Carol Seitz, Tracie Stahl, Norma	Wilson, Donna - Head Custodian Foreman, Albert Kratzer, David McClure, Lola Wagner, Todd Wallace, Mark	Bolig, Chelsey Boone, Bobbie Ewing, Theresa Graff, Stacey Gearhart, Lisa Keister, Trueeda Knepp, Jennifer Kropf, Anita Naugle, Deborah Pyle, Angela Plummer, Stacy Share, Stanley Smith, Kay Spade, Dana Tittle, Sharon Wilson, Michelle	Laub, Tammy Principal's Secretary Mitchell, Deborah Guidance Secretary Kratzer, Robin Office Secretary Auman, Tracy Office Secretary Garrison, Elizabeth Library Assistant

SCHOOL ARRIVAL AND DEPARTURE TIMES

Doors open: 7:20 am

Breakfast served: 7:35 am

1st period begins: 8:00 am

Dismissal: 2:57 pm

PD Time	7:30-8:00	PD Time	7:30-8:00	PD Time	7:30-8:00
1	8:00-8:40	1	8:00-8:40	1	8:00-8:40
2	8:43-9:23	2	8:43-9:23	2	8:43-9:23
3	9:26-10:06	3	9:26-10:06	3	9:26-10:06
4	10:09-10:49	4	10:09-10:49	4	10:09-10:49
A	10:52-11:22	5A	10:52-11:32	5A	10:52-11:32
5B	11:25-12:05	B	11:35-12:05	6B	11:35-12:15
6C	12:08-12:48	6C	12:08-12:48	C	12:18-12:48
7	12:51-1:31	7	12:51-1:31	7	12:51-1:31
8	1:34-2:14	8	1:34-2:14	8	1:34-2:14
SS	2:17-2:57	SS	2:17-2:57	SS	2:17-2:57

*Late arrival and early release for qualified juniors and seniors—see information on SOAR Excellence Program under Student Recognition on Page 21.

TABLE OF CONTENTS

Informational Items:

1-to-1 Laptop Program	Page 8
Accidents & Insurance	Page 8
Attendance	Page 8
Student Absences	
Tardy to School	
Parent Notification Process	
Appointments	
Educational Trips	
Backpacks/Athletic Bags	Page 10
Cafeteria Guidelines	Page 10
Change of Student Address/Contact Information	Page 10
Computer Network Acceptable Use Policy	Page 10
Course Scheduling	Page 10
Directory Information	Page 10
Drug Testing	Page 11
Early Dismissal	Page 11
Electronic Devices	Page 11
Extra-Curricular Activities	Page 12
Athletic Guidelines	
Eligibility	
Facilities Care and Use	Page 13
Fire, Weather Emergency, and Lock-down Drills	Page 14
Flexible Instruction Days and Continuity of Education Plans	Page 14
Food and/or Beverage Guidelines	Page 14
Fundraising	Page 14
Homeless Designation.....	Page 14
Library Guidelines	Page 15
Locker Guidelines	Page 15
Make-up Procedures Regarding School Work	Page 15
Medication Guidelines	Page 16
School Functions.....	Page 16
Dance Guidelines	
Prom Guidelines	
Student Activities	Page 17
Activities & Clubs	
Class Congress	
Student Council	
Student Financial Obligations.....	Page 17
Student Performance	Page 17
Grading and Reporting System	
Semester Examinations	
Honor Rolls	
Class Rank	
Promotion and Retention	
Summer School Program	
Graduation Requirements	
National Honor Society	
Student Recognition	Page 20
SOAR Excellence Program	
Student of the Month	
Young American Award	
Student Rights and Student Concerns Process	Page 21
Student Services	Page 21
Guidance	
Nurse	
Other Professional Services	

Student Assistance Program (SAP)	
Student Trips and Visiting Institutions of Higher Education	Page 22
Dual Enrollment Opportunities	Page 23
SUN Area Technical Institute	Page 23
Transportation Guidelines	Page 23
Bus Transportation	
Transportation by Students and Parents	
Transportation Incident Reporting	
Visitors	Page 24
Work Permits	Page 25
Philosophy of Discipline	
Student Rights and Responsibilities.....	Page 25
Description of Consequences	Page 25
Warnings	
After-School Detention/Morning Detention	
Lunch/Supervised Study Detention	
Creative Consequences	
Denial of Privileges	
Search and Seizure	
ISS--In-School Suspension	
OSS--Out-of-School Suspension	
Expulsion	
Discipline Infractions	Page 26
Alcohol, Drugs, and Controlled Substances	
Bullying	
Bus Misconduct	
Cheating/Plagiarism	
Dress Code Violations	
Electronic Device Violation	
Hall Pass Violations	
Harassment	
Hazing	
Leaving the Building or School Property Without Authorization	
Public Displays of Affection (PDA)	
Tardy to School	
Tardy to Class	
Threats	
Tobacco/Nicotine Products	
Transportation Issues (other than Bus Misconduct)	
Vandalism of Other Student or School Property	
Weapons Violation	

MIDD-WEST HIGH SCHOOL

Informational Items

1-to-1 Laptop Program:

A separate handbook that outlines laptop procedures, policies, and responsibilities has been provided for all students.

Accidents & Insurance:

A student who is injured should notify the supervising teacher or coach to complete an accident report, which is to be filed in the school nurse's office within 24 hours of the accident.

If the student has school insurance, an insurance form will be completed and mailed to the parents. The parents are responsible for forwarding the form to the doctor. Failure to mail the form to the insurance company within a timely manner could result in loss of claim (payment). All calls concerning insurance should be made to the high school office during regular school hours. Students with 24-hour coverage should report to the office on the first school day following the accident.

Attendance: reference MWSD Policy 204

Students and parents have the responsibility to comply with State attendance laws and regulations, as well as district rules and policies. Students are recognized for perfect and outstanding attendance yearly and at the conclusion of their high school career.

Student absences are recorded as:

- Excused
- Unexcused (students ages under 8 and 18 and over)
- Unlawful (students ages 8 - 17)

Requirements as follow-up to student absences:

- Parents are required to submit a written explanation for the legal absence of their child within three (3) school days from the date of the child's return to school.
- Failure on the parent's part to provide such a written explanation or the child to present such an excuse to the high school office will result in the absence remaining unexcused or unlawful (see above to determine which based on student's age).
- The fact that a parent provides a written explanation for the child's absence does not in of itself qualify the absence as excused. The absence must be for a legal reason according to law.

The primary responsibility for making up work missed during absences rests with the student. Students should utilize the end of the day Supervised Study period for making up work and/or assessments.

Legal absences include illness of student, quarantine, recovery from accident, required court appearance, death in family, observance of religious holiday and approved education tours and trips. Emergency situations and extenuating circumstances which interrupt the normal course of family life will be considered on a case-by-case basis provided that such absence is requested of the building administrator, either in writing or by telephone. Altered doctor notes (i.e., dates/times changed before submission to office) will be voided, and the absence will be marked unexcused/unlawful.

When the amount of time during a single school day that a student is absent totals two (2) hours for an unlawful/unexcused absence, the student shall be assessed one-half (1/2) day of unlawful/unexcused absence on that day. Minutes tardy to school are included in this total.

Students are sometimes excused from PE class due to medical reasons and are later permitted to return to class but on a limited basis. **Students/parents should retrieve a "can do" list from the PE department to be completed by the student's physician.** This will allow the doctor to make explicit what the student is able to do in PE class. Students should submit this completed form with the doctor's excuse. Once they have been fully cleared, a doctor's excuse must be submitted as well.

Tardy to School:

Students who arrive at school after the official start time will be considered tardy. Once those tardy minutes accumulate to two (2) hours, the student will then be assessed a half day (1 / 2) of unlawful or unexcused

absence.

Benchmarks in the Parent Notification Process:

- Parents receive a warning letter once their child has **seven (7) recorded days of absence** that have not been verified by a physician's excuse; this letter will state that the number of absences is significant, and additional absences could result in requiring a medical excuse for each subsequent absence.
- Parents receive a certified letter once their child has **exceeded ten (10) recorded days of absence** that have not been verified by a physician's excuse; **this letter will state that all future absences must be verified by a physician's excuse.**
- Once a third (3rd) absence is recorded as unlawful (no parent or physician note), parents of students who are in the compulsory age limits (ages 8-17) will be served a first offense legal notice. At this time a Student Attendance Improvement Plan (SAIP) meeting will be scheduled. Any subsequent unlawful absence then makes the parents subject to prosecution.

Unexcused or unlawful absences are those due to truancy, parental negligence, and unlawful employment. Chronic truancy will be referred to the proper agency for further legal action or after all reasonable avenues have been explored.

When a student is eighteen (18) or older, he/she has a right to be in school but also has the responsibility to obey attendance laws. A total of three (3) unexcused absences will be considered as failure to fulfill the responsibilities as a student and will require an informal conference with the building principal. **Students eighteen (18) or over who accumulate ten (10) consecutive days of unexcused absences will be withdrawn on the eleventh day.**

Any student who is age eligible to attend the school prom, senior trip, or any other club sponsored events will not be eligible to attend if they accumulate ten (10) or more unlawful or unexcused absences.

Procedure for Appointments During the School Day:

Appointments should be scheduled after the school day; however, sometimes it is necessary to schedule an appointment during school hours. If this is the case, the following procedures apply:

- Students bringing a parent note in the morning verifying an appointment will be excused for the appointment at the appropriate time and must sign out in the office (*Date, Time and type of appointment*).
- Students who do not bring a parent note to the office in the morning will only be excused at the appropriate time with parent confirmation via a phone call to a building administrator or designee or by coming to the office and signing the student out.
- Students returning to school from an appointment must sign back in at the office and submit an excuse signed by the practitioner.

Request Procedures and Approval of Educational Trips:

Requests for approval of educational trips must be submitted to the building administrator **three (3) school days** prior to the date of the trip to allow the student the opportunity to gather assignments. Such requests shall state the date and nature of the trip, as well as educational activities involved. A student may participate in a maximum of three (3) educational trips per year during which the total absence from school shall not exceed five (5) school days. If more than five (5) days are requested, the building principal will forward the request to the district superintendent for consideration. Trips may be disapproved for reasons such as lack of educational significance, excessive absence, poor academic performance or poor behavior based on discipline referrals. Student absences for unapproved educational trips will be considered unlawful/unexcused.

Students' requests to attend post-season athletic events that occur during the school day will be considered provided:

- The parent(s) or guardian(s) submit a written request to the office **three (3) school days** prior to the scheduled event.
- The parent(s) or guardian(s) accompany the student to said event.
- The post-season event is a school-sponsored sport.
- Only those students who attend school in the same building as those participating in the event may be excused.
- The student wishing to attend the event has fewer than **ten (10) excused days** without a

physician's excuse and has not exceeded **three (3) unlawful/unexcused days**.

- **Requests not meeting these guidelines will be considered unlawful or unexcused absences.**

Backpacks/Athletic Bags:

Students are permitted to carry small drawstring bags, cinch sacks, or backpacks and are expected to demonstrate responsibility with carrying them. Principals have discretion if individual concerns arise.

Cafeteria Guidelines:

The cafeteria features a food court offering hot and cold food items for student selection. Students will enter the food court area, select their breakfast or lunch items, pass through the cashier stations and take their seat in the cafeteria area. Please make note of the following informational items:

- Students will continue to use their Student ID numbers at the cashier station.
- Students are permitted to pay cash each day for their meals, but are strongly encouraged to keep money in their food account; this will ensure faster service through the lunch line.
- Students are expected to demonstrate responsible young adult behavior and follow whatever routine is established.
- Breakfast will be served from 7:35-7:53 am; this affords students ample time to eat breakfast and get to first period on time.
- **All food may only be consumed in the cafeteria.**
- **All food purchased outside the school and brought in must be consumed in the cafeteria.**

Change of Student Address/Contact Information:

Parents are urged to contact the high school office with any changes to the student information data card so that they can be contacted immediately in the event of an emergency or for the relay of pertinent school information. Parents are also encouraged to give email addresses (as relevant) and multiple phone numbers. The District has had good success with and will continue to utilize the automated phone/email contact system.

Computer Network Acceptable Use Policy (included in laptop handbook):

The purpose of computer and computer network use, including Internet access, shall be to support education and academic research in and among schools in the Mid-West School District by providing unique resources and the opportunity for collaborative work.

Hardware, software and network installations shall be used to support the District's curriculum, and to support communications and research for students, teachers, administrators, and support staff.

Failure to follow the procedures and appropriate uses as described in Mid-West School District Policy 815 may result in the loss of network access privileges. Other appropriate disciplinary actions may be taken.

Course Scheduling:

Students select courses in the winter of each year for the following school year and receive a schedule during the summer. The **Career Pathways** framework is available to students to enable them to make purposeful and informed decisions regarding course selections. This document can be found on the guidance website for parent and student reference. Students are encouraged to utilize their guidance counselors to assist in course selection and ensure that all required coursework and credits will be completed for graduation. Counselors will have available summer hours for schedule changes. **Students who do not utilize the summer hours may request changes during the first three days of the school year.** Extenuating circumstances leading to a schedule change request beyond the summer schedule must be approved by the building principal.

Directory Information:

If a parent/guardian does not wish for directory information on their child to be disclosed (name, address, phone number), a written notice, including parent signature and date, must be provided to the high school office within one week following the first day of school or registration for those students transferring from other educational programs. This parental notice is only valid for the school year in which it was issued.

Drug Testing:

Each student has been provided with a copy of the Drug and Alcohol Awareness for Extra-Curricular Activities and Student Drivers and Student Drug Testing Consent which shall be read, signed and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any interscholastic activities. The consent shall be to provide a urine sample as

chosen by the random selection basis and/or at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. **No student shall be allowed to practice or participate in any activity during the current school year governed by the policy unless the student has properly signed and returned the Student Drug Testing Consent by September 11, 2020.** This form will remain on file in Mid-West High School throughout the duration of the of their school career in the Mid-West School District. **Parents can revoke permission to test at any point in time in writing. Parents who have not previously granted permission may also change their son's/daughter's status by completing the required paperwork for submission by September 11 of this school year.** The policy is available for review on the Mid-West School District website at www.mwsd.cc. **Parents are strongly encouraged to read the policy in its entirety.**

Early Dismissal:

Parent requests for early dismissal are honored for valid reasons (appointments, emergencies). Written requests must be presented to the attendance secretary prior to the start of the school day. There may be times when a parent desires an early dismissal for a student for some urgent reason. Appointment cards from doctors, dentists, etc., will be honored as valid requests but are not accepted as an excuse following the early dismissal.

Written excuses are required for early dismissals as per the Attendance Policy. Students must sign out on the appropriate office form when leaving the building and sign back in when returning (if relevant).

When ill, students secure permission to go to the nurse. The nurse will make the decision as to whether the student needs to leave school and make the phone call home. Students are not permitted to initiate the phone call. Students who do so will receive a detention for the first offense and a discipline infraction for inappropriate behavior. Students will not be permitted to go home if no one is there but may go to the home of an approved person as indicated by the parent.

Juniors and seniors who meet the criteria for early dismissal through the SOAR Excellence Program (see Page 21) and have either a Period 1 **OR** a Supervised Study will be permitted to arrive one period late **OR** be dismissed one period early. SOAR qualifiers with a Period 1 study hall must arrive prior to the start of Period 2, and those with a Supervised Study may leave at the conclusion of Period 8.

Electronic Devices:

The Board permits possession and appropriate use of electronic media devices with headsets, cellular telephones, hand-held computer games according to the conditions noted below:

- The use of electronic media devices (other than cell phones and with the use of headphones) as well as hand-held computer games are permitted before and after school hours, during lunch, and other times at teacher discretion (i.e. supervised study, study hall or for instructional purposes).
- Cell phone use for 9-12 students is permitted before and after school hours, during lunch, between classes and other times when appropriate for instructional purposes at teacher and/or administrator discretion. **Use of cameras on cell phones is not permitted without permission of the person being photographed.** Grade 8 students must keep phones powered down and in their lockers during school hours.
- Eighth grade students are **NOT** permitted to have their cell phone with them during the school day. They must either leave their phones at home or store them in their lockers until the end of the day.

The Board prohibits possession and use of the following electronic devices on school property, buses, other District-provided vehicles, and District-sponsored activities:

- laser pointers and attachments.

The Board and school employees are not responsible for stolen, lost or damaged items. Students who choose to bring electronic devices on school property and school buses retain full responsibility for their care. Should such devices be used at inappropriate times or become a disturbance to others, Administration maintains the right to limit their use/availability and adjust guidelines as necessary. Unauthorized possession or use beyond the scope of this policy of all electronic devices shall result in disciplinary actions as noted in the discipline section of the Handbook. **Students are reminded that they are not permitted to use cell phones or other phones to contact parents about early dismissal in regard to illness. The school nurse must initiate the call.**

Extra-Curricular Activities:

Athletic Guidelines:

The athletic program is under the direction of the high school principal and the athletic director. Coaches are directly responsible to the athletic director. This school is under the sanction of the PIAA and follows all of its regulations. All guidelines, rules and regulations must be adhered to by students in order to remain eligible for athletic participation.

- All athletes must submit to the athletic director a medical permission slip signed by the examining doctor and the athlete's parents before being allowed to participate in any type of practice or competition.
- Adequate insurance coverage is recommended for participants in the athletic program.
- School transportation to or from an athletic event must be used by all persons. When such transportation is provided by the District, all participating students shall use the transportation provided. Students may be excused from the transportation provided with the permission of the teacher/coach responsible for the co-curricular activity and the written permission of the parents. Such student shall be released only to the parent or guardian of that student. Students can be released to other adults with the written permission of the principal or his/her designee. A student may not travel with another student or drive him or herself to or from an activity. The bus is not expected to make stops at individual homes to or from the event.
- Any athlete or manager who possesses or indulges in the use of tobacco, alcoholic beverages, or other controlled substance will be automatically suspended from competition for **14 days**. During that period, players may only practice with the team but not compete in interscholastic events to include remaining on the sidelines or dressing with the team. In addition, a player may not travel to away competition while serving the suspension. A second offense during a sport season will disqualify the student from athletic participation for the remainder that sport season. A third violation will disqualify the student from all sports participation for the remainder of the year. All coaches are responsible to enforce this rule.
- An athlete may not quit one sport and then attempt to compete in another sport after the season has begun without the mutual consent of both coaches.
- A student athlete may participate in multiple in-season sports with administrative permission.
- No Sunday practices/games shall be scheduled.
- No athletes are to be in the gymnasium, auxiliary gym, fitness room or locker room area before or after practice unless a coach is present. Coaches should not leave the premises until all athletes have left the school grounds.
- The athletic uniform and school issued equipment should not be worn during the school day or for general use.
- No students shall participate in interscholastic athletics if any of the following conditions exist:
 - Attended more than eight semesters beyond eighth grade
 - Played six seasons beyond the sixth grade in any one sport
 - Completed the work of all high school grades (9, 10, 11, and 12)
 - Reached the age of 19 prior to July 1
 - Passed fewer than five credits

Cheerleaders and managers are subject to the same rules as athletes. Cheerleaders must be accompanied by the advisor to and from a contest. Any exceptions to this must be approved by the high school administration.

Students involved in extra-curricular activities may be suspended from an activity for the remainder of the season for violation of the rules. Such a suspension may be invoked only by school administrators and only after an informal hearing.

Eligibility:

In order to be eligible to participate in activities such as athletics, cheerleading, plays, musicals, marching band, class trips, and any other events which are held after school and which place demands on the student's time, all students in grades 8-12 extra-curricular activities must meet the academic and attendance requirements noted below. Managers for athletic teams and marching band members shall be subject to eligibility requirements. Band and chorus (which are scheduled for credit) activities are co-curricular activities and do not apply to these eligibility guidelines.

Any athlete declared ineligible for a fall sport may practice during the pre-season but not participate in any games or official scrimmages. Beginning on the first day of school, the athlete will be ineligible for practices and games until he/she meets the necessary requirements. Any student who is declared ineligible will not be permitted to miss school to attend games or practices, nor will they be permitted to travel to away games.

- **Academics**

- A student may be failing **no more than one (1) required course or a total of two (2) or more courses (to include electives)** in order to be eligible.
- Students determined to be ineligible remain so until s/he attains a written statement from relevant teacher(s), indicating that s/he is passing.

- **Attendance**

- Students must be in attendance at school all day in order to participate in athletic competitions, practices, performances, rehearsals, etc., on that same day.
 - Exception: a medical excuse or administrative approval may permit participation.
 - A student who is tardy to school can be required to attend practice but not participate in practice.
- Students who are tardy are not eligible to practice or participate in games and/or events on the day of the tardy unless the student has a legally signed excuse by a certified physician. Students who accumulate **three (3) tardy** for school infractions in one marking period will be ineligible to participate in extra-curricular events for ten (10) school days unless otherwise ruled by building administration.
- Students with **5 or more absences in a marking period not issued by a physician** will be ineligible to participate in extra-curricular events for **ten (10) school days** unless otherwise ruled by building administration.

Students involved in extra-curricular activities may be suspended from the activity for the remainder of the season for violation of rules. This suspension may be invoked only by school administrators and only after an informal hearing.

Any student who is age eligible to attend the school prom, senior trip, or any other club sponsored events will not be eligible to attend if they accumulate ten (10) or more unlawful or unexcused absences.

Any student involved in extra-curricular activities who possesses or indulges in the use of tobacco, alcoholic beverages, or other controlled substances will be automatically suspended from that activity for 14 days. During that period, students may only practice with the extra-curricular group but not perform in events. In addition, a student may not travel to events while serving the suspension. **A second offense** during an extra-curricular event will disqualify the student from participation for the remainder of that event. **A third violation** will disqualify the student from all extra-curricular participation for the remainder of the year. All advisors are responsible to enforce this rule.

Students who have been assigned to in-school suspension may **attend** practice but **are ineligible to participate in practice, games and/or events** on the day of the assigned in-school suspension.

It shall be understood that the Administration shall exercise final discretion in determining student eligibility and may waive the above requirements if conditions exist whereby great financial loss or extreme hardship could result for the school.

Facilities Care and Use:

The school district is the caretaker and overseer of the school building and grounds, which are in turn, owned by the community of taxpayers. It takes everyone—District personnel, students, and community members to care for and maintain District facilities. It is expected that students will show respect for the building, its contents, and grounds. Anyone found deliberately defacing, destroying, or removing school property will face consequences and/or restitution relative to the seriousness of the offense.

Fire, Weather Emergency, and Lock-down Drills:

Evacuation and building-lockdown procedures are in place in the event that fire or weather emergencies necessitate building evacuation or unsafe conditions warrant a building lock-down. Drills are conducted several times throughout the school year to ensure that personnel and students are familiar with the

designated route and routine for safe building evacuation or secure placement within the building. At the sound of the alarm or announcement, students are expected to quickly, calmly, and quietly follow the directives of the adult supervisor to ensure the safety of everyone.

Flexible Instruction Days and Continuity of Education Plans:

During the 2020-21 school year, the Mid-West School District plans to utilize Flexible Instruction Days for interruptions in the school year caused by weather or anything related to the COVID – 19 Pandemic. During a Flexible Instruction Day, instructional content will be delivered to students on their school computers either virtually or through a jump drive system. Attendance and participation will be required. The first three (3) days the District is forced to close will be made up during the snow days approved on the 2020-21 school calendar (2/5/21, 4/1/21, and 4/5/21). Should the District be required to close for more than three (3) consecutive days, the Mid-West School District's Continuity of Education Plan will kick in, and all students will begin receiving their instruction through virtual means or digital packets.

Food and/or Beverage Guidelines:

All food and beverages are consumed in the school cafeteria. Exceptions or variations are at the discretion of Administration. For the purpose of safety, students are not permitted to bring food or beverages in glass containers. Students are permitted to bring water in **clear, non-glass containers** to their classes at teacher discretion. Students who have a doctor's note about drinking water throughout the day must bring the note to the nurse so permission can be noted on the daily bulletin.

Fundraising:

In order to assure that every student has equal opportunity to participate in clubs, organizations and class trips, and to protect the parents and friends of the school from over-solicitation, the following rules shall govern fundraising activities:

- Monies may be earned to pay all costs of the trip (including lodging, meals, transportation, admissions, entrance fees, etc.). The advisors and Administration shall determine the amount for meals.
- Classes may establish individual accounts during their senior year; clubs and organizations may establish individual accounts as a general practice.
- When a student's membership in a club, organization, or class, etc., is terminated, or if the student chooses not to participate in the trip, all monies earned shall become the property of that club, organization or class.
- If a student earns more than the cost of the trip, all excess monies shall become part of the general treasury of the class, club or organization sponsoring the trip.
- Only those students who are members in the class, club, organization, etc., may participate in the trip at the school's group rates.
- School personnel serving as chaperones shall have their trip expenses paid.
- Student fundraising activities by school organizations shall be pre-approved by the principal.
- The raising of funds in school, on school property, or at any school-sponsored event by a student for personal benefits is prohibited.
- At the time of graduation, any leftover senior class funds are not permitted to be spent for personal purposes or be divided up among class members. It is recommended that any unspent senior class funds be donated to a worthy cause that benefits the high school with the approval of the class advisors. If a cause is not designated, the funds will be transferred into the student activity account.

Homeless Designation:

If you are experiencing any of the following living conditions, you may be eligible for assistance in these and other areas from the Mid-West School District through the McKinney-Vento Act:

- Living in a shelter
- Staying in a motel or campground
- Living in a vehicle, abandoned building, or campground

Doubled up with others (whether related or not) due to a loss of housing or economic hardship

Please contact Mr. Joe Stroup, Director of Curriculum Instruction, at (570) 837-0046 or stroup.joe@mwsd.cc to report such conditions and have a conversation as to how the Mid-West School District can assist. Mr. Stroup serves as the Mid-West School District's Homeless Liaison.

Library Guidelines:

- The library is open during school hours and open during after-school hours for tutoring.
- Students must be issued a pass to enter the library during class hours.
- Reference materials may be signed out for one night. Other materials may be signed out for a longer period of time. No new materials may be signed out if any materials are overdue.
- **Library obligations will be assessed at the end of each marking period; any obligations (i.e. cost of lost books/materials, etc.) must be paid in order to participate in and/or attend designated assemblies/activities such as the mid-year assembly and end-of-year carnival.**
- A student who does not use the library facility appropriately will be asked to leave.
- Students must pay replacement costs for items that are damaged or lost.

Locker Guidelines:

Lockers are provided to students by the school district for the use of students, and all students are expected to use the locker assigned to them. It is each student's responsibility to keep the locker clean and in proper order. Students are to keep their lockers locked and are strongly encouraged to **not** share their locker combination with others, particularly there may be times during the school day when the students' laptops are stored in their lockers. Students are not permitted to "jam" locks on lockers. **Students are not permitted to attach anything to the outside of their assigned locker with any fixture except magnets (i.e. no tape or adhesive of any kind).** On occasion, students are celebrated for a particular achievement or encouraged in their participation on a team or in a school-related event. These recognitions are only permitted to be attached with magnetic strips.

Lockers remain the property of the school district and, therefore, are controlled by the District. Lockers assigned to students may be searched by school employees at the direction of the building administrator. The building administrator or his/her designee may search a student's locker without prior warning in seeking any suspicious or dangerous materials because standing in the place of the parents, the building administrator is charged with the safety of all students under his/her care and supervision.

Students are not permitted to use lockers to store tobacco or tobacco products, alcohol, drugs, weapons, water guns or containers, or any other items which are hazardous to the safety of the student or other students. Students are discouraged from keeping personal items of significant value in school lockers. These items should be taken to the building administrator for safekeeping. The school district accepts no responsibility for personal items of value that a student chooses to bring to school.

Should a student provide a personal lock for a locker and fail to provide the building administrator with a duplicate key or copy of the combination and an emergency arises which makes it necessary to search that locker, the building administrator is authorized to forcibly remove the lock, and the school district will not be responsible for replacing the lock.

Make-up Procedures Regarding School Work:

- A student must be permitted to make up work that was missed due to absence and are strongly encouraged to utilize the supervised study period for make-up work.
- In regard to assignments that are unable to be replicated for one student (i.e. science lab), a suitable replacement assignment will be given.
- **It is the responsibility of the student to initiate contact with teachers to acquire missed assignments and/or information in a timely manner.**
- Teachers have discretion in the following areas:
 - Student work may be made up prior to an absence
 - An alternative assessment may be used
 - The timeline for submitting missed assignments (a general rule of thumb is one day for each day missed)
 - Whether to waive an assignment

Medication Guidelines:

The Mid-West School District has a policy concerning the dispensing of medications to students in school. For purpose of this policy, "medication" includes all medicines prescribed by a physician and any over-the-counter patent medicines including supplements and vitamins.

Before ANY medication may be administered to any student during school hours, the following guidelines shall be used:

- The written request of the parent which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication or provision of the treatment.
- The written order of the prescribing physician which shall include the name of the student, the name and purpose of the medication/treatment the dosage to be administered, the time at which or special circumstances under which the medication/treatment is to be administered, and the dates when the medication is to be administered.
- For over-the-counter medicines to be administered during school hours, the parent shall provide the name of the student, the name and purpose of the medication, the dosage to be administered, the time at which or special circumstances under which the medication is to be administered and the dates when the medication is to be administered.
- The document shall be kept on file in the office of the school nurse.
- All medications shall be sent to school in the original labeled container. Medications in plastic bags or other non-original containers will not be accepted.
- Inhalers for asthma: Students in Grades K-6 must keep inhalers in the health room. Students in Grades 7-12 may carry inhalers when needed, provided they can administer the inhaler independently. A physician's order must state that the student may carry the inhaler.
- Medication may be retrieved from school at any time; however, the medication will be destroyed if it is not picked up within one week following termination of the medication order or one week beyond the close of school.

Contact the school nurse for a medication authorization form.

School Functions:

Students are highly encouraged to attend as many school functions as possible. There is a wide array of functions such as dances, athletic events, concerts, plays, and activities associated with student clubs for students to enjoy. All school functions are considered extra-curricular activities and therefore fall within the parameters of the Drug Testing Policy.

Dance Guidelines:

- Classes/clubs may sponsor dances providing that the class/club advisors will serve as head chaperones at the scheduled dance.
- Upon approval by Administration, one student guest may be admitted to dances. Guests are held to the same behavioral expectations as are MWHS students.
- All school policies are in effect for dance attendees including the use of tobacco, alcohol, drugs, conduct, etc.
- Students who have been assigned in-school suspension on the day of the dance may not attend the dance.
- Administration shall exercise final discretion in determining student eligibility for a school dance.

Prom Guidelines:

The prom is restricted to the eleventh and twelfth grade students; however, MWHS guests may be in tenth, eleventh or twelfth grades. Guests who are not MWHS students and are under the age of 21 may attend only with administrative approval. Officers from the sophomore class may also be in attendance. **No one will be excused for hair appointments, to pick up flowers, suits, etc.** Should prom be scheduled on a Friday evening, anyone leaving school early on the day of the prom will not be allowed to attend the prom.

Any student who is age eligible to attend the school prom will not be eligible to attend if they accumulate ten (10) or more unlawful or unexcused absences.

Student Activities:

Activities & Clubs:

MWHS offers a wide variety of clubs and activities for student involvement during and beyond the school day. Students will schedule two clubs per semester; scheduling will take place in the early part of the school year. Clubs will meet weekly.

Class Congress:

The Class Congress for Grades 9 – 12 shall consist of ten (10) representatives from the class. The

function of the Class Congress is to conduct class business in true representative and democratic style. The representatives should keep the class informed and be guided by their opinions.

Student Council:

The Student Council is an organization that promotes the best interests of the school, provides representation for the student body, and endeavors to ensure high standards of citizenship and school pride among the student body.

Student Financial Obligations:

Sometimes it becomes necessary to withhold privileges when student obligations are not met. Attempts will be made to collect any student debts throughout the year. Students owing obligations (see examples listed below) will not be permitted to participate in the designated activities/assemblies throughout the year and at the conclusion of the year (i.e. year-end carnival). **If obligations are not met by the end of the school day prior to the scheduled event, the student will be ineligible to attend except by administrative approval. Seniors may be denied the privilege of walking at Commencement if obligations are not met.**

Obligations may include, but are not limited to, payment for lost or damaged books, materials and equipment; cafeteria debts; library fines; uniforms; class or club dues; money owed from fundraisers; and office paperwork. Obligations stemming from laptop damages that are not covered by the student's insurance will also result in loss of participation privileges.

Student Performance:

Grading and Reporting Systems:

It is the Board's intent that the cooperation of parents be sought to assist the schools to eliminate any academic deficiencies as soon as possible. Thus notice shall be given in sufficient time to permit parents to assist their child. Numerous reporting systems are in place at MWHs to keep parents informed of student progress. Parents and students can gain electronic access to grades on an ongoing basis by obtaining a Sapphire login. Interim reports are distributed at the midpoint of each marking period and quarterly report cards are distributed to students at the conclusion of each marking period. Grades will appear in percentages on the report card as noted below. No grades over 100% are awarded on report cards.

A: 92 – 100; B: 83-91; C: 74-82; D: 65-73; F: Below 65

(ACES scale for GPA calculation A = 100%, A- = 95%, B+ = 91%, B = 88%, B- = 83%, C+ = 82%, C = 78%, C- = 74%, D+ = 72%, D = 69%, D- = 65%, F = 64%)

Semester Examinations:

No marking period examinations and/or other major class assignments shall be scheduled during the semester (mid-term) and final examination period.

Mid-term and final evaluations are comprehensive assessments in the form of either test or major project and shall be administered as per syllabus in grades 9, 10, 11 and 12. Each semester evaluation grade shall constitute 10% of the semester grade. Each final grade shall be the average of the two semester grades. Courses which meet for one semester only shall follow the procedure detailed above; however, the semester grade shall be the final grade. Use of Keystone Exams, AP Exams, and/or CDT testing may be substituted for mid-term and/or final exams at teacher's discretion.

Honor Rolls:

Students whose academic success merits recognition shall be listed on a distinguished honor roll or honor roll. Students who obtain a grade point average of 94.0 or higher will be listed on the distinguished honor roll, and an average of 88.0 to 93.99 will qualify a student for honor roll designation. Averages shall be determined by multiplying the grades earned times the credit value of the course. These products shall be added together and the sum divided by the total credits attempted each marking period. The result is the grade average expressed in decimal form. Honor roll designation shall be determined by analyzing regular marking period grades only.

No student who fails any course or receives an incomplete grade shall be included on the honor roll. When incomplete grades are resolved, students qualifying for the honor roll will be so notified.

There shall be two honor rolls established at the high school; one for students attending that school and one

for students attending the SUN Area Technical Institute. Both honor rolls shall be established as separate entities.

Class Rank:

Class rank is a means of comparing one student's academic achievement against all other students in the same grade status. All courses in grades 9, 10, 11, and 12 shall be used to determine class rank. Rank shall be determined by using the final course grade of each school year. Class rank shall be determined by using grades recorded as percents. The final grade shall be multiplied by the credit earned for that course and the sum of these products determined. The sum is divided by the number of credits attempted to determine a grade point average (GPA) recorded as a percentage.

A cumulative GPA is calculated across a student's high school years and is determined by adding the products of the percent grades attempted for each year and dividing by the total credits attempted. Courses weighted greater than 1.0 impact GPA accordingly. Advanced Placement (AP) courses, for example, are weighted 1.06. This weighting does not show up in the course grades awarded but is calculated throughout the year in the GPA calculation process.

Any students who enroll in Midd-West High School from another district which uses a four-point grade average system, the GPA will be converted to a numerical score using the formula approved by the School Board in December, 1983. Conversions will be made on a year-to-year basis. End-of-year academic awards are determined after the third marking period each year except for Valedictorian and Salutatorian. Valedictorian and Salutatorian will be determined after all senior class grades are entered at the end of the school year. In the event of an academic tie, Administration will determine the award winner by participation in extra-curricular activities. If students have the same GPA and participated in the same amount of extra-curricular activities, attendance will be used to break the tie.

Course failures may be eliminated by remedial work in an approved summer course, tutorial work, and correspondence course or by examination. The grade earned shall replace one marking period grade of the same failed course on school records and shall be used in the determination of final course grades and computation of class rank.

Promotion and Retention:

Students will be promoted to the succeeding grade level when:

- the instructional objectives set for the present grade level have been achieved; or
- the social, emotional and physical maturation necessary for a successful learning experience at the next learning level has been demonstrated; or
- a child study team, after careful and deliberate consideration of all factors relevant to a student's performance, determines that a student's education would best be served by promoting the student to the next grade; or
- the provisions of the Individualized Education Program {IEP} have been met.

Summer School Program:

The purpose of summer school shall be for academic enrichment and/or to eliminate academic deficiencies, under the following conditions:

- Courses offered during the regular school year and taken during summer school for academic enrichment shall be awarded no academic grade or credit value.
- Courses not offered during the regular school year and taken during summer school for academic enrichment shall be awarded an academic grade and credit value.
- Final grades earned in summer school courses may only be used to replace a failing grade during any one previous marking period of the same failed course; marking period/semester grades for that course will then be recalculated to determine an overall final course grade.

Students who fail to meet promotion requirements shall be permitted to earn a maximum of two (2) credits through summer school. Alternative methods of making up deficiencies may be used only when the summer school program does not offer the course(s) necessary to fulfill promotion requirements. A \$50.00 fee is issued to all students enrolled in the summer school program. Upon successful completion of summer school credits, the \$50.00 will be reimbursed.

Graduation Requirements:

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional

must meet the following criteria:

- Achieve a cumulative average of 92% or higher from the beginning of the ninth grade.
- Participate in at least two extra-curricular activities each year.
- Meet Chapter requirement hours for community service.

An induction ceremony is conducted each fall. To determine eligibility of new members, cumulative averages are computed at the end of the fourth marking period of the previous school year.

Membership is relinquished if any of the following criteria are compromised:

- Cumulative average falls below 90% at any semester end.
- Community service hours are not met.

Eligibility can be restored when criteria is met once again.

Student Recognition:

SOAR Excellence Program:

The SOAR Excellence Program (Students Owning and Reaching Excellence) encourages and rewards students who are meeting high academic and behavior expectations. By meeting the criteria below, juniors and seniors with a 1st period study hall are permitted to arrive by the start of Period 2 (8:30 am) or a PM study hall are permitted to leave school at the end of Period 8/start of Supervised Study (2:15 pm).

Performance

- Ongoing grade of **“C”** or above in all classes
- 100% completion of homework & make-up work

Discipline

- No more than **2** discipline referrals/incidents **per marking period**
- No ISS or OSS consequences

Attendance

- No more than **2** unexcused absences **per marking period**
- No more than **2** tardy to class or 2 tardy to school **per marking period**

Other

- All student obligations must be met (financial and otherwise)

Early Dismissal Monitoring Benchmarks

- Interim date for each marking period
- End of marking period
- **Late arrival/early dismissal can be revoked at any time if criteria are no longer met**
- Early dismissal can be restored when criteria are again met – **student’s responsibility to contact the office**

Process

1. Students submit application with signed parent permission
2. Students are notified of eligibility upon receipt of signed permission form, verification of eligibility, and verbal confirmation by parent
3. Students are required to sign in upon arrival and sign out in the office each time
4. Once signed out, students must leave school property and are not permitted to return during regular school day
5. Transportation is not provided by the school district; it is suggested that parents set clear rules for their daughter/son regarding transportation involving other students

Students who become ineligible for SOAR will be contacted by the office and will be ineligible to participate in the program until further notice.

Student of the Month:

Faculty nominates and votes on students each month who represent MWHS well through their academic and/or extra-curricular endeavors and good citizenship. Students receiving the award are recognized at the time their award is given and receive a certificate at the year-end awards assembly.

Young American Award:

The Young American Award presented by the Greater Susquehanna Valley Chamber of Commerce shall be given to a senior student who possesses the qualities of loyalty, integrity, honesty; and excels in scholarship,

citizenship, leadership, Americanism, and school and community activities.

During each month of the school year, a senior student will be chosen by the faculty to receive the Young American Award. Near the end of the school year, these students will be honored at a leadership seminar and a special banquet hosted by the Greater Susquehanna Valley Chamber of Commerce.

Student Rights and Concerns Process:

Student Expression:

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the District's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. For additional information regarding student expression, refer to Mid-West School District Policy 220.

Student Concerns:

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided. For additional information regarding the student complaint process, refer to Mid-West School District Policy 219.

Policy 235, Student Rights/Surveys, indicates that parents will be informed of the nature and scope of student surveys and their relationship to the educational program of the child. Parents have the right to make a written request to inspect third party surveys prior to distribution to the student.

Student Services:

Guidance:

The basic goal of the guidance department is to assist the individual student to achieve up to the level of one's capacity and to become a well-balanced and increasingly mature person in all the varied and inter-related aspects of student life. Guidance services are available to all students, parents, alumni, and teachers. The guidance department offers the following services:

- Student records are maintained on each student to bring together all the biographical, health, scholastic, attendance, personality, student activity, vocational and test information.
- Individual counseling service is available to all students.
- Testing is another tool of guidance. Measurement of intelligence, aptitudes, interests, achievement, and personality traits provides a more complete picture of the student.
- Educational, vocational, and occupational information is provided to help the student explore the world of work.
- Counselors are available for consultation with parents as well as students.
- Referrals are made when advisable to a school nurse, a speech therapist, a physician, a social worker, a clergyman, a psychologist, or a psychiatrist.

Students are always welcome at the guidance office. Parents are encouraged to visit the office to discuss problems of mutual interest. Evening appointments are possible when daytime arrangements are inconvenient.

Information shared with the guidance counselors will be kept in strict confidence unless a student reports that they are being abused/neglected or are threatening to hurt themselves or another person.

Counselors and teachers are mandated reporters and are legally bound to report the above activities to the proper agencies.

Students are encouraged to make appointments with the counselors and obtain a guidance pass, which shall be presented to the classroom teacher before the student will be permitted to go to the guidance office. Where possible, appointments will be scheduled during a study hall. If this is not possible, the student will be responsible for all work missed during a class period.

Nurse:

If a student is ill, the student receives permission and a pass from the classroom teacher and reports to the school nurse. The school nurse will take care of all school insurance forms. **All injuries and accidents should be reported to the nurse within 24 hours of the accident.** The nurse or designee will initiate contact with parents/guardians in the event of illness or accident. **Students are not permitted to initiate the phone call.**

In order to ensure the health and well-being of all students and staff, students who display the symptoms noted below should not be sent to school:

- **Fever of 100.0° F** or greater.
- Vomiting or diarrhea in the past 12 hours.
- Pink Eye: red itchy eyelids and green or yellow discharge but NO allergy symptoms.
- Head Lice: active infestations of lice or nits.
- Any undiagnosed rash, i.e. chickenpox.
- Severe sore throat, excessive cough or cough that produces phlegm, severe headache, earache, or stomachache or ANY other illness when the child is not able to eat/drink/sleep or otherwise function normally without pain/discomfort.
- Injuries or surgical procedures that require narcotic medication to relieve pain.

Call a physician or the school nurse if there is a question whether a student needs medical attention or may attend school with an illness or injury.

Except in the case of emergencies, the nurse's office will be closed over C lunch.

Other Professional Services:

Other professionals such as the school psychologist, school social worker, ESL and special education teachers, and speech and hearing specialists are employed by the District to address specialized needs of students. Parents who believe their children are in need of any such services should contact their child's guidance counselor.

Student Assistance Program:

The SAP Team is a Student Assistance Program consisting of people who have been trained through a state endorsed program of drug, alcohol and suicide prevention. This committee works in cooperation with MH-MR, D & A, (Mental Health-Mental Retardation, Drug & Alcohol) in assisting students experiencing school related problems in these areas. SAP is an identification team, an intervention team and a referral team. SAP is not a counseling team, a treatment team or a discipline team. Students may refer themselves or other students for help or assistance.

Student Trips:**School-Sponsored Field Trip Guidelines:**

- Behavior guidelines apply for curriculum related field trips; determination of eligibility to participate is at the discretion of Administration.
- **Student eligibility for field trips sponsored by student clubs, organizations or grade level classes is in accordance with the same eligibility requirements as those that apply to athletics and extra-curricular activities.**

Teachers or advisors conducting the trip or out-of-class activity must notify the athletic director, attendance secretary, and the assistant principal five (5) school days prior to the trip as to which students are planning on attending any given trip so eligibility can be determined. The teacher or advisor conducting the field trip has the responsibility of notifying ineligible students as soon as possible.

Visiting Institutions of Higher Education:

Juniors and seniors who are planning to attend an institution of higher education or college are encouraged to visit the campuses of those schools. Many such institutions sponsor open houses in the fall and spring, usually on weekends. Students and parents have the opportunity to meet with representatives from admissions, financial aid, housing, academic department heads, student life and athletic coaches. Open house dates are posted on the bulletin board at the guidance office.

Juniors and seniors are permitted to be absent from school for the purpose of visiting a college or other institution of higher learning. **A maximum of four (4) days will be considered excused provided the College Visit Form is submitted to the office three (3) school days prior to the scheduled visit. Written verification signed by a college official must be returned within three (3) school days of the visit in order to be considered excused.** Exceptions are at the discretion of Administration.

With timely notification and adequate planning time, the guidance office will assist the student in making arrangements. Students visiting an institution during a school day without a parent or guardian must have a parent/guardian permission slip turned into the guidance office prior to the visit. These forms are available in the guidance office.

Dual Enrollment Opportunities:

Students have the opportunity to attend Bloomsburg University for a full-time college experience in lieu of their senior year by applying for admission to the ACES program. Students can also enroll in college courses at Susquehanna University while attending high school. Interested students should see their guidance counselor during their sophomore or junior year to get information and ensure they are on track for meeting the requirements for these advanced experiences. Both are excellent opportunities for students to get a head start on college!

SUN Area Technical Institute:

Mid-West High School students have the opportunity to attend the SUN Area Technical Institute in New Berlin during their senior year to enhance their educational experience by acquiring the knowledge and skills of a career trade. When enrolled, students attend the SUN Area Technical Institute for a full day for the entire school year. Bus transportation is available from the high school to SUN Tech. Permission for students to drive to SUN Tech or ride with other students must be obtained from a SUN Tech administrator. With the exception of the first day of school, students going to the SUN Tech by private transportation will not have to report to the high school at the start of the day. The SUN Tech school day for MWHS students is from 8:05-2:35.

Students are subject to the high school regulations when at the high school and when traveling to and from SUN Tech. While on the premises of SUN Tech, students are governed by SUN Tech rules and policies. A reminder--the student insurance available through the SUN Area Career and Technology Center will not cover injuries when involved with interscholastic athletics.

Transportation Guidelines:

Parents who utilize school bus transportation will have the option of choosing **one stop for their child in the AM and one stop for their child in the PM**. The AM stop may be different from the PM stop. However, that child must board the bus every day at the same AM stop designated by the parent and will be dropped off every day at the same PM stop.

Students are not permitted to ride home with other students on buses other than their assigned bus unless there is an extenuating circumstance and approval granted by Administration.

According to Mid-West School District Policy 810.3, the Board recognizes the need to sustain proper standards of safety for students who ride MWSD busses. The use of video/audio recording is intended to assist administrators and drivers in observing behavior and preventing violations of bus riding rules. Video/audios may be used by principals to support documented behavior problems and unsafe conditions. **All bus occupants are subject to audio and video recording as per Pennsylvania Act 9 of 2014. Inclusion of this information in the student handbook is official notification.**

Additional information regarding the school vehicle audio/video systems is available on the District's website, specifically Board Policy 810.3.

General rules and regulations for governing and assessing student behavior on the bus are noted in the discipline section of the Student Handbook under Bus Misconduct.

Pupil transportation is an important part of the school's overall operation. The ultimate responsibility for student behavior on buses belongs to the school principal who must follow reasonable regulations for bus conduct. The responsibility for the safety of the bus and discipline on the bus resides primarily with the driver.

Transportation by Students and Parents:

Students who elect to ride bicycles or drive to school are responsible for safe travel and expected to maintain appropriate behavior on school property specific to their driving. MWHS is not responsible for damage or loss of student's bicycles, motor vehicles or their contents. Students must adhere to the following guidelines:

- Students need to BUCKLE UP!
- No car may be moved during school hours without permission by Administration.
- The student parking lot is located off Shuman Street and to the west of the main entrance of the high school; if/when each parking spot in the student lot is assigned, additional spots will be assigned in the lower tier of the faculty/staff lot adjacent to Rt. 522. **Students are not permitted to park in the spots on Wagenseller or Shuman Streets, in the Middleburg Elementary School lot or at the stadium.**
- Students must exit their vehicles and the parking lot immediately upon arrival at school and enter the building.
- Students are assigned parking spots and must display their parking permit on the rear view mirror of their vehicle. Students must always park in their assigned spot.
- **Students choosing to not park on school property will not be permitted to leave school property to go to their car during school hours.**
- Administration reserves the right to revoke driving and parking privileges based on inappropriate behavior or repeated tardiness to school.
- Should there be the necessity of towing a vehicle from school property due to a driving/parking violation, it will be at the owner's expense.
- All rules of the Pennsylvania Vehicle Code apply to drivers and vehicles on school property.

Parents who drive their children to school must follow the designated route for dropping off and picking up students; students can be dropped off at the main high school entrance off Shuman Street, adhering to the one-way entrance and exit. Parents who transport their children to school are encouraged to take into consideration heavy work and school traffic in the morning to ensure that students arrive at school on time.

Traffic congestion occurs at school start and dismissal times. Extra caution must be taken by all parties when in the general vicinity of the school building and parking lots. Please watch out for others as well as yourself!

Transportation Incident Reporting:

When parents and/or community members become aware or concerned about transportation problems, they are encouraged to file a written Transportation Incident Report. These Transportation Incident Reports are available in all building offices and on the Mid-West School District website. These forms should be submitted to the building principal of the school in which the student(s) attend or to the Mid-West School District Business Office.

Visitors:

To ensure the safety of our students, visitors are required to report directly to the main office, surrender photo ID, and receive a visitor's badge if the visit extends beyond the office area. All visits should be for educational or business reasons. While we welcome the return of former students, they are encouraged to visit teachers at the conclusion of the school day.

Work Permits:

Applications for work permits are available to students in the main office. Evidence of age is needed (i.e. driver's license, birth certificate, etc.).

MIDD-WEST HIGH SCHOOL Philosophy of Discipline

To achieve the goal of a democratic society, the staff, students, parents/guardians, and community must work cooperatively. A positive school-wide behavior approach, combined with a clearly defined code of conduct, has the best chance of producing the desired outcomes consistent with this goal. In addition to the regular curriculum, principles and practices of good citizenship and self-discipline must be taught and demonstrated. This includes an appreciation for the rights of others.

The rights of an individual are preserved only by the protection and preservation of the rights of others. Students are responsible for the way they exercise their rights, and they must accept the consequences for

their actions. Each exercise of an individual's rights must demonstrate respect for the rights of others.

At Mid-West High School various activities and privileges are offered throughout the school year to encourage appropriate school behavior from its students. Students who maintain an acceptable discipline record will be permitted to participate in these activities and partake of these privileges. Activities in the past have included attendance at pep rallies, assemblies, and school carnival, as well as special lunch seating and other perks. Student discipline records are evaluated from one special activity to the next; three "strikes" (minor offenses), one ISS or one OSS disqualify a student from participation in the next scheduled school-wide assembly or activity. However, once that missed activity passes, students are given the opportunity of a clean slate for the next scheduled activity.

Students who fail to adhere to school rules and local/state laws can face an array of consequences depending on the seriousness of the offense, to include: warnings, lunch detention, after-school detention, creative consequences, in-school suspension, out-of-school suspension, loss of privileges (non-mandatory assemblies, pep rallies, carnival, etc.), arrest, and/or expulsion.

DESCRIPTION OF CONSEQUENCES:

Warnings are typically given by the classroom teacher prior to a referral to Administration. When it is determined that warnings have not had the desired effect, consequences will be implemented.

After-School Detention is held on assigned days for one hour following school dismissal. Students must bring school work with them or work will be assigned by the proctor. Students may not talk to other students during detention nor use their cell phone. Parents are responsible for transportation from school following detention. Students who skip after-school detention will be assigned Lunch/Supervised Study Detention until their original detention is served. The same rules apply for **Morning Detention**, which can be scheduled from 7:20 – 8:00 AM prior to the start of school. Morning detention is provided as a courtesy when extenuating circumstances warrant it.

Lunch/Supervised Study Detention will be assigned as warranted. Assigned students report to the ISS room and will be directed when they are to get their lunch. Students are to bring work with them. Silence is expected, and students may not use cell phones or personal electronic devices during this time; school-issued laptops for instructional purposes may be used. Teachers may also assign morning, lunch, or after-school detentions to be served in their rooms under their supervision.

Creative Consequences may be mutually agreed upon by Administration and parents when appropriate to the offense(s). Examples include: community service, school service, and Saturday detention.

Denial of Privileges may occur for improper behavior or unmet obligations. The length of the denial depends on the nature of the infraction and previous behavior record of the student. Students who receive multiple infractions which require the consequence of owing time may be excluded from non-mandatory events such as assemblies, pep rallies, and the school carnival.

Search and Seizure:

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students, student lockers or student automobiles. Provided that the school authority has reasonable suspicion to believe that students are in possession of any illegal, unauthorized, or contraband materials, searches may be conducted by the Administration and may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population. School personnel may seize any illegal, unauthorized, or contraband materials that are discovered in the search.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for

disciplinary action.

ISS--In-School Suspension may be assigned for serious offenses or repeated minor offenses and is held in the ISS room. Students may be assigned for partial day, full day or multiple days (up to ten) in ISS depending on the severity of the discipline offense. Students are expected to complete school work and refrain from talking during their time in ISS. Parents are notified immediately when an ISS is assigned. On the day(s) ISS is assigned, students are not permitted to participate in any school-related activities. An ISS automatically disqualifies a student from the next school-wide assembly or activity. (For complete information on suspensions, reference MWSD Policy 233.)

OSS—Out-of-School Suspension may be assigned for more serious offenses that typically involve the health and safety of students and incidents that violate local and/or state laws. For the duration of an OSS, assigned students are not permitted on school property for any reason nor are they permitted to participate in any school-related activities. Parents are notified immediately when an OSS is assigned. An OSS automatically disqualifies a student from the next school-wide assembly or activity. (For complete information on suspensions, reference MWSD Policy 233.)

Expulsion from school is the most severe sanction the District can impose and may occur when an offense is of the most serious type and results in a formal hearing before the School Board. These typically involve weapons and alcohol/drug violations. (For complete information on expulsions, reference MWSD Policy 233.)

DISCIPLINE INFRACTIONS that will result in imposed consequence(s):

Alcohol, Drugs, and Controlled Substances: reference MWSD Policy 227

Alcohol, drugs, presumptive drugs (look-alikes - means any substance prepared in a form such as a bolus, capsule, pill, powder, salt, suppository, or tablet or contained in a receptacle such as ampoule, bag, bottle, jar, syringe, tube or vaporizer, that is likely to lead an ordinary person to believe that the substance is alcohol, or a controlled substance) and controlled substances are recognized as a danger to an individual student and all students in the student body. As such, students must be aware of these dangers and recognize that the schools must be free of such substances.

Students will be made aware of the dangers of the misuse and abuse of alcohol, drugs, presumptive drugs and controlled substances through programs provided by the school district. Such awareness education may include, but is not limited to, health education classes, group guidance classes, and science classes.

Any student who distributes, gives, possesses, sells or uses any alcohol, drugs, presumptive drugs (look-alikes), drug paraphernalia or controlled substances on school property, on a vehicle owned or operated under contract for the school district, at any school-sponsored event, shall be referred immediately to the building administrator. The building administrator shall investigate the circumstances and provide the student an informal hearing. Should the investigation and hearing produce evidence of the distribution, giving, possessing, selling or using alcohol, drugs, presumptive drugs, drug paraphernalia or controlled substances, the building administrator shall suspend the student from school and make immediate referral to the SAP team. The building administrator shall inform the Superintendent of the matter as soon as possible. The Superintendent shall conduct an administrative hearing as provided in Policy Guide 233. If sufficient evidence is presented at the administrative hearing, the Superintendent shall suspend the student from school pending a hearing before the Board of School Directors. If the evidence presented is insufficient to warrant further suspension, the Superintendent shall reinstate the student. If the student is reinstated, the student must follow the recommendation of the SAP team. Student's failure to comply with the SAP team will result in further administrative action.

At a hearing before the Board of School Directors, the student may be expelled from school pursuant to Policy Guide 233, assigned to an alternative learning program, disciplined in some other manner deemed appropriate by the Board of School Directors, or reinstated to school.

At his/her discretion, the building administrator may refer the matter to the proper law enforcement agency, depending on the circumstances of the situation. Such referral shall not prohibit the school district from imposing school sanctioned consequences on the student.

Bullying: reference MWSD Policy 218.3

The term bullying can be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups, in person or through various means of communication, including electronic

devices. Bullying is deliberate, hurtful behavior, repeated over a period of time, and it is difficult for those being bullied to defend themselves. Bullying involves someone mentally, physically, or socially stronger taking advantage of someone with less power.

Bullying may have the effect of doing any of the following:

- Substantial interference with a students' education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

Bullying takes on many forms and can include many behaviors. A person can be guilty of bullying if he/she:

- Systematically and chronically inflicts physical, psychological and/or emotional distress on one or more students.
- Uses an imbalance of physical or psychological power, with the bully actually being stronger or perceived to be stronger than the victim.
- Uses direct behaviors such as teasing, hitting, threatening, or restraining another.
- Uses indirect behaviors such as intentional exclusion from a group or starting rumors.

Any reports of bullying will be investigated, and any individual found to have engaged in a bullying activity on school property, on school transportation, at a school-sponsored activity, or via the District's technology network will be subject to appropriate consequence(s).

School district administrators shall be responsible for promptly investigating any reports of bullying and administering appropriate consequences to any student in violation of this policy.

Bus Misconduct: reference MWSD Policy 810.3

Behavior expectations for students riding buses:

- Students will adhere to the same rules and guidelines associated with appropriate school behavior; this includes refraining from fighting, excessive noise, throwing items, use of profanity, possession and/or use of tobacco and other controlled substances, vandalism, discourteous or disrespectful behavior directed at the driver or other students, and possession of weapons.
- Students will demonstrate safe behavior while waiting for the bus.
- Students will board and exit the bus in a safe and calm manner.
- Students will refrain from putting any part of the body or personal belonging outside the bus window.
- Students will keep their belongings in their possession at all times.
- Students will remain seated while the bus is in motion.
- Eating or drinking on the bus is at the discretion of the driver; students are responsible for discarding any wrappings or containers in the appropriate place.
- Students will cooperate with the driver and building administrators by providing information necessary to enforce bus safety.

In the event a misconduct report is filed by a bus driver, Administration will follow-up with an appropriate consequence. A record of bus referrals will be kept and taken into consideration when future consequences are imposed. Consequences may include:

- Verbal and/or written warning.
- Meeting with parents, driver, and Administration.
- Assigned bus seating.
- Morning or after-school detention.
- In-school or out-of-school suspension.
- Removal from riding the bus (temporary or permanent).

During that period of time in which a student is suspended from riding the bus, transportation to and from school becomes the responsibility of the parents/guardians of the student.

Additional bus information:

- Drivers will not wait for a student who is not at the assigned bus stop at the designated pick-up time.
- Students must cross in front of the bus when embarking or disembarking.
- Students may not hold a seat for another student.
- Students should refrain from talking to the driver except when being spoken to or an emergency

arises.

Cheating/Plagiarism:

Students are expected to demonstrate their own knowledge, understanding, and ability to complete assigned tasks so the teacher can provide necessary feedback and grade accordingly. Submitting someone else's work—whether it is a homework assignment, answers to a test question, or writing task—is an act of dishonesty and falsely represents a student's knowledge and understanding. Unfortunately, giving students a zero when this happens rarely is effective. Instead, students will be required to redo the assignment in a supervised setting. The teacher will have the option of creating a new/different assignment that measures the same learning objectives and put measures in place (i.e., seating arrangement, removal from group work, specific notetaking structure, etc.) to ensure that cheating or plagiarism does not occur again. The best way for students to avoid these sanctions is to submit their own work in the first place and maintain the teachers' initial trust!

Dress Code Violations:

Dress Guidelines are imposed to ensure a productive, safe and healthy school environment that is free from interruptions to the learning process. Student attire and accessories must:

- Be free of endorsements through text or graphics that promote drugs, alcohol, and tobacco products or activities that pose a threat to the safety of self or others.
- Be free of vulgar language, sexual innuendo, and statements that are designed to purposefully offend individuals or groups.
- Be free of gang-related symbols or associations.
- Be free of any adornment that poses a safety issue or presents the appearance of items inappropriate for the school environment; chains, spikes, other sharp objects, look-alike bullets, restraints, etc., are forbidden.
- Be free of head coverings or sunglasses when inside the building unless special permission is granted based on extenuating circumstances.
- Adequately and responsibly cover the student from shoulders to thigh.
 - Appropriate necklines and hemlines
 - Clothing that is free of holes in the buttocks or groin area. There may be no skin or undergarments exposed in the lower torso area
- Conceal all undergarments.
- Cover the soles of feet according to state health regulations.

When referred for a violation of the dress guidelines, students will be given the opportunity to change or eliminate the item(s) in violation. Refusal to do so will result in an imposed consequence, as will repeated violations. **The above guidelines apply to the school day as well as on bus transportation to and from school, and any after-school events/practice and/or school-sponsored field trips.**

Electronic Device Violation:

1st Offense: Confiscate device, student may retrieve device from office at the end of the school day.

2nd Offense: Confiscate device, parent must pick up device from office at end of the school day, revoke privileges for two (2) weeks.

3rd Offense: Confiscate device, parent notification, revoke privileges for 30 days.

4th Offense: Confiscate device, notify parents, revoke privileges for remainder of school year. Insubordination resulting from a cell phone offense will heighten the consequences noted above.

Hall Pass Violations:

It is the responsibility of school personnel to be able to account for the whereabouts of students throughout the school day. Students must utilize a pass for the following:

- To move from one location in the building to another during class time.
- To go to the restroom and/or get a drink of water during class time.

After a warning, students may be assigned after-school or lunch detentions for repeated hall pass violations. Habitual hall pass violations or an observed pattern in an extraordinary number of requests to leave class may result in placing students on a restricted pass that limits the number of times students may leave the classroom during each day.

Harassment:

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment in any form is not

tolerated.

Harassment is defined as the verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion where such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to benefit from an educational program or creates an intimidating, threatening or abusive educational environment. Sexual harassment consists of unwelcome advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when submission to such conduct is used as a term or condition of academic status; is used as the basis for academic or work decisions; or deprives or interferes with the student's educational rights.

For additional information regarding unlawful harassment, refer to Mid-West School District Policy 248.

Hazing:

Students are prohibited from engaging or participating in any act of hazing directed at any other student. Hazing is defined as "to irritate, to annoy, to oppress, punish or harass by forcing to do hard and unnecessary work; to initiate or discipline by means of horse play, practical jokes and tricks, often in the nature of humiliation or painful ordeals."

This policy is in effect in all District buildings, on any school property, in District/contracted vehicles, and in relation to any school-sponsored student activity.

Students engaging in hazing will face disciplinary action which could result in suspension from the activity, suspension from school, or expulsion from school in severe instances.

Leaving the Building or School Property Without Authorization:

No students may leave the school building or District property without administrative approval. Students must sign in and out upon entering or leaving school during school hours. If a student leaves the building or District property without administrative approval, he/she may face disciplinary action.

Public Display of Affection (PDA):

No public display of affection will be permitted on school property—to include holding hands, hugging, placing of arms around shoulders, and kissing. Students found in violation will be given a warning and if violations continue, more severe consequences will result.

Tardy to School:

Students who arrive at school after the official start time (**8:00 am**) will be assigned a consequence in accordance with the schedule below:

- Warning for first offense
- After-school or morning detentions for subsequent offenses
- Consideration of loss of driving privileges for subsequent offenses (if applicable)
- Consideration of ISS for continued offenses

Tardy to Class:

Students who report to class late and do not have a written excuse from a teacher will be recorded as tardy.

- Warning from teacher for first offense.
- Teacher assigned detention for subsequent offenses – detentions may be after-school, morning or served with assigning teacher.
- Consideration of ISS for continued offenses.

Threats:

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board Member, community member, or school building.

Terroristic threat is defined as "a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience."

Students who express terroristic threats or commit terroristic acts will face suspension and/or expulsion, as

well as being referred to law enforcement officials for further legal disposition.

Tobacco/Nicotine Products:

The possession of or use of tobacco or nicotine products by students is prohibited in the school buildings at all school-sponsored activities, on school property during regular school hours, and on school buses or any other school vehicles. Students found in possession of any tobacco or nicotine products or smoking paraphernalia shall have those items confiscated by any members of the school staff. Such items shall be turned over to the building administrator who will dispose of same.

Students found possessing or using tobacco or nicotine products or loitering in an area where tobacco or nicotine products have been used shall be referred to the building administrator for discipline. Direct observation of the use of tobacco or nicotine products is not required for a staff member to make such a referral.

Any student who commits an offense under these guidelines shall be subject to prosecution initiated by the school district and shall, upon conviction by the District Magistrate, be sentenced to pay a fine and other costs imposed by the District Magistrate.

A student who commits an offense under these guidelines is subject to a summary offense. A summary offense shall not be a criminal offense of record, shall not be reportable as a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending student if any such record exists.

In addition to the monetary fine, the following consequences shall also be imposed:

- **1st Offense**—Confiscate materials, one (1) day of ISS, citation.
- **2nd Offense**—Confiscate materials, two (2) days of ISS, citation.
- **3rd Offense**—Confiscate materials, three (3) days OSS, citation.
- **Subsequent Offenses**—Confiscate materials, an immediate referral to the Board of School Directors to determine if the student shall remain in school. OSS shall also be levied by the building administrator, with the number of days of such suspension at the discretion of the administrator, up to a maximum of ten (10) school days.

Transportation Issues (other than Bus Misconduct):

The use of bicycles and motor vehicles for travel to and from school is a privilege extended to students for which students must assume full responsibility. The high school will not be responsible for bicycles or motor vehicles, which are lost, stolen or damaged. Students are expected to adhere to the following guidelines:

- No car may be moved during school hours. The only exception will be permission given by the Administration.
- There shall be no loitering in the cars by students before or during school hours.
- Students shall drive in a manner that is appropriate and shall respect the rights and safety of others at all times. Upon recommendation of any school employee, the building administrator may withdraw the parking privileges of any student.
- All rules of the Pennsylvania Vehicle Code will be enforced while cars are on school property.
- Mini-bikes or other unlicensed motor vehicles may not be used for travel to and from school.
- Students must park in their assigned spot only. Students may not park in areas designated for handicapped or in any other areas restricted by the Administration.
- Administration may limit student parking.
- A numbered parking tag must be displayed on the rear view mirror.
- After a warning, violators are subject to having their vehicle towed at their expense.

Vandalism of Other Student or School Property:

The school district is the caretaker and overseer of the school building and grounds, which are in turn, owned by the community of taxpayers. It takes everyone—District personnel, students, and community members to care for and maintain District facilities. It is expected that students will show respect for the building, its contents, and grounds. Anyone found deliberately defacing, destroying, or removing school property will face consequences relative to the seriousness of the offense.

Weapons Violation:

It is most important that students be provided with a safe school environment in which to learn. Possession of weapons by students in the school environment is a threat to the safety of students and staff and is prohibited by federal and state laws and by school policy.

The term "weapons" includes but is not limited to any knife, cutting instrument, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement used willfully to inflict serious bodily injury.

A student is in possession of a weapon when the weapon is found:

- on the person of the student.
- in the student's locker.
- under the student's control while on school property, on property being used by the school.
- any school function or activity, including any school event held away from the school.
- while the student is on school transportation.

The discovery of any weapon prohibited by the weapons possession policy shall be reported to the student's parents and local law enforcement officials.

The school district shall expel for a period of not less than one (1) year any student who violates the policy on weapons possession. Such expulsion shall be given in conformance with formal due-process proceedings required by law. The District Superintendent may, however, recommend discipline short of expulsion on a case-by-case basis. All incidents relating to expulsions for possession of a weapon shall be reported to the PA Department of Education.

Acts of violence by students in any school building, on school property, or at any school-sponsored activity shall also be reported to the Office of Safe Schools. A reportable act of violence is any deliberate act, serving no legitimate purpose, which causes injury or which could reasonably be expected to cause injury to another person.

For a complete listing of discipline infractions and relevant consequences, please reference the Code of Student Conduct on the high school website: www.mwsd.cc

