

Mount Pleasant Area



School District Student Handbook

2019 - 2020 Junior-Senior High Edition

MOUNT PLEASANT JUNIOR-SENIOR HIGH

ALMA MATER

May the glory light thy name

Always true we will remain.

Hail to thee, the school we love

And praise thy glorious name.

Memories to us dear

Always linger here;

Loyal to our alma mater,

Red - **White** - *Blue*.

SCHOOL CALENDAR
2019-2020

August 19, Monday	In-Service Day
August 20, Tuesday	Act 80 (no school)
August 21, Wednesday	In-Service Day
August 22, Thursday	Welcome Back Night
August 26, Monday	First Day of School
September 2, Monday	Labor Day (no school)
September 27, Friday	Student Half Day
November 8, Thursday	Student Half Day
November 11, Monday	Conferences
November 28, Thursday	Thanksgiving Holiday
November 29, Friday	Thanksgiving Holiday
December 2, Monday	Thanksgiving Holiday
December 23, Monday	Start of Christmas/New Year Holiday
January 1, Wednesday	New Year Holiday
January 13, Monday	Act 80 (no school)
January 20, Friday	1st make-up day
February 17, Friday	2nd make-up day
March 20, Friday	Act 80 (no school)
March 27, Friday	3rd make-up day
April 9, Thursday	5th make-up day
April 10, Friday	Good Friday Holiday
April 13, Monday	6th make-up day
April 14, Tuesday	4th make-up day
May 1, Friday	Act 80/Prom
May 25, Monday	Memorial Day Holiday
June 1, Monday	Last day of School
June 2, Tuesday	Clerical Day
June 5, Friday	Graduation

MOUNT PLEASANT AREA SCHOOL DISTRICT
2019-2020 SCHOOL YEAR

<u>2019-2020</u>	PROGRESS REPORTS	END OF GRADING PERIOD	eSchoolPLUS DATES (DATA DUE)	REPORT CARDS SENT HOME
1ST REPORTING PERIOD	September 24, 2019 (22 ND Day)	October 25, 2019 (45 Days)	October 28, 2019	November 1, 2019
2ND REPORTING PERIOD	December 3, 2019 (23 RD Day)	January 10, 2020 (43 Days)	January 13, 2020	January 23, 2020
3RD REPORTING PERIOD	February 14, 2020 (24 TH Day)	March 26, 2020 (47 Days)	March 27, 2020	April 3, 2020
4TH REPORTING PERIOD	May 5, 2020 (24 TH Day)	June 5, 2020 (46 Days)	June 8, 2020	June 15, 2020

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ASSISTANCE DIRECTORY

The list below indicates some of the more frequent questions or problems of students and the place or person where help may be obtained:

Junior /Senior High School Phone - (724) 547-4100 extension 1000

Sr. High Principal – Mr. Robert Gumbita

Jr. High Principal- Dr. John P. Campbell

Assistant Principal– Mr. Allan Bilinsky

Athletic Director- Mr. Chris Brunson

Counselors -Mrs. Terri Remaley, Mrs. Leigh Taylor, Mrs. Jennifer Mikulsky, Mr. Chris Potoka

Grade Level Principals

Grades 9-12 - Mr. Gumbita & Mr. Bilinsky

Grade 7-8 - Dr. Campbell

Absenteeism and Excuses – Mr. Bilinsky (Sr. High) Dr. Campbell (Jr. High)

Athletic Eligibility - Mr. Bilinsky

Building Use Permission Forms - Mr. Bilinsky/Mr. Brunson

Bus Passes - Mrs. Reese (Sr. High) Mrs. DePalma (Jr. High)

Bus Transportation (problems/routes) - DMJ Transportation (724) 925-8634

Car Registration for Student Parking - Mrs. A. Reese/Mr. Gumbita

Change of Address and Phone number (students) - Mrs. M. Reese

Change of Schools - Guidance Office (extension 1700)

College Information - Mr. Potoka

Discipline – Mr. Gumbita/Mr. Bilinsky/Dr. Campbell

Employment Information (working permits) - High School Office

Part-Time Jobs - Mr. Potoka in Guidance

Grades/Scheduling - Guidance Office (extension 1700)

Homework Requests – Guidance

Office Lockers - Mrs. M. Reese

Obligations - Sr. High/Jr. High Offices

Request Vacation Forms - Sr. High/Jr. High Offices

Student Activities - Mr. Bilinsky

Student Concerns/ Problems - Guidance Office

Study Problems - Classroom Teacher or Counselor

Tardiness Sign-in/Late Passes – Mrs. A. Reese-Sr. High/Mrs. DePalma-Jr. High

Transcripts - Guidance Office

District Administration Office

271 State Street Mount Pleasant, PA 15666

(724) 547-4100 Extension 6000

Dr. Timothy M. Gabauer, Superintendent

Mr. Anthony R. DeMaro, Assistant Superintendent

Mrs. Allison Willis, Business Manager

MESSAGE TO STUDENTS AND PARENTS

Welcome to a new school year, one that is sure to be filled with fun and excitement, not to mention working on attainable, educational goals to further enhance the reputation of the Mount Pleasant Area School District (MPASD). As you will quickly see, we are extremely proud of our school. From its dynamic teaching staff, to our terrific support staff and dedicated students, MPASD truly is a wonderful collection of people committed to a high quality education.

We expect that the partnership between school and home will focus on the abilities and needs of our students to help them experience success in the various aspects of student life including academics, responsibility, and athletics.

This student handbook contains valuable information pertaining to expectations of the entire student body. By carefully reading its contents, you will be more familiar with school policies and procedures related to the daily operation of the school as well as useful information relations to other school programs. Additionally, you will be informed of the policies related to the student code of conduct that details the broad, discretionary authority of the administration. These rules and regulations are designed, in part, to support a safe, orderly, and disciplined environment in school.

We are looking forward to another great year with your children. We thank you in advance for your support and involvement in your child's educational experience.

DISCIPLINE PHILOSOPHY

The Mount Pleasant Area School District believes it is the responsibility of the school, home, and community to provide an atmosphere of purpose and concern for education and the individual. Everyone in the school community must assume a role in providing an orderly school environment. An orderly school environment requires a code of discipline that defines responsibilities, categorizes unacceptable behaviors, and provides for appropriate disciplinary responses and options.

A discipline code must:

1. Be preventative in nature.
2. Promote self-discipline and personal responsibility.
3. Concern itself with the welfare of the individual and the school community.
4. Promote a positive relationship among students, parents and the school staff.
5. Distinguish between minor and serious infractions.
6. Provide disciplinary responses that are appropriate to the misbehavior.
7. Be enforced by all in a fair, firm, reasonable and consistent manner.

In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to provide direction. However, in daily activities, one basic rule is that good sound judgment must be exercised in light of the conditions of the moment.

The Board prohibits corporal punishment, but reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

It is important to note that the rules set forth in this Student Handbook apply to students while they are at school, at school-sponsored events and activities, on school district property or on any property owned, leased or controlled by the District, on school-provided transportation and also when students are going to and returning from school as provided by Section 510 of the Pennsylvania Public School Code.

RESPONSIBILITIES OF THE SCHOOL COMMUNITY:

Discipline is the responsibility of the entire school community. Members of the school community expect the school environment to be safe, organized, and conducive to teaching, learning and living.

It is the responsibility of the students, teachers, parents, administrators and the Board of School Directors to provide and maintain such an environment.

PARENTS' RESPONSIBILITIES:

A positive relationship between the home and the school enhances the student's achievement and development. To achieve this relationship parents are expected to:

1. Know all the rules and regulations for student behavior.
2. Be aware of the responsibilities established for their children by school personnel.
3. Teach and provide a model for self-respect, respect for the law, respect for the rules of the school, respect for school personnel and students and respect for public property.
4. Provide a home atmosphere conducive for study.
5. Support prompt and regular school attendance.

PARENT RESOURCES:

In order to help parents stay involved with your child's class work, the school district has provided every parent of the Junior and Senior High School with access to eSchool Home Access Center. This web site provides online grading for our teachers, but more importantly provides every parent with access to their student's grades at any time of day or night. This important tool is only as useful as it is used. The simple login directions and passwords are mailed home within the first couple of weeks of school.

Parents and guardians of our students may have a concern about the school. The best way to reach resolution is to address the concern with the school employee responsible for the issue.

When expressing a concern please go by the following protocol:

1. First contact the teacher, coach or advisor responsible for the classroom or other setting where the situation took place.
2. If you inform an administrator first, you will be directed to the teacher, coach or advisor where appropriate. If you plan to meet with the teacher, coach or advisor, a district administrator will attend if you wish.
3. If you do not receive a response or the issue remains unresolved, you may contact the Assistant Principal if the matter relates to a teacher or classroom. Contact the Director of Athletics and Activities if the matter is related to a sports team or school activity group.
4. If a matter is of a serious nature and you believe that it is not appropriate to talk to the school employee responsible, please contact the administrator responsible.

Levels to address concerns:

- Level 1 - teacher, coach or advisor
- Level 2 - guidance counselor
- Level 3 - assistant principal or director of athletics/activities
- Level 4 - principal

TEACHERS' RESPONSIBILITIES:

Teachers have the largest proportion of contact hours with students than any other school personnel. Teachers' responsibilities extend beyond content matter instruction to the support and enforcement of school rules and regulations.

In order to achieve educational goals, teachers must:

1. Know all the rules and regulations for student behavior.
2. Reinforce the discipline code as it relates to the classroom.
3. Enforce all rules in all areas of the school.
4. Provide an atmosphere of mutual respect and encourage a positive self-image and sense of self-worth for each student.
5. Handle minor student infractions of the discipline code. Report to the principal any student who threatens his own safety or the safety of others or who seriously interferes with the educational process.
6. Develop a cooperative relationship with parents and students.

PRINCIPALS' RESPONSIBILITIES:

Principals assume total responsibility for the orderly operation of the schools. The building principal must:

1. Know all the rules and regulations for student behavior.
2. Support teachers and adult staff in their enforcement of all rules in all areas of the school.
3. Provide a climate of mutual respect with the student body, staff, and community; and assume responsibility for dissemination and enforcement of the discipline code.
4. Be available to teachers, parents and students in order to resolve discipline problems.
5. Provide orientation and in-service programs on student discipline.

CENTRAL ADMINISTRATION AND BOARD OF SCHOOL DIRECTORS' RESPONSIBILITIES:

As the educational leaders and policy makers the Board of School Directors and the Central Office Administration must:

1. Maintain an atmosphere of openness and mutual respect.
2. Develop, maintain, and support the implementation of current discipline code.
3. Provide a safe and secure environment for all members of the school community.

STUDENTS' RESPONSIBILITIES:

In accordance with the Commonwealth of Pennsylvania State Board of Education, Title 22, Chapter 12, Regulations on Student Rights and Responsibilities, students of the Mount Pleasant Area School District are expected to follow the responsibilities listed below.

- a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

- b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- c) Students should express their ideas and opinions in a respectful manner.
- d) It is the responsibility of the students to conform with the following:
 - 1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
 - 2. Volunteer information in manners relating to the health, safety and welfare of the school community and the protection of school property.
 - 3. Dress and groom to meet fair standards of safety and health, and to cause substantial disruption to the educational process.
 - 4. Assist the school staff in operating a safe school for all students enrolled therein.
 - 5. Comply with Commonwealth and local laws.
 - 6. Exercise proper care when using public facilities and equipment.
 - 7. Attend school daily and be on time at all classes and other school functions.
 - 8. Make up work when absent from school.
 - 9. Pursue and attempt to complete satisfactorily the courses of study at MPASD.
 - 10. Report accurately and not use indecent or obscene language in student newspapers or publications.
 - 11. Not use obscene language in student media or on school premises.

STUDENT PROCEDURES

ANNOUNCEMENTS:

Each morning, announcements containing important information will be made. Teachers and club sponsors must contact the high school office in order for messages to be read over the air. Announcements must be submitted 24 hours in advance.

ASSEMBLIES:

All assemblies are presented for the students' benefit and enjoyment. Please give the same consideration to those on stage that you would want if you were on stage. Please pay attention to announcements and read the daily bulletin concerning procedures for assemblies. The following rules apply to all assemblies:

1. Enter the auditorium or gym quickly and quietly.
2. No eating or drinking is permitted.
3. Refrain from making noise that would detract from the program.
4. Do not carry pencils, pens, rulers, books, gum, bags, coats, etc. into the auditorium unless otherwise notified by an administrator.
5. No one will be permitted to leave the assembly without permission.

EXTRACURRICULAR DEFINITION:

Extra curricular activities are educational activities not falling within the scope of the regular school curriculum.

ATHLETIC/EXTRA-CURRICULAR/CO-CURRICULAR ELIGIBILITY:

Students planning to participate in any type of athletics should adhere to the following guidelines:

1. To be eligible for interscholastic athletic competition, a student must pursue and must maintain a passing grade in their coursework. Students cannot have 2 failing grades and participate in athletics/extra-curricular activities. An eligibility list will be produced weekly.
2. No student shall practice or participate on athletic teams, band, cheerleaders, colorguard, play cast or any other school-sponsored activities including dances, prom, and field trips, etc. on days they are absent from school, including students on homebound instruction.
3. Suspended students are not permitted to practice or participate in school activities during their period of suspension. This regulation pertains to interscholastic sports, plays, and all functions involving band, colorguard, cheerleaders, and other team members.
4. A student who is absent from school during a semester for a total of 20 or more school days, shall not be eligible until he has been in attendance for a total of 45 school days following his 20th day of absence.
5. Students arriving to school after 10:30 am are not permitted to practice or compete that day.
6. Students absent from school on Friday or the last day of the school week, because of illness, are not permitted to practice or play the following day unless they have a written release from a doctor to participate.
7. All school rules are in effect at all school-sponsored activities. This includes school-sponsored activities that are held off of school property, and on school/team trips.
8. Students must fulfill suspension obligations before they are permitted to practice or play.

ATTENDANCE POLICY

Regular school attendance is required by law. Pennsylvania Compulsory Attendance Law 13.1327 mandates students of compulsory school age to attend school. Compulsory school age means a student must continue schooling through age 17 or graduation from a regularly accredited high school, whichever comes first.

The Mt. Pleasant Area Board of Education requires school-aged students enroll in a school of this district and attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Moreover, research shows a direct correlation between school attendance and academic success.

There must be an accounting of ALL absences.

KEY DEFINITIONS FOR ATTENDANCE: The following definitions are provided to help assist in understanding the policies and procedures established by the Board of School Directors.

Compulsory School Age: The period of a child's life from the time the child's parents elect to have the child enter school as a "beginner", which shall not be later than eight (8) years of age, until the age of 17 years. A "beginner" is a child who enters a school district's lowest grade in elementary school.

Half Day Absence: For purposes of truancy prosecution, illegal tardy minutes and/or illegal minutes missed at other times of the school day (i.e. class cuts), when added together, may constitute the equivalent of one half illegal day of absence from school. NOTE: 165 unexcused minutes constitute the equivalent of one half of one illegal day of absence.

Full Day Absence: Non-attendance of the school day or students who arrive after one (1) P.M. will be charged with a full day absence. For purposes of truancy prosecution, illegal tardy minutes and/or illegal minutes missed at other times of the school day (i.e. class cuts), when added together, may constitute the equivalent of an illegal day of absence from school. NOTE: 330 unexcused minutes constitute the equivalent of one illegal day of absence.

Tardiness: Absence of a student at the time of a given class and/or when school begins. Students who miss more than 10 minutes of class will be defined as a class cut and face disciplinary consequences.

Examples of tardies: lawful/excused – court hearing or physician excuse (must provide documentation)
unlawful/unexcused – missed bus, slept in, alarm did not go off, stuck in traffic and/or car troubles

Truancy: The failure of a child and his/her parents or legal guardians to comply with the compulsory school attendance laws set forth in the Pennsylvania Public School Code.

Unexcused Absence: Any absence that is not due to one of the reasons for excused absences or an excuse is not turned in within three (3) days of the students returned to school after an absence.

Unlawful Absence: The unexcused absence of a student under 17 years of age.

Excused Absence:

Attendance is required of all enrolled students during the days that school is in session. A student's absence is excused if due to one of the following reasons:

1. Illness – Excuses should be specific in stating illness.
2. Health Care –
 - a. Doctor’s appointment, which cannot be scheduled after school hours.
 - b. Dental appointments which cannot be scheduled after school hours.
 - c. Counseling/therapy, etc., which cannot be scheduled after school hours.
3. Quarantine.
4. Recovery from accident.
5. Required court appearance.
6. Death in the family.
7. Family educational trips
8. Religious holidays and/or events.
9. Out-of-school suspensions.
10. Impassable roads.
11. College Visits – College initiated requirements and appointments with verification necessary for admission to college, will result in an excused absence from school.

Absences for reasons not listed above, not approved by the high school administration, and not verified by written excuse from the parent/guardian and/or appropriate physician or court official will be recorded as unexcused. Absences for portions of the day, i.e. early dismissals and tardiness, will be considered on a cumulative basis and may be translated equivalent days of absence.

Unlawful Absences/Truancy: An absence for which acceptable evidence, as indicated above, is lacking (i.e. truancy - absence without parental knowledge, illegal employment during school, child overslept, was visiting away from home, missed bus, hunting, etc.)

Illegal Absence: The child is under the age of (17) years. Unexcused Absence: The child is seventeen (17) years or older.

The Mount Pleasant Area District will not trigger a formal response to unlawful absences until the district has exhausted all efforts to work collaboratively with the parent/guardian to address the truancy of the student and until the student has three unlawful absences over the course of the school year. The district recognizes that it is a critical part of a child’s support system and will take every opportunity to assist the child and their family.

1. **First Unlawful Absence** The parent/guardian receives a notice of unlawful absence from the Mt. Pleasant Area School District. The legal penalties established by law for such violation of compulsory attendance requirements shall be attached to the notice. In addition to stating such legal punishments, the name of a school contact person shall be included. Parents will then be able to contact a specific person to request assistance in resolving the child’s identified truant behavior.

2. **Second Unlawful Absence** The parent/guardian shall receive a second notice of unlawful absence from the Mt. Pleasant Area School District. Such notice will have the legal penalties established by law for violation for such compulsory attendance requirements as well as the name and telephone number of a school contact person. The school district shall make another offer of assistance to the parent

3. **Third Unlawful Absence** The parent/guardian shall receive a third notice of unlawful absence by certified mail providing “Official notice of the child’s illegal absence”. Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the student or parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice.

The Mount Pleasant Area School District shall coordinate a school/ family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon Student Attendance Improvement Plan (SAIP) to resolve the identified truant behavior. Such issues to be reviewed at the school/family conference include, but not limited to, appropriateness of the child’s educational environment, current academic difficulties, physical or behavioral health

issues, and family concerns. At the conclusion of such conference, all parties shall sign a comprehensive SAIP that is agreed to by the school representative, the child, and the parents/guardians. The plan could include but not be limited to accessing academic and social/health support from school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that may include rewards and consequences.

Students who are (17) years old and are absent for ten (10) consecutive school days will be withdrawn from school in accordance with Section 11.24 of the State Board of Regulations which states; *Children whose names are on the active membership roll, who are at any time in the school term absent from school for (10) consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs:

- 1) The district has been provided with evidence that the absence may be legally excused.
- 2) Compulsory attendance prosecution has been or is being pursued.
- 3). Late Arrivals/Tardies:
 - a. Students arriving late to school should report to the main office to sign in and obtain a pass. A late arrival will be considered excused if it is for one of the reasons listed in Section A-1 of this policy and an excuse from a parent/guardian is presented at the time the student arrives to school. If an excuse is not presented upon arrival, this will be counted as an unexcused/illegal tardy.
 - b. A tardy will be given to any student arriving late to school without an excuse and for any reason other than those listed in Section A-1. When a secondary student accumulates three (3) unexcused tardies per nine week grading period, any additional unexcused tardies will be considered unexcused and will result in after school detention.
 - c. All tardies will be recorded on report cards.

Unexcused Absences: Students of the age of 17 or older who miss school without proper documentation of absence will be subject to disciplinary consequences and/or loss of school privileges. SAIPs can be developed as a good faith effort by the School District to stop any truancy issues. Parent/legal guardian or doctor must provide documentation.

Attendance (What to do upon arrival to school):

The 1st period warning bell will ring by 7:25 A.M.; all students should be in their 1st period before the bell rings at 7:30 A.M. Any student arriving to 1st period after the late bell rings without an admit slip from the office, guidance, or cafeteria; will be marked tardy to 1st period and to school. All students arriving after 7:30 A.M. must report to the attendance office. Students must have a written excuse indicating the reason for the tardy. The attendance office will issue an admit slip for the student to give their teacher. All tardies will be kept on file in the attendance office.

The attendance secretary, via 1st period documentation, records all absences. Reasons for absences are determined and recorded by the attendance secretary as Excused, Unlawful, or Unexcused.

Family Education Tours & Trips: Mount Pleasant Area School District (MPASD) encourages all families to plan and take vacations during times in which the school is closed in order for students to maximize academic achievement in the classroom. However, due to work requirements, families may need to take a vacation during a specific time of year. If this occurs MPASD needs the parent or guardian to submit the following items:

- (1) A completed vacation approval form- located in the main office
- (2) Documentation from an educational institution convention that verifies attendance. Written notification should be received three (3) days prior to such absences. A maximum of five (5) days per school year will be allowed for vacation. However, the district holds the right to limit the number of excused vacation days. The school district will not excuse any vacation days over the maximum 10 day excusable absences. Schoolwork missed will be given to the student when he/she returns to school. The student must have missed work completed and returned in accordance to the make-up policy in section 3C.

Post Secondary School Visits: Upon receipt of a written request from the parents, students may be excused for college visits during the school year. The excuse is subject to the following conditions:

1. The request must indicate the day of the visit; destination and the reason the visit could not be taken when school is not in session. This request must be at least one day in advance.
2. Upon return to school the student must bring the approved form verifying the appointment. These forms are available in the office. This paper will serve as the legal excuse for the absence.
3. Only Juniors and Seniors are eligible for excused post secondary school visits.

Return to School after Absence Procedures: Upon returning to school after an absence, the student must ALWAYS present a written excuse to their 1st period/homeroom teacher within three (3) school days of their return. If the excuse is not turned in within the three (3) school day period, the absence will be unexcused/illegal. The responsibility for providing the excuse rests upon the student and parent/guardian, not upon the school district. In order for a medical excuse to be valid, it must be submitted within three (3) school days upon the student's return.

Procedure for Writing Excuses: The following information MUST be included on the written excuse:

1. Student's full name
2. Grade level
3. Specific date of absence
4. Specific reason for absence
5. Parent/guardian signature

Excessive Absences: As per the PA School Code, a student 17 years and older who misses 10 consecutive days of school may be dropped from the school rolls.

Excessive absence, whether it is excused or unexcused, may seriously affect a student's performance in school. This includes excessive full day absence, tardiness, and early dismissals.

Absence notes from physicians are defined as medically approved; excuses from parents are non-medically approved.

Medical excuses do not count towards excessive absences.

When excessive absences total TEN (10) or more, a second letter will be sent. Medical excuses will be required for all absences due to illness to be considered legal absences, and they must be provided immediately upon turn to school. Failure to present a doctor's excuse will result in the absence being recorded as unexcused and unlawful. Students will not be permitted to make up missed work for all unexcused and unlawful absences.

Repeated infractions of board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

Right To Make Up Work: Students have the right to make up class work missed due to suspension or excused absences. However, class work, including tests, quizzes, papers, and assignments, cannot be made up for unexcused absences. This policy also applies to unexcused absences caused by cutting class and unexcused early dismissals or tardiness.

Students who are unexpectedly absent are responsible for all work missed and must initiate the request with the teacher on the FIRST day back to school. Teachers will be required to articulate specific timelines for the make-up work to be completed. Teacher discretion is permitted in all cases and specifically with respect to tests and long-term projects. In general, however, make-up time should be one (1) day for each day missed.

Students are responsible to communicate with the teacher prior to any planned absences.

Early Dismissal From School: Due to the difficulty in arranging appointments with various health care services, students may find it necessary to leave school for a portion of the school day to keep such appointments. Please note that if a student is released from school before 10:00 A.M. and does not return to school, the student will receive a full day absence, and an excuse must be provided. If a student is released after 10:00 A.M. and does not return to school, the student will receive a 1/2 day absence and an excuse is required. This policy is in effect for both early dismissals and early releases from the nurse's office.

Tardiness: The habit of tardiness is a serious obstacle to the success of any individual in adult life. Just as for any employee, it is only under the most unusual circumstances that student tardiness can be justified. **Therefore, all student tardiness will be counted toward discipline action unless in very rare and unusual situations when a physician's excuse is provided.**

Chronic tardiness could result in the loss of privileges, including but not limited to extracurricular activities.

Tardiness to School and 1st Period: Students should report to school and 1st period before the late bell rings at 7:30 A.M. Students arriving after the ringing of the late bell will be marked tardy. Parents are to provide a written excuse for their child who enters school tardy. Absence and tardy notes from physicians are defined as medically approved excuses from parents are non-medically approved.

All tardy excuses will be accepted only on the day the student is tardy—NO EXCEPTIONS.

Each of the first 3 offenses will be recorded on the student attendance card. Upon the 4th tardy and beyond, a disciplinary slip will be sent to the office, as well as the tardy being recorded on the student attendance card. School officials may require doctor's excuses for excessive tardies. Driving passes may be revoked for excessive tardiness to school.

Tardiness to Class/Study Hall: Students should report promptly to class and arrive before the late bell rings. Students arriving after the ringing of the late bell will receive a tardy to class/study hall. Each of the first 2 offenses will be recorded by the teacher/supervisor. The 3rd offense will result in a teacher detention. Upon the 4th tardy and beyond, a disciplinary slip will be sent to the office.

Homebound Instruction: The District may, upon receipt of satisfactory evidence of mental, physical or other urgent reasons, excuse a student for non-attendance and provide homebound instruction during a temporary period. Application for homebound instruction is made through the District office. Copies of the District's homebound instruction policy is available in the guidance office.

Attending Extra-Curricular Activities: Students who are absent from school are not permitted to attend or participate in extracurricular activities that day. When a student is in attendance at an athletic contest, play, concert, etc, on school premises, he/she is under the control of the supervisory personnel of the school. Students are expected to behave in a positive manner. Students must cooperate with all school personnel and security. The

penalties for violation of school rules extend to extra-curricular activity participation for all students including those participating in the activity.

BUS PROCEDURES/SAFETY:

The safety of students during their transportation to and from school is a responsibility shared by the students, parents, school officials, and the busing company.. The following guidelines apply to all students who ride a bus, although students are on notice that all District rules apply to students while they are on school provided transportation. Students are required to:

1. Report to the bus stop at least 5 min. ahead of scheduled time.
2. Stand in orderly and safe groups avoiding traffic lanes.
3. Board the bus safely and quickly.
4. Be seated promptly so the bus will be able to maintain schedule. Riders are to remain seated at all times.
5. Possession or use of any tobacco product on a bus or at the bus stop is prohibited.
6. Not distract the driver's attention from his duties by rowdiness, shouting or loud communication.
7. Not jeopardize the safety of other students.
8. Ride only on the bus to which assigned unless office permission has been given to ride another bus.
9. Identify themselves when requested to do so by the driver or school official.
10. Not throw objects from bus or hang any body part outside of the bus.

CAFETERIA PROCEDURES:

When dismissed to lunch, students are to walk to the cafeteria. Delays at the locker should be minimized. Failure to comply with cafeteria procedures may result in disciplinary consequences at the discretion of an administrator.

While in Line:

Entry to the cafeteria serving lines through the serving lines. Line jumping is not allowed and will not be tolerated. Students must have money or money in their account to get food or drinks. Theft from the cafeteria will result in suspension.

During Dining:

Noise must be kept at a reasonable level. Minimize time out of your seat. Cafeteria property should be handled carefully. Throwing of food or drink will result in removal from the cafeteria for an extended period. In addition, students will face further disciplinary action.

Breakfast:

Breakfast will be offered and served to all students, beginning at 7:20 A.M. and ending at 7:30 A.M. in the school cafeteria and rotunda. All cafeteria procedures in the student handbook apply to breakfast procedures. The cafeteria will remain open until 7:30 A.M. upon which students will be dismissed. All students must be in first period by 7:30 A.M.

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER:

Students enrolled in the CWCTC Program are subject to all rules of Mount Pleasant Area School District as well as those of the CWCTC School.

1. School District bus behavior guidelines apply to travel to and from the CWCTC School. Bus drivers can assign seats or take whatever measures they deem necessary to maintain order and safety on the bus.
2. Students are NOT permitted to drive to the CWCTC School (except co-op) on a permanent basis. When a special need arises, students may be granted a 1 day driving permit. All requests to drive must be verified by the Principal or Assistant Principal. Students receiving permission to drive are not permitted to take passengers to or from the CWCTC School.
3. Students suspended from either the CWCTC School or the Mount Pleasant High School will be suspended from attending both schools for the duration of the suspension except in the most extenuating circumstances.
4. In the event that CWCTC is canceled, students will not be dismissed unless contact is established with a parent and/or legal guardian regarding the early dismissal of CWCTC student.

COMPUTER USE:

Computer hardware and programs are the property of Mount Pleasant Area High School and appropriate usage is expected. Students using the computer to write inappropriate messages or profanity or who violate the Mount Pleasant Area Internet policy may be suspended for up to 10 days at the discretion of the administration. Student vandalism of computer equipment will result in a suspension and the student will be expected to pay for the damage and/or replace the equipment. A report can be made to the school resource officer. Access to any inappropriate material is also subject to disciplinary consequences.

DANCE REGULATIONS:

Students may invite, with the approval of the administration, one outside guest to each dance. Outside guests cannot be over 20 years of age. Student must show verification regarding the age of his/her outside guest. Responsibility for the conduct of the guest rests upon the student who brings the guest. Students who are not in school the day of the dance may not attend the dance. Proper dress and behavior is required of all Mount Pleasant Area students and invited guests. The Junior/Senior Prom is restricted to 10th, 11th & 12th grade students. All other dances are restricted for 9th graders and above.

School Dance Dress Code:

Appropriate dress is required at all school dances, including the prom. The following dresses are not permitted:

- Low cut backs – dress may not fall below natural bra line
- Low cut fronts – bodice may not expose more than natural bra line
- Holes in any section of the dress
- Bare midriffs
- High slits – slit must end no higher than three inches above the knee

Photographs of questionable dresses should be brought to the attention of dance sponsor or administration before they are purchased.

Ticket Information:

Tickets can be purchased during lunch periods prior to the dance. Announcements will be made regarding specific dates. The following items are required to purchase tickets:

1. Information sheet (Prom)
2. Completed outside guest form with all signatures (must be 20 or younger to attend)
3. Photo ID of the outside guest

Students are reminded that dances are school functions and all school policies are in effect. School rules still apply to dances held off of school property. Guests must also comply with all school rules.

DRIVING:

School buses are provided to transport students to and from school. Only students with a valid parking pass may drive to school. Students may drive themselves to school only in those circumstances described in the “Student Parking Information” and “Parking Regulations” paragraphs, below.

Student Parking Information

1. Driving privileges shall only apply to juniors and seniors. No tenth grade students shall be allowed to drive to school.
2. The school reserves the right to limit driving privileges.
3. Students shall park only in the assigned student parking area.
4. Students shall observe the appropriate traffic safety rules and speed limits on all school property and all access roads.
5. Students shall not have other riders in their car unless the rider has obtained the appropriate permission and is properly registered. Riders who take part in the violation of any of the rules set forth in this section may be subject to the same discipline options as those set forth in the subsequent paragraph for drivers.
6. Students driving to school must have the appropriate identification and permits and shall display the same in the manner directed by school and administration authorities.
7. Students acknowledge that they are in custody and control of any motor vehicle that they drive onto School property. Students further acknowledge that they are responsible for any illegal substances/devices contained in the motor vehicles that are in their custody and control.
8. The District recognizes that the elimination of the possession and use of illegal substances and devices is necessary to maintain discipline in the schools and to protect the safety and welfare of students and school personnel. The District further recognizes that motor vehicles can be a storage space for illegal substances and devices. Every student exercising the driving privileges set forth herein shall execute a consent form to allow random canine searches of any vehicle under the student’s custody and control, in accordance with Policy #226 Searches.
9. The District reserves the right to institute reasonable changes and additions to this policy to better serve the health and safety of all students, as well as the effective administration of the school day.
10. Tardiness to school will be considered a violation of this policy. The fifth tardy to school, and each tardy thereafter, will be considered a violation of this policy.

Parking Regulations

Parking permits will only be issued after all necessary paperwork, fees and proof of a driver’s license are handed in. Students parking in the wrong lot or caught driving without a permit may permanently lose parking privileges and could be towed at the owner’s expense. Parking privilege might be revoked due to reckless driving, unsafe or noisy vehicles, and continued tardiness to school or violations of established school policy. The permit must be displayed on the rear view mirror of the student’s vehicle.

Violations of parking regulations:

- | | |
|-------------|--------------------------------|
| 1st Offense | - 20 day parking pass removal. |
| 2nd Offense | - 45 day parking pass removal. |
| 3rd Offense | - Parking pass is revoked |

EMAILING TEACHERS:

All professional staff have a district email accounts. If you check the staff directory you can use the first initial and last name to email staff. For example: Mr. J. Doe would have an e-mail address: jdoe@mpasd.net. All staff members have an email that follows this form.

FOOD ALLERGY POLICY:

The Board is committed to providing a safe and healthy environment for all students and staff. The purpose of this policy shall be to safeguard the health and wellbeing of students and employees, while respecting the rights of all individuals. All food items served at our schools for any function that occurs during the normal school day must meet the guidelines set forth in the school policy and is approved by the building principal. To review the entire policy, please see the district’s website or contact the main office.

FOOD & DRINK:

During the school day, students should limit food consumption to the cafeteria during lunch periods. If needed, high school students do have the ability to purchase drinks and snack items from the rotunda vending machines or Spirit Store. At the teacher’s discretion, students can be permitted water bottles or other food items.

GRADE LEVEL ASSIGNMENT:

1. For a student to be assigned to the 10th grade, the student must have earned a minimum of 6 credits.
2. For a student to be assigned to the 11th grade, the student must have earned a minimum of 12 credits.
3. For a student to be assigned to the 12th grade, the student must have earned a minimum of 19 credits.

GRADE LEVEL COURSES:

9th Grade Students:

Must take English, science, math, social studies, gym/swim, 1/2 credit of computer classes, plus 1 1/2 credits of electives.

10th Grade Students:

Must take English, science, math, social studies, gym/health, plus 2 credits of electives.

11th Grade Students:

Must take English, science, math, social studies, gym, plus 2 credits of electives.

12th Grade Students:

Must take English, social studies, science and/ or math, gym, graduation project, plus 4 credits of electives.

GRADING POLICY:

Grades for each class will be assigned using the district’s grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F
Incomplete	I
No Credit	N
Medical	M

GRADING POINT COMPUTATIONS AND HONOR ROLL:

Honor Roll:

4.00 Excellent

3.99 - 3.60 High Honors

3.59 - 3.00 Honors

Calculating GPA: Multiply the credit value of each course by the quality points of the grade received for that course. Add the total quality points for grades received. Add the total number of credits taken during the grading period. Divide the total number of credits into the total quality points received to achieve GPA.

HALL PASSES:

Students are not permitted to be excused from a class period or study hall without an official pass completed by the releasing teacher. Students without passes face disciplinary action. Hall pass use should be limited to emergency cases only (e.g. bathroom use).

HEALTH ROOM POLICY:

Students requiring the use of the health room must adhere to the following guidelines.

The school nurse is available to care for all students with chronic or acute illnesses within the health room. In case of an emergency, a child will be cared for by the school nurse or a member of the school staff. School personnel will render first aid treatment only and the parents will be contacted. If parents are not available, the child will be taken to the nearest hospital via ambulance service. However, the school is not obligated for medical expenses incurred because of accidents that happen in school. Parents are encouraged to purchase the school insurance, offered at the beginning of the school year, if they do not already have coverage for their children

Students requiring the use of the health room must adhere to the following guidelines.

Illness in School or Before School Starts:

1. Once students have arrived at school, you cannot leave the building because of illness for any reason without authorization by the Nurse or Administration. Your parent will be notified before you are sent home by the Nurse. If the Nurse is not available, you are to report to the Main Office.
2. Ask the teacher for written permission to report to the Nurse's Office. Unless it is an emergency, no one will be admitted to the Nurse's Office without a pass signed by a teacher or between classes.
3. Report to Nurse's Office. Students will be required to sign in and out of the nurse's office.
4. Wait for a consultation with the nurse.
5. Necessity to send a student home will be determined by the nurse or an administrator.
6. Students are not permitted to call someone to come for them. Students could possibly face disciplinary action if they call their parents to come get them without permission from the school nurse.
7. A pass to return to class will be issued by the nurse or office staff.

Medication:

Delivery, Storage, and Disposal of Medications: State and Federal laws place restrictions on the delivery, storage and disposal of certain controlled medications. Schools are advised to treat all medications in the same manner in order to ensure student safety and to reduce the risk of liability.

All Medications, Prescription and Over-the-Counter, must be accompanied by a Physician's order along with a parental written consent and must be taken to the school nurse. You can find the Medication Administration

Consent & Licensed Prescriber Order form on the District's and School nurse's websites. Forms must be renewed yearly.

Guidelines for sending medications to school is vitally important in order to avoid the misuse of drugs. If your child has to bring medication to school, whether prescription or over the counter, the following requirements are essential for the safety of your child:

1. Written orders from a student's physician should detail the name of medication, dosage, time the medication is to be taken, diagnosis or reason for the medication, as well as the possible side effects.
2. Written permission must also be provided by the parent/guardian requesting and permitting the school district administer the medication.
3. A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. Written permission from parent/guardian for students to bring medication to school can be found on the medication consent form.
4. **Prescription Medications** must be brought to the nurse to have it registered.

The medication must be in the original pharmacy labeled container. (See II, B, 1,

Pharmacy Act.) According to 49 Pa Code §27.18(d) (1) – (7), the label must contain:

- Name, address, telephone and federal DEA (Drug Enforcement Administration) number of the pharmacy
- Patient name
- Directions for use (dosage, frequency and time of administration, route, special instructions)
- Name and registration number of the licensed prescriber
- Prescription serial number
- Date originally filled
- Name of medication and amount dispensed
- Controlled substance statement, if applicable.

Medication that is brought to school in a container other than the original prescription bottle will not be administered.

5. The parent or guardian must write the numbers of tablets/capsules or number of milliliters(for liquid medications) being sent into the nurse's office, in ink.
6. The licensed school health personnel (CSN, RN) receiving any medication should document the quantity of the medication delivered. This documentation should include the date, time, amount of medication and the names of the parent/guardian or designated adult or student delivering the medication and the school health personnel receiving the medication.
7. **Over-the-Counter Medications** must be brought to the nurse to have it registered. It must be submitted in an unopened container/box. A Physician's order and a parental written consent must be submitted for administration of the medication and must be taken in the presence of the school nurse *The school nurse does not provide any over-the-counter medicine.*
8. Inhalers for asthma, Diabetic supplies and EpiPens may be carried by students provided the required forms have been completed and the student has demonstrated correct use as outlined in school board policy 210. Required forms can be found on the District's and School Nurse's Website.

Students not registering medicine and found in possession of prescription or over-the-counter drugs may be in violation of the student drug policy and can be subjected to disciplinary action under school board policy 227 related to Controlled Substances.

9. If the medication is discontinued and there is remaining medication, the parent or guardian must come to school and pick up the remaining medication. If a consent for students to bring medications back and forth to school has been signed, the medication will be sent home with student.

10. At the end of each school year, all unused medications will be returned to the parent/guardian. Documentation of disposition should include the date, time, amount of medication, and name of person taking home the medication.

11. If the parent/guardian does not retrieve the medication at the end of the school year, the licensed personnel (CSN, RN) and one witness will dispose of the medication and document the disposal as per the Environmental Protection Agency and the Office of National Drug Control Policy.

12. Certified school nurses must keep medication records and record all dosages of medications administered to students.

13. Only school nurses can administer medications. In the event a nurse is unavailable, the parent may be asked to come to the school to administer the medication.

Food or Insect Allergies:

It is the responsibility of the parent/guardian to notify the school nurse if a child is subject to an allergic reaction from Food and/or insect bite. An Epi-Pen and/or Benadryl is to be kept at school to be given in the event of a reaction. Guidelines for prescription medications must be followed.

EMERGENCY MEDICATION ADMINISTRATION:

In the event of an emergency, including, but not limited to an asthma attack, anaphylaxis from food or insect allergy, drug overdose or diabetic emergency, the building principal may administer medication after consulting with a certified school nurse. In a life-threatening situation, the building principal may administer medication after making a good faith effort to consult with a certified school nurse. Communication between the parent, school personnel, and physician regarding the efficacy of and necessity for the medication will be initiated by the certified school nurse

Medical Excuse from Physical Education:

1. Present the excuse to the Physical Education instructor. Your excuse will be sent to and verified in the Nurse's Office.
2. Students will remain in Physical Education class and written work will be assigned to determine grades, or Adaptive Physical Education will be assigned.

Injury in a School Sponsored Activity:

If such injury results in a visit to a doctor or hospital, you must report in-school injuries to the nurse as soon as possible.

Temporary Disabilities:

If you are on crutches or have returned to school following therapy or surgery, report to the Nurse's Office for an evaluation. You may acquire the assistance of a student in each period to help you carry books, etc. Only students from that room, that period, can assist. Departure from class is 3 minutes before the bell will be granted.

You must have a written order from a physician to use any assistance devices in the school, including crutches, canes, walkers, wheelchairs and the use of the elevator.

Food or Drink as Physician Directed:

Students who must carry a drink and/or snack, for medical reasons, must have an order from their physician.

Early Dismissal:

In the event of an early dismissal, medications scheduled to be administered at 11:00 am or after in the Jr/Sr High School or 12:00pm or after in the Elementary schools will not be administered.

HOMEWORK:

Homework is continued classroom practice and very important. Students should access homework on the district website and through conversations with classmates. It is the discretion of the teacher of record to determine homework completion procedures.

INTERNET ACCESS, EMAIL, AND NETWORK RESOURCES:

Internet access, E-mail, and the network resources are available to teachers, administrators, and students in the MPASD for educational and instructional purposes and other purposes consistent with the educational mission of the School District. Use of the Internet and E-mail network is a privilege. This Acceptable Use Policy establishes guideline for such use.

Monitoring: Mount Pleasant Area reserves the right to log, monitor and review Internet, E-mail and other network use of each user.

Filter: Mount Pleasant Area School District employs the use of an Internet filter as a technology protection measure pursuant to the children's Internet Protection Act. Each student will have a password - protected folder and will receive instruction in its use. Students are advised that the District utilizes a Technology Protection Measure that blocks or filters Internet access to the categories of material or information, set forth in subparagraphs a – e in the "Access Agreements" section below, as well as other categories of material or information which the District has deemed inappropriate for viewing by students in the educational setting.

Access Agreements: All students, administrators and teachers who use the Internet, E-mail and other network facilities must agree to and abide by all conditions of the district policy. Each user must sign Mount Pleasant Area's Internet, E-mail and Network Access Agreement. The student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians. Students may not use the School District's computers for access to the Internet or E-Mail without the approval or supervision of a teacher or Mount Pleasant Area staff member. **In the event a parent/guardian does not sign the Agreement the student will not be permitted access to the School District network. The District's Access Agreement prohibits students from accessing the following categories of material or information on the Internet or World Wide Web:**

- a. material that is profane or obscene;
- b. material that is pornographic, expressly including child pornography;
- c. material that is harmful to minors (i.e., pictures or visual depictions which, taken as a whole, appeal to a prurient interest in nudity, sex or perverted or lewd acts);
- d. material that advocates or condones the commission of unlawful acts;
- e. or material that advocates or condones violence or discrimination towards other people.

Acceptable Use Policy – Prohibitions: Use of the Internet, E-mail, and network technology must be in support of the educational mission and instructional program of our School District.

Online Safety: Use of the internet and access to the World Wide Web provides great educational opportunities, but also exposes users to certain risks. To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. To further maximize the safety of users, the following guidelines and requirements shall be followed:

1. Every student user of District technology shall be required to complete an Internet safety course. Through this course, students will be educated on network etiquette and other appropriate online behavior, including
 - a. Interaction with other individuals on social networking websites and in chat rooms, and
 - b. Cyberbullying awareness and response.

2. Any user who receives threatening or unwelcome communications shall immediately notify his/her teacher or administrator

Consequences of Inappropriate Use: The user, whether a student or employee, shall be responsible for damages to equipment, system or software resulting from deliberate or willful acts. In addition to other appropriate disciplinary consequences, failure by any user to follow the procedures and prohibitions listed in the Policy may result in the loss of access to the Internet and E-mail. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The School District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity. The use of the Internet and E-mail is a privilege, not a right. The Mount Pleasant Area administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use and their decision is final.

INTERSCHOLASTIC ATHLETICS:

AGE: To participate on a high school team (grade 9-12) you must not have reached your 19th birthday by the June 30th immediately preceding the school year. To participate on a junior high team (grades 7-9 or 9th only) you must not have reached your 16th birthday by the June 30th immediately preceding the school year.

AMATEUR STATUS: To be eligible for an interscholastic sport you must be an amateur in that sport. You will lose your amateur status in a sport for at least one year if: 1. You or your school or organization which you represent, or your parent or guardian, receive money or property for or related to your athletic performance, participation, or service. 2. You accept compensation for teaching, training, or coaching a sport. You may receive normal and customary compensation for acting as an instructor or officiating in recreational activities, or for serving as a lifeguard at swimming areas. You may receive awards only from your school, the sponsor of an athletic event, the news media, or a non-profit organization approved by your principal. Permissible awards are sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal plaque, or similar trophy.

INJURIES: Any athlete who is treated by a physician for an injury or illness during a sport season must return the physician's release form indicating the doctor's wishes with regard to continued practice or competition. The forms are available from the athletic trainer.

TRANSPORTATION: Students must travel to and from away contests in transportation provided by the school district. At no time will students be permitted to either drive on their own or ride to or from away contests with a friend. Students may be permitted to ride home with a parent or guardian from home and away contests with written approval from the coach.

EQUIPMENT: You are responsible for all equipment issued including uniforms and practice clothing. You will be expected to return all equipment/uniforms at the end of the season or activity. You will be required to pay replacement costs for any items that you do not return or which you return in unsatisfactory condition. Issued equipment is not to be used for any activity outside the school district practices and/or competitions. Within one week after the close of a season or activity the coach, sponsor and/or equipment manager will conduct an inventory. Failure to return the items will result in the following:

1. Written notice to athletes as to what is owed and the replacement cost of the items.
2. A letter to the parent/guardian informing them of what is owed and the replacement value.
3. Withholding of report cards, diploma, transcripts, awards, etc. until the obligation is met.

4. Students shall not be permitted to participate in another sport or activity until they have met equipment obligations for the previous sport or activity.

PRACTICE GUIDELINES: No athlete is permitted to practice or play until the parental-physician card, insurance forms, and eligibility information are turned into the Athletic Director. Any student not starting practice on the first official day of practice for any sport must go through a full two-week (10 practice and/or play days) before he or she is eligible for membership on that team. Membership on the team is not automatic. All other rules, regulations, and standards as they pertain to that sport must be met, exceptions as prescribed by the W.P.I.A.L and/or P.I.A.A. Furthermore, no tryouts after the first 10 days of practice will be permitted without the express written consent of the Athletic Director and head coach of the sport in question.

SCHOOL ATTENDANCE: A student must be in school by 10:00 A.M. in order to participate in a contest or practice session. A student may not practice, play, or participate if he or she is absent from school the day of practice, activity, or contest unless approved by the athletic director or principal. A student is ineligible to participate throughout the duration of their absence. Also, any student on suspension is not eligible to attend practice, contests, or activities throughout the duration of the suspension. Students with early dismissals must return to school following their appointments to be eligible to participate in a practice, contest, or activity. Exceptions are at the discretion of the principal and athletic director. In addition, students wishing to participate in extracurricular and athletic activities cannot exceed five absences in a nine-week period. Medical excuses will be required to maintain participation in the sport or activity. Furthermore, tardiness exceeding five days for the nine weeks will result in the student being ineligible for the remainder of the nine weeks.

ACADEMIC ELIGIBILITY: Each Friday morning by 10:00 AM every faculty member will have eSchool updated with current grades. Any student receiving a discipline referral will be ineligible for extracurricular activities including athletics until all obligations are satisfied at the first possible opportunity. Note: if a student's attitude is such that it causes their behavior to be offensive, then their behavior should be documented within the guidelines of the discipline code. Any faculty member may request a conference with the administration, the activity sponsor, and the student regarding the student's behavior and attitude.

DRESS CODE: When traveling to a different school with an athletic team or extracurricular activity, you are representing the community and Mount Pleasant Area Junior and Senior High School. The way you look and dress is a direct reflection on the district and your family. As such, you are expected to wear clothes that are clean and appropriate. The sponsor or coach will have the right to inform the student when appearance becomes unacceptable.

QUITTING A TEAM: When an athlete quits a team or activity he or she is ineligible to try-out or compete on another team during the season of the team he or she quit.

School Policy 24/7 Hazing: Under no circumstances will initiation and/or hazing of any student be tolerated. Any student involved in hazing or initiation of another student will be dismissed from the team or extracurricular activity. In addition, a student participating in this behavior is in direct violation of the harassment policy and will be disciplined accordingly.

DRUGS/ALCOHOL/TOBACCO: The possession, use, furnishing, or transmission of narcotics, stimulant drugs, alcoholic beverages, steroids, or other unauthorized substances and the use of tobacco products by students is strictly prohibited. Any member of an athletic team or extracurricular activity who is guilty of such is suspended from the team or activity indefinitely. Furthermore, the school discipline code will be enforced regarding this behavior. A. It will be the sponsor's and/or coach's responsibility to check the failure list each Monday. B. Any

student who received two or more failures will be ineligible for all extra-curricular activities including athletic participation and practice. C. The student will be ineligible for participation until the next regular weekly check.

WEIGHT ROOM AND OTHER TRAINING FACILITIES: Use of the school district's training facilities, including the weight room, is restricted to students presently involved in a sport or extracurricular program. Any current student whose name appears on the weekly eligibility check sheets is prohibited from using any of the training facilities until they are removed from the list.

SPORTS PHYSICAL PROCEDURES: The PIAA has made mandatory changes for the athletic sports physical. Due to the changes being made by the PIAA, Mount Pleasant Area has had to make changes in our athletic sports physical procedures as follows:

1. Athletic sports physicals will be the responsibility of the parent. Sports physicals will NOT BE conducted by the school.
2. Athletic physicals must be completed after June 1. An athletic physical is also accepted for the 11th grade school physical.
3. Parents must complete and sign Sections 1, 2, and 3 of the physical forms. Your family physician must complete and sign Section 4 of the form.
4. All physical forms must be turned into the certified athletic trainer before participation in that season. Please mail the forms to the high school or drop off to the main office.
5. The athletic physical will be good until May 31st of the following school year for all sports that the athlete chooses to participate.
6. Approximately one month prior to the start of the winter and spring sports seasons, a supplemental health history form (Section 5 of the CIPPE) will be sent home to the parents of the athlete. The parent must complete and return the form to the certified athletic trainer in one week. Upon review of the form, a decision will be made if the athlete needs to be reevaluated. If so, arrangements will be made with the team physician to complete the reevaluation prior to the start of the respective sport season.
7. An athletic physical must be conducted in order to be able to participate in a sport. If the new procedures and completion of the forms are not followed, the athlete will be ineligible to participate in their designated sport.
8. Please contact the school if you have a financial hardship, and the school will work with you in order to have a physical completed.

SUMMARY: This information is intended to inform students and parents of rules and regulations of those who are participating in athletics and extracurricular activities. This information is not all-inclusive. Each sponsor or coach has the right to make reasonable rules more stringent than those listed. Please do not hesitate to contact your sponsor, coach, or Athletic Director for any questions or clarification of a rule regarding your participation in our extracurricular and athletic programs. The Mount Pleasant Area School District hopes you enjoy your participation. We are proud of our Viking teams and activities and all those students who represent our district. Please remember that what you do and how you act is a direct reflection on your family, school, and community.

LIBRARY PROCEDURES:

The library will be open from 7:20 A.M. until 2:30 P.M. To use the library during your study hall you must have signed up prior to the start of the day. Sign up sheets are posted in the rotunda daily. You should report directly to the library NOT to your study hall. The library will attendance and notify study teacher. Disruptive behavior will be cause for disciplinary action and possible loss of library privileges.

Signing out Library Materials: The following procedures are to be followed when signing out library materials:

1. All library materials must be signed out at the charging desk. Books may be checked out for a two-week period and renewed if there is no request for the book. Students may reserve a book and they will be notified when it becomes available.
2. Magazines and reference books may be checked out overnight but must be returned before 1st period the next day.
3. Books that are returned late are subject to a late fee of (five) cents per day.
4. Magazines and reference materials returned late are subject to a fine of (five) cents period.
5. Lost or damaged materials must be paid for in full. Library obligation notices will be sent to students with outstanding debts. Report cards will be withheld from students with library obligations.

LOCKERS:

The Board acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property as outlined in School Board Policy 226. A student's locker is his/her responsibility. Any vandalism that occurs to a student's locker should be reported to the office immediately. Students vandalizing their lockers or other lockers will be held accountable. Students are not permitted to share lockers and are reminded to protect their combinations. Students will not be permitted to use the excuse of going to their lockers for being continually late to class. If the use of lockers during the day is abused, permission to enter lockers at any time other than the morning arrival and conclusion of the school day will be denied. Additionally, any changes in locker assignments must be made in the High School office. Students are responsible for keeping their lockers clean at all times. Items stored in lockers are the responsibility of students. **The school district is not responsible for any loss/theft of items; however, all losses should be reported to the school authorities promptly.**

In addition to the areas outlined in the above sections of this policy, Mount Pleasant Area School District officials may conduct random canine searches of school property and school buses, including students' personal effects (e.g. purses, book bag, coat or jacket, etc.) being transported thereon. Canine searches shall not include searches of the student's person.

The use of canines will at all times be in the accompaniment of a qualified and authorized handler. An indication by the dog that contraband is present on school property or students' personal effects or school buses shall be reasonable cause for further search by school officials. School property shall include, not only the actual buildings, facilities, parking lots/areas and grounds on the school campus, but shall also include school buses. In accordance with section 218.13 STUDENT DRIVING PRIVILEGES, the Mount Pleasant Area School District reserves the right to conduct random canine searches of motor vehicles parked by students on school property

Gym lockers are to be used by students in the physical education area. The school does not provide locks; therefore, students may use their own lock to secure books and personal items on physical education days. Students may also request physical education teacher to lock valuable in their offices. **The school district is not responsible for any loss/theft of items; however, all losses should be reported to school authorities promptly.**

A. School Ownership: All lockers are and shall remain the property of the Mount Pleasant Area School District. Students are merely being permitted by the School to utilize the lockers. School authorities may search a student's locker, desk, and cabinet and seize any unauthorized or illegal materials. Lockers and contents are the responsibility of the person(s) assigned. It is highly discouraged that students share lockers. Students are responsible for their own personal belongings, i.e. books, coats, regardless of what locker they are placed in.

B. No Expectation of Privacy: Students shall have no expectation of privacy in their lockers. Mount Pleasant Area School District officials may search students and their personal effects, provided that there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is

violating either the law or the rules of the school. The scope of the search should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. All searches should be conducted by the administrator or his or her designees and in the presence of another staff member. Any search of a student's person involving a pat-down should be done by a school official of the same sex unless an emergency situation exists that could compromise the safety of staff members and students. Any locker assigned to a student is subject to being searched at any time. Any locker assigned to a student is subject to being targeted for a physical search as a result of an unannounced, random detection of school lockers for dangerous devices or illegal drugs by mechanical means or the use of trained dogs.

C. Prohibition: No student may use a locker as a depository for a substance or object which is prohibited by law or School regulations and policies, or which constitutes a threat to the health, safety, or welfare of the occupants of the School building or the building itself.

Any such materials may be used as evidence against the student in disciplinary proceeding and may also be turned over to the law enforcement agencies.

D. Student Notification: Students shall be notified at least annually or more often if deemed appropriate by Administration, concerning the contents of this Policy.

LOST & FOUND:

Items that are lost by students on school grounds may normally be claimed at the main office. School books that are returned can only be recovered from the office if positive identification can be made. Unattended bags or items may be searched in order to identify the owner.

NATIONAL HONOR SOCIETY:

National Honor Society members are chosen for meeting standards of scholarship, service, leadership and character. Students may apply for membership during their junior or senior year if they have a cumulative GPA of 3.75 or above.

RESTROOMS:

The restrooms in the school are provided for the benefit of all students and they are to be used for the intended purpose.

1. Students are not to loiter. Use the restroom quickly and depart.
2. ONE person will be permitted in a stall at one time.
3. Student use of restrooms is limited to only when absolutely necessary or personal emergency. If you have a medical reason to be excused more frequently, a doctor's statement must be on file in the nurse and principal's office.
4. Staff will monitor the restrooms in order to provide a safe environment..

SCHOOL INSURANCE:

School Insurance may be purchased by each student in the MPASD at the beginning of the school year. A new student entering during the school year may purchase school insurance upon request. Information will be sent out with students at the beginning of the year. Students participating in interscholastic athletics are encouraged to enroll in the program. The school district does not carry medical insurance on students.

SCHOOL RESOURCE OFFICER (SRO):

The School Resource Officer assigned to the secondary school is available to assist students and administration with the operation of the school and law enforcement. The SRO will provide educational programs related to drugs/alcohol, driving, school safety, harassment and bullying. The SRO is also available to assist administration with student attendance, student counseling, harassment, bullying and law enforcement within the school.

SCHOOL SURVEILLANCE CAMERAS

Video surveillance cameras will be used in school buildings, on school property and on school buses to promote order, safety, and security of students, staff and property. Video recordings may be used as evidence for disciplinary action.

SELLING OF ITEMS:

Students are not permitted to sell any item on school grounds or school activities without the permission of the Administration. Students who sell items on school grounds or school events that do not have permission will have the items confiscated.

STATEMENT OF POLICY-UNLAWFUL 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.

Complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of education aid, benefits, services or treatment.

4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

STATEMENT OF POLICY- BULLYING

Bullying, as defined by law, means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

For the purposes of this policy, bullying is defined as follows:

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." Olweus Bullying Prevention Program

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

Consequences For Violations – A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct and District policy.

Any student who retaliates against another for reporting bullying will be subject to disciplinary action.

STUDENT ASSISTANCE PROGRAM (SAP):

The Mount Pleasant Area School District recognizes that students can experience a number of personal, behavioral, or medical problems, which can have an adverse effect on their behavior, attendance, and academic performance in school. Such problems could include physical illness or emotional and psychological problems, family or legal problems, and alcohol and other drug abuse problems. The school becomes concerned when any of these problems, which may involve another student or family member, interferes with a student's school performance, or jeopardizes the health, safety, welfare, educational opportunity, or rights of other students or personnel. Therefore, the Mount Pleasant Area School District has established a Student Assistance Program to help students cope with, control and eliminate these problems. Selected staff members and specialists from outside agencies operate the program. If parents have concerns about their children, they may ask for an assessment by the Student Assistance Team.

STUDENT DRESS:

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which present a hazard to the health or safety of the student him/herself or to others in the school; materially interfere with school work; create disorder, or disrupt the educational program; cause excessive wear or

damage to school property; and prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

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

The Superintendent shall develop procedures to implement this policy which: designate the building principal and staff to monitor student dress and grooming in his/her building; instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance; and ensure that all rules implementing this policy impose only minimum necessary restrictions on the exercise of the student's taste and individuality.

The Mount Pleasant Area School administration reserves the right to question any mode of dress/jewelry/hair style that is beyond current community/school accepted standards. Certain types of clothing and hairstyles may be required for Physical Education classes or for extracurricular activities such as band, sports, etc.

Following are specific to the Dress Code of the Mount Pleasant Area School District. We ask your cooperation in following the guidelines.

1. Pajamas are not permitted.
2. Shoes must be worn at all times. Shoes are to include any foot covering considered to be appropriate indoor attire.
3. Undergarments should not be exposed under any attire.
4. Blouses and shirts must be buttoned and not be low-cut. Bare midriffs and bare backs are not permitted. Multi-layered clothing is to be permitted only at the discretion of the administration.
5. Sleeveless shirts must have tailored seams that fit securely to the underarm. Tank tops, mesh tops, tube tops, spaghetti straps are unacceptable.
6. Coats, jackets or garments designed for protection from the outside weather are not to be worn in school.
7. Sunglasses, hats, bandanas or head coverings will not be permitted indoors.
8. Clothing advertising alcohol, tobacco or drugs may not be worn.
9. Clothing advertising violence may not be worn.
10. Any clothing containing obscene, lewd, vulgar or profane words, depictions, prints or graffiti may not be worn, whether it is apparel, footwear, or other items usually associated with a person's dress.
11. Torn and ripped clothing will not be permitted above the knee.
12. Shorts: All shorts, culottes and split skirts must minimally be fingertip length. Cut-off pants of any type are not permitted.
13. Skirts: All skirts must meet the same standard as shorts.
14. Baggy or excessively layered clothing that can conceal items that pose a safety hazard are not to be worn.
15. All pants, shorts, skirts, etc., must be secured and worn at the waist, no lower.
16. Students are expected to dress in such a manner that they are not disruptive, nor do they infringe upon the health and safety of themselves and others.

Any extremes in dress that create a disruption in the educational process of the school are prohibited. The principal will make the final decision in this regard.

Any violation of the dress code will result in the student being provided a change of clothing by the office or asked to call home for a change of clothing. Second offense will result in a change of clothing being provided, and students will be assigned detention. All subsequent violations of the dress code will result

in further disciplinary consequences. The administration will make the decision in any area where dress may be questionable.

VALUABLES:

Students should not bring personal property or large sums of money to school. If for some reason it is necessary to do so, the items should be checked at the main office. Also, during physical education class, students should make certain that all personal property (clothing, watches, etc.) is kept in locked lockers or checked with the teacher. **Any personal items that are lost or missing should be reported to the office immediately.** Student lockers are not secure areas; valuables should not be kept in lockers. **Mount Pleasant Area High School assumes no responsibility for lost or stolen items.**

VISITORS:

Students are not to bring visitors to school unless they have secured permission from the Principal at least one day in advance. Approved visitors will be provided a badge at the main office that must be displayed at all times.

WORKING PAPERS:

Students are required to present a birth certificate, baptismal certificate, passport or any government issued ID (i.e. driver's license, military ID, state photo ID card) to the main office. An application will be provided to the student. The form is to be signed by the parent and returned to the main office. A Transferable work permit will be given to them at that time.

STUDENT BEHAVIORAL RAMIFICATIONS

STUDENT BEHAVIOR:

In order to maintain a healthy school environment, students may be disciplined to help correct their inappropriate behaviors. We believe each student is responsible for his/her own behavior and should accept the consequences of violating school rules, regulations and policies. The discipline guidelines are designed to encourage:

- concern for the welfare and dignity of others
- an understanding individual rights and freedoms are restricted by the responsibility of protecting the rights and freedoms of others
- the maintenance of order and respect for the law through the observance of reasonable and necessary rules
- the acceptance of responsibility for personal actions

Parents will be notified in writing for all Office Detention, In-School Suspension (ISS) and Out-of-School Suspension (OSS) Offenses.

Students violating the Mount Pleasant Area School District policies are subject to the following disciplinary actions.

Citations: The School District reserves the right to issue disorderly conduct citations, as defined in the Crimes Code of Pennsylvania. The School District may issue citations in any of the following situations:

- Student fighting or assaultive behavior
- Student horseplay resulting in injury
- Student harassment and/or threats
- Student disruptive behavior, including the use of obscene and profane language and gestures
- Vandalism
- Violation of the tobacco policy

DETENTION:

Detention may be assigned by teachers or administrators when appropriate. Detention will be either Tuesday and Thursday after school or two hours on a Saturday morning. Once assigned to detention, students are required to report to detention on the date on which it was assigned. Students are not permitted to miss detention because of work, practice, or things to do at home. In the event of a doctor appointment, court appointment, inclement weather, or a funeral, a student may have his or her detention rescheduled with the permission of the principal. If detention is missed, the student will serve a day of ISS upon their return for truancy. They still will have to serve the detention. Students in detention are to follow all directions of the detention supervisor. Students in detention are directed to use the time to work quietly or read. All school rules apply to detention. Students who are disruptive in detention will be removed from detention and may receive additional detention time or even suspension from school. Transportation home from detention will be the responsibility of the parent.

SUSPENSION POLICY:

Suspension may be assigned by administrators when appropriate. While on suspension, students may not take part in extracurricular or after school activities until the suspension obligations are fulfilled. Students are not permitted on School District premises while on suspension.

In-School Suspension (ISS): The purpose of the student discipline policy is to establish a safe and secure learning environment for all students and faculty, so that time can be focused on instruction and meeting the needs of the learner. In order to keep students on task and in school, while at the same time enforcing school discipline policy, the In-School Suspension room has been established. While in the ISS room, students will complete their assignments for class. Students will provide their own lunch or order a bagged lunch from the school cafeteria. Students must follow all rules and directions of the ISS supervisor. Students who are non-compliant in ISS will be charged with Disorderly Conduct and have additional days added or go on OSS.

Out of School Suspension (OSS): An out of school suspension occurs whenever a student is excluded from classes and school. Students have the right to make up exams and assignments missed. Any assignments given to students while on suspension must be given to the teacher the day they return. Student suspensions may last from one to ten days.

Suspension when school is cancelled: If a suspension falls on a day that school is cancelled for some reason, such as a snow day, that day will not count as a suspension day. The suspension will be continued to the next day that school is in session. For example, if the suspension falls on a Tuesday and school was cancelled that day due to snow, the suspension will be moved to Wednesday. Thus, the suspended student should not return to school on Wednesday, but would return to school on Thursday.

When students are suspended from school, they may not attend any school function or activity. Students who attend a school function or event during the course of their suspension will have their suspension extended and may

receive a citation for trespassing. This also applies to suspensions that stretch over a weekend and would include school events that would occur on a Friday, Saturday, and/or Sunday.

The Central Westmoreland Career and Technology Center and Mount Pleasant Area School District observe the suspensions assigned to students from both institutions. Thus, students who are suspended from Central Westmoreland Career and Technology Center are also suspended from Mount Pleasant Area and students who are suspended from Mount Pleasant Area are also suspended from Central Westmoreland Career and Technology Center. This applies to all In-School and Out-Of-School Suspensions.

EXPULSION: Expulsion shall mean exclusion from school for an offense for a period exceeding ten (10) school days after a formal hearing. Permanent expulsion from school roster, in accordance with the policies of the Mount Pleasant Area Board of School Directors and State Regulations, may also result. A student may be subject to expulsion by the Mount Pleasant Area Board of School Directors for any act, which in its opinion violates Board policy, rules, regulations or interferes with the ordinary processes of the School District..

STUDENT DUE PROCESS RIGHTS AND EXPULSION POLICY

DETENTION: Detention does not exclude a student from school. Detention is when a student is required to report to a certain location, as a disciplinary consequence, at a designated time. Prior to a detention, a student shall be informed of the reason for the detention and given an opportunity to respond.

SUSPENSION: Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days.

1. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. However, prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
2. The student's parents/guardians shall be notified immediately, or as soon as is reasonably practicable, in writing when the student is suspended.
3. When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing. The purpose of the informal hearing is to enable the student and/or parents/guardians to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

The student has the following due process rights in regard to the informal hearing:

- a. Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
- b. Sufficient notice of the time and place of the informal hearing shall be given.
- c. A student has the right to speak and produce witnesses on his own behalf.
- d. The District shall offer to hold the informal hearing within the first five (5) days of the suspension.

EXPULSION: Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls.

1. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
2. Sufficient notice of the time and place of the hearing must be given.
3. The hearing shall be held in private unless the student or parent requests a public hearing.
4. The student has the right to be represented by counsel.
5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

6. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
7. The student has the right to testify and present witnesses on his or her own behalf.
8. A record must be kept of the hearing either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
9. The proceeding must be held with all reasonable speed.

During the period of time prior to a formal hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his or her normal class unless it is determined after an informal hearing that the student's presence in his or her normal class would constitute a threat to the health, safety, morals, or welfare of others. If it is determined after an informal hearing that such a student's presence would, in fact, constitute a threat to the health, safety, morals, or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.

Confidentiality: All hearings, whether informal or formal, shall be conducted as private hearings unless the student and parents or guardian request a hearing to be held as a public hearing. The name of a student under 18 years of age who has been subject to disciplinary proceedings under this section shall not become part of the agenda or minutes of a public meeting. Nor shall the name of such a student become part of any public record maintained by the Board.

FORMAL HEARING PROCEDURE: At the formal expulsion hearing, the committee of the Board of Directors or Hearing Officer sits as judge and jury and the Administration presents evidence of the Student Code of Conduct violation to the Board of Directors. The Board of Directors and the administration are represented by separate counsel, (or the Board is represented by Counsel and the Administration presents its own case to the Board). The formal hearings are bifurcated proceedings. The Administration presents evidence of due process and of the alleged Student Behavioral Infractions in the first stage of the hearing. If the Board of Directors feels the Administration has shown substantial evidence exists to support the student's alleged behavior violations, then the second stage of the hearing will commence, at which the Administration recommends a disciplinary consequence. The Administration may present evidence pertaining to the student's prior academic achievement, attendance, discipline history and any other extenuating circumstances it feels relevant to support its recommendation. The student will have an opportunity to cross examine witnesses in both stages of the hearing, and will be given the opportunity to present his/her own evidence at both stages of the hearing. The committee of the Board of Directors shall make a recommendation to the Board of Directors regarding the outcome of the hearing, which recommendation must be approved by a vote of the Board of Directors at a public meeting.

WAIVERS OF EXPULSION HEARING: In some instances, the student, the student's parents/legal guardians and the Administration are all in agreement that a specified disciplinary consequence is appropriate, agreeable and may be put into effect without a formal expulsion hearing. In such situations, the student and parent/legal guardian may voluntarily consent to expulsion, without going through an expulsion hearing before the Board of Directors, when the Administration is confident that such consent is being made voluntarily, knowingly and intelligently by the student and parent/legal guardian. The Board delegates to the Superintendent the authority to enter into a written agreement with the student and parents/legal guardians, in which the student and parents/legal guardians are expressly described their due process rights but in which they express their desire to waive their rights to the expulsion hearing and stipulate to the material facts on which the expulsion is based. Such expulsion agreement shall not become final and binding until three (3) business days after execution of the parent/legal guardian. If the parents/legal guardians determine they would prefer to exercise their child's right to have an

expulsion hearing during that interim period of time, they shall so notify the District in writing and the Administration shall schedule said expulsion within ten (10) school days from receipt of that notice. Such expulsion agreements are subject to the approval of the Board of Directors, which fact shall be explained to the student and parent/guardian. In the event the Board refuses to approve an expulsion agreement, the Board shall schedule a formal expulsion hearing in an expedited manner. The student will be provided a form of alternative education throughout this period of time.

INFRACTIONS/CONSEQUENCES

ABUSIVE CONDUCT/LANGUAGE TOWARD STAFF: Students must respond appropriately to teachers at all times. They should address staff members with courtesy and respect. Students responding to staff members in confrontational, loud, obscene or vulgar manners will not be tolerated. This includes profanity directed to a teacher or staff member in front of other students, which is intended to undermine the authority of that staff member. Refusal to comply with reasonable requests of a staff member fall under this category. This offense will result in a minimum of **3 days of suspension**. The district reserves the right to suspend the student up to ten days or may expel the student after taking into account the nature and severity of the offense..

ASSAULT OR BATTERY TO SCHOOL EMPLOYEES OR DAMAGE TO THEIR PROPERTIES: Any assault, battery, or damage to staff members or their possessions will result in **10 days of suspension** and referral to the school police for appropriate action. Action may also include a recommendation for expulsion.

ALCOHOL AND DRUGS: SALE, USE, POSSESSION OR PROCUREMENT OF INTOXICATING BEVERAGES, RESTRICTED DRUGS, ETC.

Definition of Terms:

1. **Restricted Drugs** - includes opiates, hallucinogens, marijuana, barbiturates, heroin, morphine, alcohol, tranquilizers, amphetamines, glue and other solvent-containing substances, substances listed as controlled substances in either Section 202 of the Federal Controlled Substance Act (21 U.S.C. § 812) or Pennsylvania's Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § 780-101, et seq.). The term also includes anabolic steroids.. For purposes of this policy, prescription drugs, nonprescription drugs, "over-the-counter" drugs are "restricted drugs." Additionally, prescription and/or non-prescription drugs which are possessed by the student without compliance with the District's procedures regarding student use of medication and any substance which is intended to alter mood is also considered a "restricted drug."
2. **Drug Paraphernalia** - Shall include those items as listed in the Controlled Substance. Drug, Device and Cosmetic Act (35 P.S. § 780-101, et. Seq.). "Drug Paraphernalia" shall also include any forged, stolen, or blank prescriptions.
3. **Look-alike Drugs** – shall mean a "substance which, or the label or container of which, substantially resembles or is meant to represent any specific Restricted Drug and/or Intoxicating Beverage. The Administration, in arriving at a determination of whether or not a substance is a look-alike-drug, shall be guided by the provisions of the Controlled Substance Drug Device and Cosmetic Act or a comparable or related state or federal statute or regulation.
4. **Intoxicating Beverages** – shall mean any liquor, malt or brewed beverages or alcohol as those terms are defined in the Liquor Code as amended (47 P. S. 1-101, et seq.) or any comparable or related state or federal statute or regulation.
5. **Use** – means to ingest, inhale, inject, imbibe or otherwise use a restricted drug, look-alike drug or intoxicating beverage to reach the bloodstream or digestive tract or be under the influence thereof.

6. **Possession** – means the possession of any restricted drug, intoxicating beverage, look-alike drug or drug paraphernalia found on the student, in the student’s locker, under the student’s control while s/he is on school property, on property being used by the school, at any school sanctioned function or activity, at any school event held away from the school, or while the student is on his/her way to or from school. Such restricted materials found in an automobile used by a student and located on school property is equivalent to possession.
7. **Sale/Sell** – shall include any abuse or transfer of a restricted drug, intoxicating beverage, drug paraphernalia, look-alike drug or over-the-counter-drug. “Over-the-counter stimulants and/or depressants” include any substance that can be purchased over-the-counter which can be health endangering when used in any way contrary to the manufacturer’s directions.
8. **Distribution** – means to deliver or give possession of a restricted drug, intoxicating beverage, drug paraphernalia, look-alike drug, or over-the-counter drug to another person whether or not said distribution is with or without consideration.
9. **School Safety Zone** – Students eighteen (18) years of age or older are subject to the School Safety Zone Law, Act 31 of 1988, Section 6314 of Pennsylvania Crimes Code (18 P.S. 6314). The Safety Zone Law provides minimum sentences for delivery or possession with intent to deliver a controlled substance to a minor on school property or within one thousand (1,000) feet of the school’s real property (or as amended from time to time by such Act).

Prohibited Conduct/Consequences: – the possession, sale, use, distribution or, being under the influence of or aiding in the procurement of a restricted drug, intoxicating beverage, look-alike drug, over-the-counter drug or drug paraphernalia is strictly forbidden. Students participating in such prohibited conduct while on school grounds, during a school-sponsored or school-sanctioned activity, while using school transportation or violating the School Safety Zone Law, shall be subject to the policies regarding suspension/expulsion from school. Specifically, the following discipline consequence shall be assigned to students violating this policy:

1. Possession, use or being under the influence of restricted drug/intoxicating beverage – **ten (10) days out of school suspension** and referral to the Board of Directors for a minimum of a 30 day expulsion; student loses eligibility to participate in all extracurricular activities during the suspension and expulsion time.
2. Distribution, sale, passing or sharing of restricted drug/intoxicating beverage – **ten (10) days out of school suspension** and referral to the Board of Directors for a minimum of a 30 day expulsion; student loses eligibility to participate in all extracurricular activities during the suspension and expulsion time.
3. Possession of drug paraphernalia – **ten (10) days out of school suspension** and referral to the Board of Directors for a minimum of a 30 day expulsion; student loses eligibility to participate in all extracurricular activities during the suspension and expulsion time.
4. Possessing, using or disturbing restricted drug/intoxicating beverage while a spectator at school, school-sponsored/school-sanctioned event – all offenses: **ten (10) days out of school suspension** and referral to the Board of Directors for a minimum of a 30 day expulsion; student loses eligibility to participate in all extracurricular activities during the suspension and expulsion time.

Exempted Conduct: – A student shall not be considered involved in prohibited conduct if such student possess and/or uses a substance that falls under the definition of restrictive drug when that student (1) has a valid prescription from a licensed physician and that student is adhering to the physician’s directions and (2) is following the prescription/medication policy of the Health Office in the building in which that student is attending to have the substance in possession. Provided, however, it shall be considered Prohibited Conduct for a student to sell or distribute any substance even though that student may have complied with the provisions of this paragraph.

Over-the-Counter Drugs: – the sale, use and distribution of over-the-counter drugs are likewise strictly forbidden. Over-the-counter drugs, including caffeine derivatives, stimulants or depressants, may be abused and can cause serious allergic reactions to some users. As such, a student is strictly forbidden from selling, or distributing any such over the counter drugs. Students who sell, use or distribute over-the-counter or prescription drugs, purporting them as restricted drugs, shall be subject to expulsion. Any student suspended or expelled under this Policy will be referred to the Student Assistance Program (SAP) and shall be evaluated prior to consideration for readmission to school.

BEHAVIOR UNBECOMING A STUDENT: Conduct, staff responses, and disciplinary responses not specifically covered by the subsequent sections of this Code of Student Behavior shall be governed by the provisions set forth in this section and School Board Policy 218C..

1. Improper student behavior generally. Conduct on the part of a student which impedes orderly operation of school or school-sponsored activities is expressly forbidden. Conduct on the part of a student which impedes orderly classroom, procedures is expressly forbidden. Conduct on the part of a student which violates any one of the students' responsibilities set forth in the preceding section is expressly forbidden. Staff Responses: When conduct described in this section occurs, there should be immediate intervention by the staff member supervising the student or by the staff member who observes the misbehavior. The staff member may, at his or her option, discuss the behavior with the parents, administrators, or appropriate support personnel. A record of the offense and disciplinary action taken should be maintained by the staff member. Disciplinary Responses Disciplinary responses for the conduct described in this section may include, but are not limited to, the following:

- Verbal reprimand.
- Special duties or activities.
- Classroom contracts.
- Withdrawal of privileges.
- Supervised study.
- Parental contact or conference.
- Detention.
- Loss of driving privileges.
- Loss of the privilege of taking part in athletic and extracurricular activities.

2. Improper student behavior of a more serious nature. Conduct on the part of a student which results in violence to another person or poses a threat to the health or safety of others is expressly forbidden. Staff Responses: When conduct described in this section occurs, the administrator shall verify the offense, confer with the staff, and meet with the student. The student shall be immediately removed from class. Law enforcement officials may also be notified by administrators. A record will be kept by the administrator concerning the violation. Restitution of property will be sought if applicable.

Disciplinary responses for the conduct described in this section may include, but are not limited to, suspension, expulsion, and/or criminal prosecution.

BUS PROCEDURES: It is imperative that all riders follow common sense rules for their safety. Students are not to throw objects out of windows or around the and should keep their head and arms inside the bus. There is to be no horseplay or disruptive talk, or anything distract the driver. Fighting or disrespect to the driver will result in disciplinary action. The district is responsible from the time the student leaves his/her home until their return at the end of the school day. Remember, riding the bus is a privilege, which can be suspended. Smoking on school buses is prohibited. Our goal will be to protect the welfare and safety of everyone on the bus; therefore, any and all reports from the bus driver will be handled in a complete and serious manner. Students must ride their assigned bus and use

their assigned bus stop. Requests to ride a bus other than the assigned bus must be made by the parent in writing to the principal. Once the principal signs and approves the request, the student must present it to the bus driver prior to boarding. Students who do not comply with bus procedures may be given an assigned seat and may be suspended from the bus and/or school.

The following disciplinary procedures shall serve as guidelines in the administration of discipline by the building administrator or designee:

1. First School Bus Incident Report Submission. Student's bus privileges shall be **suspended for three days**.
2. Second School Bus Incident Report Submission. Student's bus privileges shall **be suspended for five days**.
3. Third School Bus Incident Report Submission. Student's bus privileges shall be **suspended for the remainder of the school year**.

The penalties set forth in this section relate to bus transportation privileges only. Nothing in this section shall preclude the school administrators from applying additional disciplinary measures in accordance with the District's disciplinary policies. Parents or guardians shall be notified prior to suspension of bus transportation privileges. Students serving bus transportation suspensions are not excused from attending school.

CLASS CUTS: Any students cutting any classes, study halls, assemblies, or any other school sanctioned events which require students to attend will be subject to the following ramifications. Students may **receive detention and/or ISS per cut**. Students will not be allowed to make up any class work missed. A failing grade will be recorded for examinations missed or graded class work due on the day of the class cut. Additional class cuts can result in more severe consequences or suspension.

CLASSROOM DISRUPTION: Students should maintain respect toward staff members and other students while in class. Any inappropriate disruptions will be subject to disciplinary action at the discretion of the administration which includes **detention and/or ISS**.

CONSPIRACY: When two or more students form a plan or work together to hurt, injure, or otherwise cause damage to property, reputation, or body to other students, persons or the school. Students who conspire to cause harm to other students, persons, or the school may be viewed as accomplices to an incident and are subject to disciplinary action by the school and police. Students **may be suspended and charges may be filed with the police**.

DESTRUCTION OF SCHOOL PROPERTY: Students destroying, vandalizing, or defacing school property may be suspended from school for a **minimum of 2 days**. The suspension can be carried up to 10 days at the discretion of the administration and possible referral to the School Board for further disciplinary action up to and including expulsion. A parent and student conference will also be held with the Principal. Parents and/or students will be required to pay costs for repairs. Failure to pay costs within 15 school days will result in additional suspension. Appropriate charges will be filed with the police.

DRESS CODE VIOLATIONS: Any violation of the dress code will result in the student being provided a change of clothing by the office. Second offense will result in a change of clothing being provided, and students will be assigned **detention**. All subsequent violations of the dress code will result in ISS where class work will be assigned. The administration will make the decision in any area where dress may be questionable.

DRIVING/RIDING VIOLATIONS: Any student violating the driving policies of the school or anyone driving to school without permission may receive up to **1 day of ISS** per occurrence and revocation of driving privileges at the Principal's discretion. When a violation of this section occurs, the following disciplinary responses shall apply:

1. First offense: driving privileges are revoked for 20 school days.
2. Second offense: driving privileges are revoked for 45 school days.
3. Third offense: driving privileges are permanently revoked.

The penalties set forth in this section shall be held over from one school year to the next. The penalties set forth in this section relate to driving privileges only. Nothing in this section shall preclude the school administrators from applying additional disciplinary measures in accordance with the District's disciplinary policies.

ELECTRONIC DEVICES: The Mount Pleasant Area School District is pleased to offer our students the opportunity to bring their own devices to enhance and aid in their learning opportunities. Devices are to be used for instructional purposes only. We are dedicated to the support of appropriate technological resources and preparing our students for success in a competitive global economy. Access to these resources and understanding when and how these tools are appropriately and effectively used is imperative. Adherence to this agreement, as well as ALL applicable MPASD policies, is necessary for continued access to the school's technological resources and each student's success.

EMERGENCY EVACUATION PROCEDURES: In the event that students are evacuated from the building for an emergency or emergency drill, the students must report directly to their assigned area and must remain with their classroom teacher. During the duration of the drill, students must follow the directions and instructions of their teachers and administrators. Students who fail to report to their assigned areas or to remain with their classroom may face **1 day of ISS**. Students who are defiant, insubordinate, and disruptive during these drill/evacuation procedures will also be suspended from school. Students are not permitted to leave their assigned areas until the drill/evacuation period is over or when the students are dismissed by the administration.

EXTREME/VIOLENT/DISRUPTIVE BEHAVIOR: Extreme violent behavior shall include but not be limited to the following acts:

- Any illegal acts as defined by the Pennsylvania Crimes Code
- Bomb threats
- Arson
- Weapon (see weapon policy, below)
- Use or possession of incendiary device
- Setting off Fire Alarm
- Making prank or phony emergency, fire or 911 calls
- Indecent exposure

***Any of the above mentioned offenses may result in 10 days OSS, charges filed with the proper authorities and possible expulsion.**

FAILURE TO ATTEND DETENTION: Any student failing to attend detention will receive **1 day of ISS** and still have to serve their detention

FAILURE TO IDENTIFY OR GIVING A FALSE IDENTITY TO SCHOOL PERSONNEL: A student who refuses to identify himself or gives a false identity is exhibiting severe insubordination. This will result in a minimum of a **3 day suspension**.

FALSIFYING RECORDS: Definition: Any student who attempts to misrepresent data, manipulate or tamper with school records that include but are not limited to attendance, academic, and discipline records. Students may be **suspended up to 3 days** depending on the nature and severity of the incident.

FIGHTING: Fighting or otherwise physically assaultive behavior is expressly prohibited. Where a violation of this section occurs, the student shall be suspended for a **minimum of five (5) school days**. The District reserves the right to suspend the Student for up to ten (10) school days or may expel the student after taking into account the nature and severity of the offense; whether the student was the obvious aggressor; whether the conduct by the student was premeditated or planned; the nature and severity of the injuries suffered by the other student in the altercation; the cooperativeness and honesty of the student; whether or not the violation was a one-time occurrence or an ongoing course of conduct; and other relevant and material facts existing on a case-by case basis. The District reserves the right to report a violation under this Section to the appropriate law enforcement agencies. If students were fighting, it does not matter which one is the aggressor and which one is the retaliator, both are punished. Students fighting may be sent out of school for the remainder of the day and may receive up to 10 days suspension. A parent and student conference may be held with the Administration.

HALL PASSES: The term misuse of a pass will be defined as a student who does not adhere to the exact locations listed on the pass or has been out on the pass for an excessive amount of time. Side trips will not be permitted. If a student reports to an area at the direction of a teacher, and the teacher is not there, they are to report directly back to the area they left. **A student who misuses a pass may receive a detention.**

HORSEPLAY/DISRUPTIVE BEHAVIOR: Any action that interferes with the flow of education in the classroom is disruptive behavior. These include, but are not limited to, actions such as abusive language, throwing objects, physical actions, insubordination and insolence and forgery. **Students may receive detention or may be suspended depending on the nature and severity of the incident.**

INSUBORDINATION: In order to maintain a safe and orderly environment, students must comply with staff directives. Students who refuse to comply with directives given by principals, teachers, and support staff will have disciplinary sanctions against them. Depending on the nature and severity of the incident, detention or suspension may be imposed against the student.

THREATS to STAFF or STUDENTS: Defined as, any threatening verbal comment or physically menacing behavior by a student to a staff member or other students. Threats to staff members or students may not rise to the level of “terroristic threats” or “terroristic acts.” Examples of “physically menacing behavior” include, but are not limited to, raising your fist to a staff member/student, approaching a staff member/student and invading his/her personal space in a menacing or intimidating manner, etc. All threats will be investigated by the Mount Pleasant Area School District. Anyone making threats against staff members, or students at Mount Pleasant Area may be subject to any and all appropriate criminal or civil penalties as well as subject to discipline, up to and including expulsion.

TERRORISTIC THREATS/TERRORISTIC ACTS: “Terroristic threats” are threats to commit any crime of violence to another or to cause evacuation of a building, place of assembly or facility or to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience. “Terroristic acts” are offenses against property or involving danger to another person. Any student who communicates a terroristic threat

to or about, or commits a terroristic act directed at any student, teacher, administrator, any other employee of the District, Board member, community member, or toward any school building, shall be given Out of School Suspension (OSS) and will be referred to the Board of Education of the Mount Pleasant Area School District for discipline up to and including expulsion from the District. The student's violation of this terroristic threat/terroristic act policy will immediately be reported to his or her parents. A conference will be held with the student's parents. The incident will be reported to appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

NOTE: Any parent or guardian of a District student who communicates a terroristic threat to or commits a terroristic act directed at any student, teacher, administrator, any other employee of the District, Board member, community member, or toward any school building shall be immediately escorted off School District property and local law officials will be notified. The parent or guardian or individuals will be notified that he or she has lost the privilege of entering school property and of attending school related functions to which parents or guardians are invited to attend.

LUNCH ROOM OFFENSE: Students causing any type of disturbances in the cafeteria during lunch periods will lose cafeteria privileges for a specified period of time. Students will eat lunch in another designated area. In addition, other appropriate penalties will be assigned at administrative discretion.

PUBLIC AFFECTION: Public displays of affection are not considered to be appropriate behavior in school. Inappropriate display of affection may result in a disciplinary referral to the principal. Repeated offenses will result in ISS and a parent conference.

PROFANITY: Students who use profane language in school or at any school activity may receive a disciplinary consequence ranging from 1 detention to being suspended for up to 10 days and charges may be filed with the district magistrate for disorderly conduct based on the incident and severity of the incident. This policy will also apply to instances where students have written profane, obscene, threatening, or otherwise inappropriate comments about a staff member.

SECURITY PERSONNEL: Security personnel and Police Officers are in the building and at school events for the safety and protection of the students and faculty. Students are required to follow all directions given to them by the Police Officers and Security Personnel. Students who fail to follow the directions of Police Officers or Security Personnel will be **suspended a minimum of 3 days**.

SPITTING: Students who spit on other students or staff members will be **suspended a minimum of 5 days**.

WEAPONS POLICY: No person shall possess, handle, or transmit any weapon in any building, on any school property or grounds, at any school sponsored activity or event, or on any public conveyance providing transportation to or from any school or any school-sponsored activity or event.

The term "weapon" shall include, but not be limited to, any knife, cutting tool, needle, nunchaku (nun-chuck stick), firearm, shotgun, rifle, explosive weapon or device, smoke bomb, "look-alike weapon" and any other tool, instrument, or implement capable of inflicting serious bodily injury.

"Weapon" shall also include anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. The term includes a firearm which is not loaded or lacks a clip or other component to render it immediately operable and components which can readily be assembled into a weapon.

“Look-alike weapon” may also include toys or models or any item having the appearance of any of the weapons in the above definition. In determining whether an item will be considered a “look-alike weapon” for purposes of this section, determination must be made as to the intended use of the item in question. In making this determination, attention should be paid to whether or not the item in question was used as a weapon, would have been or for a dangerous or inappropriate purpose.

PENNSYLVANIA LAW REQUIRES THAT any student found in possession of or bringing, carrying, using or concealing a weapon or any replica or look-alike thereof, on school property, at any school-sponsored activity or on any public conveyance providing transportation to a school or school-sponsored activity will be given ten (10) days Out of School Suspension (OSS) and referred to the Board of Education of the Mount Pleasant Area School District for immediate expulsion for a period of not less than one (1) year. However, the Superintendent may recommend modifications of this expulsion requirement for a student on a case by case basis.

NOTE: STUDENTS WHO BRING WEAPONS TO SCHOOL FOR THE PURPOSE OF PROTECTING HIM/HERSELF, EVEN WITH THE PERMISSION OR URGING OF THEIR PARENTS/GUARDIANS, WILL NONETHELESS BE IN VIOLATION OF THIS POLICY AND PENNSYLVANIA LAW AND WILL BE REFERRED FOR EXPULSION.

The incident will be reported to appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. A conference will be held with the parent, student, and appropriate staff. The Superintendent shall report the discovery of possession of any weapon on school property, school-sponsored activities, or on public conveyances providing transportation to a school or school-sponsored activity to the Department of Education.

SPECIAL OFFENSES:

- a. **Cheating:** The following rules apply for the first offense when a student resorts to cheating on an assignment or test:

Students copying from another student’s classwork, homework or test will receive zero points/percent for the test assignment.

Students bringing and using unauthorized information in any form, including the use of phone or other electronic device, on a test will receive zero points/percent for test/quiz.

Plagiarism: According to the Modern Language Association, plagiarism is defined as to present as new and original an idea or product derived from an existing source. It is the false assumption of authorship; the wrongful act of taking the product of another person’s mind, and presenting it as one’s own. Simply, it is creating the impression that your writing is original when, in fact, you have another individual’s work and presenting it as your own. Plagiarism is unacceptable and therefore, is subject to the following disciplinary action: Students who submit work that is proven to be plagiarized, will receive zero points/percent for the assignment.

Succeeding Offenses: The teacher will assign a zero for the assignment and the 9-week grade will be lowered by one full letter grade.

- b. **Food and Drink:** During the school day, students are to limit consumption to the cafeteria during breakfast/lunch periods (except water bottles). Vending machines and the student store are to be used on a limited basis. Students are required to pick up after themselves. Students who leave trash behind may receive a detention or other loss of privileges as assigned by an Administrator.

- c. **Gambling/Card Games:** Any form of gambling and card games will not be permitted in the school or on school grounds.
- d. **Honor Code:** Personal integrity and intellectual honesty are integral to any educational program. The following conduct is expressly forbidden: 1. Cheating. (Giving or receiving information or answers on tests, quizzes, exams, projects, or any other school assignments.) 2. Plagiarism. (Presenting the writing or work of others as one's own work product.) 3. Lying. 4. Failure to report Honor Code violations. 5. Knowingly furnishing false information to the school pertaining to Honor Code issues. 6. Alteration or use of school documents or instruments with the intent to violate the Honor Code. 7. Violations of rules or applications of technology use. Teachers should clearly set forth all conditions upon which work must be performed.
- e. **School/Classroom Phones:** Unauthorized use of phones will result in detention for the initial offenses and ISS for repeated offenses.
- f. **Skateboarding/Roller Skating/Blade Skating/Heelies or similar shoes:** No skateboarding, roller skating, or blade skating is permitted on school property. Students participating in these activities or bringing this type of equipment to school may receive detention or suspension at the discretion of the administration. The equipment will be confiscated.
- g. **Theft:** Students involved in the theft of school property or valuables of another person are subject to the following disciplinary actions. Students who are in possession of stolen property will be treated the same as theft.
Each Offense: Students are subject to out of school suspension for a **minimum of 2 days**. Parents and/or students will be required to provide full compensation for the stolen items. A parental and student conference will be required with the Principal. Failure to pay costs within 15 school days will result in an additional suspension. Police may be notified and charges filed if applicable.

TARDINESS:

Tardiness to Class/Study Hall: Students should report promptly to class and arrive before the late bell rings. Students arriving after the ringing of the late bell receive a tardy to class/study hall. Upon the 4th tardy and beyond, a disciplinary slip will be sent to the office. Refer to the progression of tardies listing below. School officials may require doctor's excuses for excessive tardies.

4th + class tardy - consequence

Tardiness to School and 1st Period: Students should report to school and 1st period before the late bell rings. Students arriving after the ringing of the late bell will be marked tardy. Upon the 4th tardy and beyond, a disciplinary slip will be sent to the office. School officials may require doctor's excuses for excessive tardies. Driving passes will be revoked for excessive tardiness to school.

4th + school tardies - consequence

TOBACCO VIOLATIONS: Students are prohibited from using or possessing tobacco in school buildings, on buses, vans or other vehicles owned by, leased by or under the control of a school district, and on property owned by, leased by or under the control of the school district and anywhere a school-sponsored activity takes place. The Senior Prom is included in this restriction. "Tobacco" is defined as a "lighted or unlighted cigarette, cigar and pipe,

other lighted smoking product and smokeless tobacco in any form.” (35 P.S. §1223.5). This includes any item that contains nicotine. Students are prohibited from using or possessing any type of electronic cigarette or look-alike, as well as empty cigarette packs, chew tins, electronic cigarette chargers, electronic cigarette refills, etc.

Violations for Use/Possession of Tobacco Products: Violations of use/possession of tobacco or electronic cigarette will be subject to suspension and charges will be with the District Magistrate. If tobacco user spits on the floor, additional consequences will be assigned. Any violation of the tobacco policy is a violation of Pennsylvania law (35 P.S. §1223.5; 18 Pa. C.S.A. §6306.1). Accomplices or “Look-Outs” for Users may also be suspended. Lighters will also be confiscated and detention assigned.

TRUANCY:

1st Offense: The student will receive a consequence. (Additional consequences will be added for use of forged excuse).

Succeeding Offenses: The student will receive a more severe consequences. A parent and student conference may be held with the Principal.

UNAUTHORIZED LEAVE FROM BUILDING: Any student who leaves the school building without the permission of the administration or staff may be suspended for **1 day of ISS** but additional days are at the discretion of the administration. A parent and student conference may also be held with the Principal.

MISCELLANEOUS INFORMATION

NOTICE OF NON-DISCRIMINATION: The Mount Pleasant Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, religion, ethnicity, national origin, sex, gender, sexual orientation, age or disability, or any other legally protected class, or for engaging in any other protected activities, programs or employment practices as required by Title VI, of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. For information regarding civil rights or grievance procedures, contact the administration office.

SEARCH AND SEIZURE:

Student Searches: Mount Pleasant Area School District officials may search students, their belongings, and their vehicles on school grounds provided the District official has a reasonable suspicion that a particular student has violated or is violating the rules of the District or other law and that the search may produce evidence of such violation. Reasonable suspicion may be based on the receipt of reliable information about a school rule that has been broken or any criminal violations. Searches without suspicion, (such as, for example, school-wide locker searches, metal detectors at entrance ways, etc.) may be utilized by the District in specific situations after consultation with local law enforcement and/or District legal counsel.

Seizure: The school official conducting the search shall seize any item found in the search, which is evidence of a violation of the law, or school rules. The seizure shall be made to protect the health, safety and welfare of the student involved and other students. Any incriminating evidence will be submitted to the proper authorities and charges will be filed.

TEAMS AND CLUBS

SENIOR HIGH ATHLETIC TEAMS

Baseball
Basketball - Boys & Girls
Cheerleading
Football
Golf - Boys & Girls
Softball
Soccer - Boys & Girls
Swimming - Boys & Girls
Tennis - Boys & Girls
Track - Boys & Girls
Wrestling

JUNIOR HIGH ATHLETIC TEAMS

Baseball
Basketball - Boys & Girls
Cheerleading
Softball
Soccer - Boys & Girls
Swimming - Boys & Girls
Track - Boys & Girls
Wrestling

CLUBS AND ORGANIZATIONS

Academic Quiz Team
Anti-Bully Club
Art Club
Bots IQ
Chess
Chorus
French Club
French Honor Society
Gamma Omega
Geometry Club
Golf Club
Instrumental Club
Interact Club
Library Club
Marching Band
National Art Honor Society
National Honor Society
Newspaper
Outlook
Physics Club
S.A.D.D.
Senior Officers
Sign Language Club
Soccer Club
Softball Club
Spanish Club
Spanish Honor Society
Spirit Club
Stage Crew
Student Council
The Future Is Mine
The Sign Shop
Tri - M
Volleyball Club
YEA
Yearbook
Wrestling Club
WIRC

2019-20 Bell Schedule

WARNING BELL	7:25		
PERIOD 1	7:30-8:11		41 MIN
PERIOD 2	8:15-8:56		41 MIN
PERIOD 3	9:00-9:41		41 MIN
PERIOD 4	9:45-10:26		41 MIN
PERIOD 5	10:30-11:11	LUNCH A	41 MIN
PERIOD 6	11:15-11:56	LUNCH B	41 MIN
PERIOD 7	12:00-12:41	LUNCH C	41 MIN
PERIOD 8	12:45-12:26		41 MIN
PERIOD 9	1:30-2:11		41 MIN
ACT PER	2:15-2:30		15 MIN
END TIME	2:30		

AM Votech- 750-1030 AM, arrival 1045 AM

PM Votech- 1130 AM- 210 PM, arrival 225 PM for ACT PD

WARNING BELL	9:25		
PERIOD 1	9:30-10:00		30 MIN
PERIOD 2	10:04-10:34		30 MIN
PERIOD 3	10:38-11:08		30 MIN
PERIOD 4	11:12-11:42		30 MIN
PERIOD 5	11:46-12:16	LUNCH A	30 MIN
PERIOD 6	12:20-12:50	LUNCH B	30 MIN
PERIOD 7	12:54-1:24	LUNCH C	30 MIN
PERIOD 8	1:28-1:58		30 MIN
PERIOD 9	2:02-2:30		28 MIN
ACT PER			
END TIME	2:30		

AM Vo Tech DOES NOT Report to CWCTC
PM Votech DOES Report to CWCTC

MOUNT PLEASANT AREA SECONDARY
ADMINISTRATION, FACULTY, & SUPPORT STAFF
School Year 2019 - 2020

ENGLISH

Ber, Kelly
Giallonardo, Christine
Gumbita, Melissa
Krider, Tracy
Markle, Allison
Proud, Lynn
Troff, Jackie
Valerio, Vanessa
Weis, Heather

FINE ARTS

Collins, Fred
Goswick, Jenny
Pyda, Dianne
Rish, Hannah

GIFTED

Yackovich, Michelle

HOME ECONOMICS

Smith, Patricia
Wilson, Holly

INFORMATION SERVICES

Dudzinski, Jennifer
Emerick, Julie
Hudzema, Tom
Shaulis, Pam

FOREIGN LANGUAGE

Divecchio, Fran
Haddaway, Amanda
McClain, Gloria
Snyder, Regina

MATHEMATICS

Aumer, Beth
Gross, Matthew
Lipko, Cheryl
Mulhollem, Pam
Pierce, Megan
Richter, Rebecca
Weinman, Pam

HEALTH/PE

Adamovich, Doug
Costain, Charmaine
Kring, Sherry
Stewart, Shawn
Yackovich, Michelle

SCIENCE

Hunter, Lisa
Hutter, Aaron
Minerd, Colleen
Moon, Sue
Mулnix, Betty Jo
Ovitsky, Jodi
Reilly, Beth
Snyder, Floyd
Wakefield, Laura

TECHNOLOGY

Mikeska, Brandon
Smith, Lee

SOCIAL STUDIES

Armanious, Lauren
Barber, Bill
Capozzi, Dave
Fazekas, Jason
Giacobbi, Scott
Hause, Jamey
Snyder, Victor
Svidron, Kevin

ADMINISTRATION

Bilinsky, Allan
Brunson, Chris
Campbell, John
Gumbita, Robert
Williams, Ken

LIBRARIAN

Grace, Maureen

LS STAFF

Altieri, Amy
Bann, Melissa
Bauer, Mary Ann
Bradley, Jennifer

LS STAFF

Hill, Jocelyn
Laskey, Amanda
McGill, Holly
Mickinac, Nicole
Reed, Jackie

AIDE

Bair, Deb
Cid, Lori
Rinier, Romayne

CUSTODIANS

Bandovich, Janice
Firmstone, Rich
Hare, Bill
Hare, Carl
Hilland, Bill- maintenance
Hodgkiss, Teresa
Miller, Jeff
Mizikar, Stan
Mott, Garrett
Porterfield, Jay
Semensky, Jean
Sivak, Randy- maintenance

GUIDANCE

Mikulsky, Jennifer
Potoka, Chris
Remaley, Terri
Taylor, Leigh

SERVICES

Brunson, Chris (Athletic Director)
Emde, Heather (Cafeteria Manager)
Hunker, Jennifer (Nurse)

SECRETARIES

DePalma, Christine (JR Office)
Reese, Amanda (SR Office)
Reese, Marcy (Guidance)
Speer, Georgia (SR Office)

Mt. Pleasant Area Secondary School

Chromebook Program



Mt. Pleasant Area School District
265 State Street
Mt. Pleasant, Pa 15666
724-547-4100
www.mpasd.net

Chromebook Loan Agreement

One Chromebook, charger and case are being loaned to the Student. These items are in good working order. It is the Student's responsibility to care for the equipment and to ensure it is retained in a safe environment.

This equipment is, and at all times remains, the Property of the Mt. Pleasant Area District and is herewith lent to the student for educational purposes only. The Student may not deface or destroy this property in any way. Inappropriate use of this device may result in the student losing the right to use the Chromebook. The equipment will be returned when requested by the Mt. Pleasant Area School District or sooner if the student withdraws from the District before the end of the school year.

The District Property may be used by the Student only for noncommercial purposes, in accordance with the District's Policy and rules, the District's Internet Acceptable Use Policy, and local, state and federal statutes.

Students may install Google apps from their personal account at their own expense. Please note, however, that personal apps, videos and photos may be deleted if required to free space for District apps and documents.

The Student may not allow others to make any attempts to add, delete, access or modify District owned information on any Chromebook or any school owned device.

The Mt. Pleasant Area School District network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the orderly and efficient academic use of the District network.

Asset tags have been placed on each Chromebook. These labels may not be removed or modified. If the label is damaged, contact the Technology department for replacement tags. Additional stickers, labels, tags or markings of any kind are not permitted on these devices.

An email account has been provided to each student to use for appropriate academic communications with other students and staff members only. This email is for communication within the Mt. Pleasant Area School District only.

The Student agrees to use his/her best effort to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in the Student's possession.

The Student acknowledges and agrees that the Students use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition upon request.

Responsibilities

Parent Responsibilities

Your daughter/son has been issued a Chromebook. This tool is designed to enhance and improve academic achievement and student success. It is essential that the guidelines below are followed to ensure a safe, ethical and appropriate operation of this computer.

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair or modify my child's Chromebook in any manner. I will only clean it with a dry cloth.
- I will report any problems with the Chromebook to the school and will not delete any District software.
- I will make sure my child charges her/his Chromebook nightly.
- I will make sure my child brings the Chromebook to school each day.
- I understand that if my child forgets the Chromebook, I may be asked to bring it to school.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Mt. Pleasant Area School District.

Student Responsibilities

Your Chromebook is an essential part of our learning model and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to adhere to the following rules:

- When using the Chromebook at home, at school and anywhere else that I may take it, I will follow the policies of the Mt. Pleasant Area School District, especially the Student Code of Conduct and the Internet Acceptable Use Policy and abide by all local, state and federal laws.
- I will treat the Chromebook with respect by not dropping it, exposing it to water, leaving it outdoors.
- I will not loan my Chromebook to anyone, including friends; it will remain in my possession at all times.
- I will not remove District-owned programs or files from the Chromebook.
- I will bring the Chromebook to school every day.
- I agree that any email (or other electronic communication) should be only be used for appropriate, legitimate and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair my Chromebook.
- I will return the Chromebook to school when requested or upon my withdrawal from the Mt. Pleasant School District.



2019-2020 Chromebook Protection Plan

Dear Parent/Guardian

The Mt. Pleasant Area School District operates a 1 to 1 digital learning environment for all students in grades 7 through 12. The chromebook that your child will be issued is valued at approximately \$250 and the district's operating budget fully funds this initiative. Parents must complete the Chromebook Protection Plan Form in order for their child to be issued a Chromebook. This will fully cover unintentional and non-negligent damage that may occur, for example:

- **In the event that a new device is needed, the device must be purchased through the school district.**
- **For security and monitoring reasons, non-district purchased devices will not be accepted for student use.**
- **“Lost” items are not covered under this policy.**
- **“Stolen” items will only be replaced when the district has been provided with a written police report that substantiates the device has been formally reported as “stolen.”**

As always, we thank you in advance for your understanding and support of this initiative as we strive to positively transform the learning environment for all of our students in the secondary school.

Sincerely,

Mr. Robert Gumbita
Principal, Mt. Pleasant Area School District



**MT. PLEASANT AREA SCHOOL DISTRICT
2019-2020 Chromebook Protection Plan**

Please read this entire document to determine if this program is needed for you and your child's protection against damage of the loaned Chromebook equipment in your care.

Coverage and Benefit

The agreement covers the Chromebook loaned to the student against all incidental damage. The following items are not covered:

1. A lost or stolen Chromebook
2. Damage caused by negligence, by food or drink or by pets
3. Multiple broken screens or keys
4. Willful misuse

It is the decision of the Technology Department and Administration to determine if damages were due to negligence or accidental.

Effective and Expiration

Coverage is effective from the date this completed form and premium payments are received by the school and through the date at which the Chromebook is required to be returned in good order to the school.

Premium

Please check below to indicate the number of students in grades 7-12 who will be issued a Chromebook within your household during the 2019-2020 school year:

- _____ \$25/yearly (Non-refundable) Insurance Policy (1 student)
- _____ \$40/yearly (Non-refundable) Insurance Policy (2 students)
- _____ \$60/yearly (Non-refundable) Insurance Policy (3 or more students)

_____ **I have previously purchased the Technology Protection Plan (2018-2019). With that, I understand the Coverage and Benefits.**

_____ **NO, I decline the Technology Protection Plan service and I understand that I am responsible for 100% of any damage or loss to my loaned Chromebook.** The current replacement value of a Chromebook is \$250.00.

Student #1 (Print):	Student #2 (Print):	Student #3 (Print):
_____	_____	_____
<i>Last Name</i>	<i>Last Name</i>	<i>Last Name</i>
_____	_____	_____
<i>First Name</i>	<i>First Name</i>	<i>First Name</i>
_____	_____	_____
<i>Grade Level</i>	<i>Grade Level</i>	<i>Grade Level</i>

This form must be signed and returned with payment, prior to the distribution of the district-owned Chromebook. In order to guarantee distribution, payment must be received by September 6, 2019. Payments made after this date (including the day first day of distribution) will be processed as they are received. Forms and payments will be collected by the building office. Please make check or money order payable to MPASD.

(By signing below), I acknowledge that I have read the necessary provisions related to the Chromebook Protection Plan)

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Mt. Pleasant Area School District Internet Acceptable Use Policy

****This page MUST BE SIGNED AND RETURNED before a student receives school-issued any technology and equipment****

I have read and agree to abide by the Internet Acceptable Use Policy. I understand that any violation of the established terms and conditions set forth by the Policy is inappropriate and may constitute a criminal offense. As a user of the District's Computers/Networks/Internet, I agree to communicate over the Internet and Network in an appropriate manner, honoring all applicable laws, restrictions and guidelines. I have read and understand in full the responsibilities of the use of school-owned equipment.

***Teachers, Building Principals, the Technology Department and Administration will be responsible for determining what constitutes inappropriate and unauthorized use. The Principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Internet Acceptable Use Policy and related Guidelines, and may take additional disciplinary action as is applicable to the Student Conduct Policy.*

By signing this form, I acknowledge that my daughter/son will adhere to the following:

1. I give my permission for my child to access and use the Internet at school and for the Mt. Pleasant Area School District to issue an Internet/Gmail account to my child.
2. I have read and understand the responsibilities of my child with regard to school-issued equipment and Network/Internet.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Name of Student

Signature of Student

Date

**TO BE COMPLETED, SIGNED AND RETURNED TO YOUR BUILDING PRINCIPAL
Mt. Pleasant Area School District**

**Mt. Pleasant Area School District
Code of Student Behavior**

I, the undersigned, acknowledge and understand the information as stated in the Student Handbook and in the Mount Pleasant Area School District Code of Behavior. I agree to abide by these rules and regulations. Furthermore, I acknowledge that it is my responsibility to be familiar with and read the Student Handbook which is found online at the school district website (www.mpasd.net). Failure or refusal to sign this form does not exclude or exclude or exempt my child from abiding by the rules and regulations of the Mount Pleasant Area School District as adopted by the Board of School Directors.

Student's Name (Please Print) _____

Student's Signature _____

Parent/Guardian Signature _____

Date _____

I grant permission for my child to be photographed/videotaped for school related purposes and possible public release to local media such as the Mount Pleasant Journal , MPATV, School newsletter, etc.

Parent Signature _____

TO BE COMPLETED, SIGNED AND RETURNED TO YOUR BUILDING PRINCIPAL
Mt. Pleasant Area School District

IF YOU DO NOT HAVE INTERNET ACCESS AND REQUIRE A HARDCOPY OF THE STUDENT HANDBOOK, PLEASE RESPOND IN WRITING
TO THE HIGH SCHOOL OFFICE.

Mt. Pleasant Area School District
Procedure for Damages Not Covered

1. Did not purchase the annual Technology Protection Plan:

- A. Parent/Student will complete the Damage Report
- B. Technology Department will assess damage and prepare repair cost
- C. Parent/Student will be issued invoice for itemized repair cost.
- D. Record of said invoice sent and any payments received will be sent to the building office for the student's record.

2. Technology Protection Plan purchased but repairs not covered, or Chromebook is lost or stolen:

- A. Parent/Student will complete the Damage Report.
- B. Technology Department will assess damage and prepare repair cost.
- C. Technology Department will provide an explanation of why the damage was deemed not to be covered by Technology Protection Plan.
- D. Parent/Student will be issued invoice for itemized repair cost.
- E. Record of said invoice sent and any payments received will be sent to the building office for the student's record.

List of Repair Cost (Subject to change):

- LCD \$89.00
- Bottom Cover \$79.00
- Palmrest \$119.00
- Display Bezel \$59.00
- Keyboard \$100.00
- Charging Port \$79.00
- Charging Cable Replacement \$20.00 (Lost cable is not covered by insurance)

MCKINNEY VENTO and HOMELESS STUDENT Referral Process

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program was established to make sure homeless youth have access to free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations. If you are aware that a student is experiencing homelessness, please contact the District Liaison, Mrs. Cassie Moorhead at 724-547-4100 Ext: 4700.

Who Are Homeless Children and Youth

- Children and Youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
- Children and youth who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because the children are living in a circumstance described above.