

**McConnellsburg
Middle-Senior High School**

STUDENT HANDBOOK 2009-2010

**151 East Cherry Street
McConnellsburg, PA 17233**

**Principal: Todd B. Beatty
Director of Education: Dwayne D. Northcraft**

**Main Office: (717) 485-3195
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Office Hours: 7:30 a.m. - 3:30 p.m.**

**SCHOOL COLORS
Blue & White**

**SCHOOL MASCOT
Spartans**

THIS PASSPORT BOOK BELONGS TO:

NAME: _____

ADDRESS: _____

_____ **PHONE:** _____

When a student changes his/her address or phone number, the middle-senior high school office is to be notified immediately. This is especially important so that we can keep our attendance, student, and transportation records up to date.

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ALMA MATER

There's a school in Fulton County
A school we all love well.
And its sturdy sons and daughters
Its virtues love to tell.
Sing it out among the high schools
Spread the tale with vim and might.

For McConnellsburg stands defended
By the Blue and by the White.
When at last our days are over
And the last exams we've passed.
We will say goodbye forever
To our teachers, school and class.
We will then take school day victories
Into the world's grim fate and might.
And our victories will remind us
Of the Blue and of the White.

WELCOME

This handbook has been compiled and published to help familiarize you with McConnellsburg Middle-Senior High School. You should become knowledgeable of the curriculum, routine, activities, and policies of the school. This will give you a common base from which you can discuss your child's education with your son/daughter. Also, be sure to view the school website at www.cfsd.info for additional information.

Success and education are greatly enhanced when a cooperative effort exists between parents and educators. Therefore, we seek your cooperation and assistance in achieving the best results for your child. Your encouragement of good study practices will greatly enhance your child's chances at success.

This school exists solely for the purpose of preparing you, the student, for a successful future. The habits and attitudes you develop will serve as cornerstones for the quality of your life for years to come. It is the school's responsibility to offer you the best we can with the resources we have at our disposal. It is your responsibility to choose wisely from these offerings and be an active member of your school.

VISITORS

All visitors must report directly to the office and sign in as soon as entering the building. All visitors must have a visitor's pass. Former graduates may visit faculty members after 2:45 p.m.

BOARD MEMBERS

Dennis R. Richards, President
Dr. Brent L. Carlson, Vice President
Robert C. Snyder, II
Gary Shives
Linda H. Garber
Rick Marshall
Cory Gress
Parker Knepper
James L. Babinsack
James M. Schall, Solicitor

ADMINISTRATION

Dr. Julia M. Cigola
Dwayne D. Northcraft
Todd B. Beatty
Ginger Thompson
Angela Marshall
Jolinda Wilson
Brent Seville
Superintendent
Dir. Of Education
Principal
Dir. of Special Education
Transportation Director
Business Manager
Bldg. & Grounds

FACULTY

Diane Benedick	Science (6)
Catherine Carbaugh	English (8)
Lana Crouse	Science (8)
Bradley Dickerson	Art (MS & HS)
Dorothy Doyle	Science (MS & HS)
Joni Dunkle	Mathematics (11 & 12)
Michele Eichelberger	Science (11 & 12)
Craig Elbin	Science (10)
Cindy Fraker	Librarian (MS & HS)
Tim Fowler	English (11)
Dave Garland	Phys. Ed. (MS & HS)
Lynette Gelvin	Health Technician
Donnie Gordon	Mathematics (9-12)
John Griest	English (7)
Carleen Grissinger	Guid. Counselor - MS
Todd Grissinger	Social Studies (7)
Keturah Gurish	Special Education (MS)
Jessica Fish	Phys. Ed/Health (10-12)
Susan Harclerode	Special Education (MS)
Gregory Hays	Science/Driver's Ed (9)
	Athletic Director
Lin Henry	English (9)
Linda Heuston	Math (6)
Lee Hipkiss	Industrial Arts (9-12)
Melissa Horton	Child Care (9-12)
Kathy Kendall	Phys. Ed/Health (MS)
Thomas Mathews	Foreign Language
Josh McKelvy	Social Studies (9)
Shelly McMullen	Guid. Counselor - HS
Denise Mellott	English (6)
Ann Meyers	Science/Ag Science (9-12)
Mac Miller	Social Studies (HS)
Dee Henry	Reading
Robert Paruch	Social Studies (11)
Bridget Pepple	Emotional Support
Sheri Perry	Business (9-12)
Barbara Sowers	Home Economics
Larry Stepler	Music (MS & HS)
Josh Strait	Social Studies (MS)
Gregory Strine	Music (MS & HS)
Marilyn Testerman	Mathematics (MS & HS)
Sharon Truax	Mathematics (7 & 8)
Dayton Tweedy	Special Education
Colleen Varner	English (10 and 12)
Lisa Wenschhof	Technology Specialist

FULTON COUNTY VO-TECH

Elizabeth Cheattle	Director
Elisa Ramsey	Welding
Brandi Mellott	Health Assist
Steven M. Sellers	Building Construction
Todd Wolford	Drafting & Design
Christy Wahl	Special Populations Coordinator
Joyce Shull	Co-op Coordinator

Faculty Authority

There is no division of authority among the faculty of McConnellsburg Middle-Senior High School. Teachers are authorized to reprimand or correct misbehaving students at any time or any place during the school day and at any function or activity, as the parent/guardian may exercise over them. (Public School Code, Section 1317) Faculty may use reasonable force in the following situations: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Central Fulton School District School Calendar 2009-2010

August 24th	Teacher In-Service
August 25th	Teacher In-Service
August 26 th	First Day for Students
September 7th	Federal Holiday—Labor Day
October 16 th	Teacher In-Service/Pro. Dev.
November 11th	Act 80—No School for Students
November 25th	Early Dismissal
November 26-27th	Thanksgiving Break
November 30th & December 1st	Antlered Deer Season
December 23rd	Early Dismissal
December 24th thru January 1st	Winter Break
January 4th	Return to School
January 18th	Federal Holiday—MLK Day *
February 12th	Mid Winter Break *
February 15th	Federal Holiday—Presidents Day
March 31st	Early Dismissal
April 1st	Spring Vacation *
April 2nd	Spring Vacation
April 5th	Spring Vacation *
May 31st	Federal Holiday—Memorial Day
June 1st	Teacher In-Service
June 2nd	Last Day of School

* Makeup days:

January 18th, February 12th, April 1st, April 5th

EMERGENCY CLOSING & DELAYS

In the event school is canceled or delayed due to inclement weather, this information will be made available by the following:

- Announced on the following radio stations:
WAYZ 104.7, WGLL 92.1 GOLD,
WIKZ 95, WFGY 98.1
- Announced by television stations:
WHAG-TV25, WJAL-TV10, WJAC-TV6

Vo-Tech Closing: If two schools are closed, Vo-Tech will be closed. The Vo-Tech will make every attempt to coordinate with member schools on early dismissals.

BELL SCHEDULE

Senior High

7:30-8:07 Breakfast

8:07 Warning Bell/Homeroom

8:07-8:13 Attendance/Announcements

<u>PERIOD</u>	<u>BELL</u>
1	8:16-8:58
2	9:01-9:43
3	9:46-10:28
4	10:31-11:13
“A” Lunch	11:13-11:48
5	11:16-11:58
“B” Lunch	11:58-12:30
5	11:48-12:30
6	12:33-1:15
7	1:18-2:00
8	2:03-2:45

2:46 Activities

3:30 Teachers Dismissed

All classes are 42 minutes

BELL SCHEDULE

Middle School

7:30-8:07 Breakfast

8:07 Warning Bell

8:09-8:16 Attendance/Announcements

<u>PERIOD</u>	<u>BELL</u>
1	8:16-8:58
2	9:01-9:43
3	9:46-10:28
4	10:31-11:13
5	11:16-11:58
6	12:01-12:43
“C” Lunch	12:46-1:15
7	1:18-2:00
8	2:03-2:45

2:46 Activities

3:30 Teachers Dismissed

All early dismissals are scheduled for 1:00 p.m. In the event school would close early due to inclement weather, information is made available on radio and TV stations. In the event school is delayed 2 hours, school will start at 10:00 a.m. A bell schedule will be provided upon request.

MISSION STATEMENT

The mission statement of the Central Fulton School District, in partnership with parents and community, is to develop in all students the knowledge, skills, and ethics necessary to maximize their potential, to become life-long learners, and responsible, productive members of society.

BELIEF STATEMENTS

1. Education must be student centered and developmentally appropriate.

2. All students must acquire a love for learning to succeed in life.
3. All students, regardless of differing abilities, are an integral part of the learning community and should be given the opportunity to participate in all aspects of school life.
4. All students can achieve. They must believe they can achieve in order to have a positive sense of self.
5. A positive environment must be provided for students, administration, professional, and support staff.
6. All persons must recognize individual differences in ethnic or social backgrounds or religious convictions and treat each other with respect.
7. Independent thinking and reasoning skills are essential to succeed.

PUBLIC AWARENESS DOCUMENT

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004). The IDEA 2004 required each state educational agency to publish a notice to parents, in newspapers or other media, prior to any major identification, location, or evaluation activity. The IDEA 2004 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Acts of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations were amended in 1996). Pennsylvania special education regulations require each school district/charter school to fulfill the IDEA 2004 notice requirement by providing an annual public notice. To comply with the above requirements, this publication is the annual public notice for the school districts, charter school, and intermediate unit in the accompanying list. Note: The federal statute upon which this notice was based became effective on July 1, 2005.

A public school district/charter school is required by the IDEA 2004 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: the duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correction institutions rests with the school district within whose boundaries such an institution is located). Pennsylvania must adopt state laws, regulations, and/or policies conforming to the IDEA 2004 which school district/charter school must follow. School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed

instruction and have one or more of the following physical or mental disabilities:

- Autism
- Deaf-blindness
- Deafness
- Developmental Delay – (Early Intervention Identification)
- Emotional Disturbance
- Hearing Impairment
- Mental Retardation
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech/Language Impairment
- Traumatic Brain Injury
- Visual Impairment

Early Intervention

The IDEA 2004 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district/charter school's age of beginners. In Pennsylvania, a child between 3 years of age and the school district/charter school's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Tuscarora Intermediate Unit (IU) 11 provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact IU 11 at 814-542-2501 or 717-899-7143. Ask for an Early Intervention Supervisor.

Screening

The Tuscarora Intermediate Unit 11 and each school district/charter school in Fulton County has established and implemented procedures to locate, identify, and evaluate students and young children suspected of having a disability. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special non-graded classes, first second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening.

In buildings which have a Pre-Referral Team, Child – Study Team or Instructional Support Team (IST), the above screening activities may lead to consideration by the teams to move the next level of screening activities. The Tuscarora Intermediate Unit 11 and the school district/charter schools have an established annual schedule to conduct screening

activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Parents, guardians or surrogate parents may contact their local school district/charter school or Tuscarora Intermediate Unit 11 contact person to obtain specific information about the times and locations of screening activities. Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary.

Evaluation

When screening indicates that a student may be a child with a disability, the school district/charter school will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not mean basic test administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district/charter school has timelines and procedures specified by law which it must follow.

Parents who think their child may have a disability may request, at any time, that the local education agency conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district/charter school/intermediate unit shall provide the parent with a form for that purpose. Pre-Referral Team, child-Study Team, or Instructional Support Team (IST) activities do not serve as a bar to the right of a parent to request, at any time, including prior to or during the conduct of instructional support activities, an evaluation.

Parents also have the right to obtain an independent educational evaluation. The school district/charter school must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Educational Placement

Following the evaluation report, in Individual Education Program (IEP) must be developed by a team of people. The

IEP team must include the parent(s) of a child with a disability. Other required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one related services provider, and a representative of the school district/charter school. The IEP team develops a written education plan called an IEP. The IEP shall be based on the results of the evaluation report.

An IEP describes a student's current educational levels, goals, objectives, and the individualized programs and services that the student will receive. IEPs are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

- Itinerant – Regular classroom instruction for most of the school day
- Resource – Special education provided in a resource room for part of the day
- Part-time – Outside the regular classroom but in a regular school for most of the day
- Full-time – Special education class located in or outside of a regular school

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students in Accordance with Section 504 – The Rehabilitation Act of 1973

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district/charter school must ensure that protected handicapped student have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district/charter school will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate for the student. In order to

qualify as a protected handicapped student the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" may be distinct from those applicable to disabled or thought-to-be disabled students. The school district/charter school or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the school district/charter school.

Confidentiality

Each school district/charter school protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for the purposes of this notice, means the local school district, charter school, and /or the Tuscarora Intermediate Unit 11. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information – confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information – information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record. The school district/charter school/intermediate unit will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records that parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the school district/charter

school to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the district cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The school district/charter school/intermediate unit will decide whether or not to amend the record and will notify the parents in writing of its decision. If the school district/charter school/intermediate unit refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing. The school district/charter/intermediate unit school will inform parents when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents. Parents have a right to receive a copy of the material to be destroyed. However, a permanent record of a student's name, address, telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.

The school district/charter school/intermediate unit will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school district/charter school/intermediate unit keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

3. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed

without consent to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the school discloses education records without consent to officials of another school district/charter school in which a student seeks or intends to enroll.

4. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

5. If the school district/charter school reports a crime to law enforcement officials, copies of the child's special education and disciplinary records will be transmitted only to the extent that the transmission is permitted by FERPA.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district, charter school, or Intermediate Unit 11 and request an explanation.

The school district, charter school, or Intermediate Unit 11 will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, arrangements will be made for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

The Tuscarora Intermediate Unit 11 and the participating school districts and charter school will not discriminate in their educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For information regarding civil rights, grievance procedures, services, activities, programs, and facilities that are accessible to and usable by individuals with disabilities, please contact

one of the following individuals that is most appropriate to your concern:

Central Fulton School District:
Ginger Thompson – 717-485-3195
Pre-School Children (Ages 3 to 5)
Sandi Dinardi – 814-542-2501 or 717-899-7143
Non-Public Schools Located in IU 11:
Linda Dell – 814-542-2501 or 717-899-7143
Tuscarora Blended Learning Charter School:
Daryl Smith– 888-541-5830
Tuscarora Intermediate Unit 11:
Sandi Dinardi – 814-542-2501 or 717-899-7143

Military Access

Both federal and state laws require that school districts provide military recruiters access to secondary school students-- names, addresses and telephone listings of **junior and senior year students** when requested. If you want the school to exclude your child's information from the list, you must submit a written request to the guidance office by September 30th of each year. Military recruiters are entitled to request and receive these lists throughout the year.

SCHOOL HEALTH SERVICES

If your child is ill, keep him/her home. Do not send your child to school if their temperature is 100 degrees or higher. A School Nurse and/or Health Room Technician are on duty during the regular school day. Unless there is an emergency, the student must be excused by the subject teacher or study hall teacher to go to the nurse's office with his/her hall passport book. The nurse or designee will decide if it is necessary for the student to be excused. If so, she will make the necessary arrangements.

Please complete the Emergency Information Update form that is sent home at the beginning of the school year. Please notify the nurse when any information changes throughout the school year; including new health conditions, allergies, medications, and phone numbers.

The Pennsylvania State Health Law mandates annual vision screening for all students; annual hearing screening for students in grades K, 1, 2, 3, 7, and 11; a dental examination for students in grades K, 3, and 7; and a physical examination for students in grades K, 6, and 11. Annual heights and weights are recorded for all students.

No child will be admitted to school unless all of the state required immunizations are met. The requirements are:

4 doses of tetanus and diphtheria, given as DTP/DtaP/DT/Td
(1 dose after 4th birthday)

3 doses of polio (1 dose after 4th birthday)

2 doses of MMR (measles, mumps, rubella)

3 doses of hepatitis B (properly spaced)

2 doses of varicella (chickenpox) or history of disease (2nd dose needed by 2010-2011)

Children entering 7th grade in 2009-2010 will need:

1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

1 dose of meningococcal conjugate vaccine (MCV)

These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, they will be removed from school during an outbreak.

MEDICATIONS

It is the procedure of the Central Fulton School District to administer prescription and non prescription medication only when absolutely necessary. Emergency medication must be provided by the parent/guardian for those students that require emergency medication to be kept at school.

If it is necessary to take medication at school the followings steps must be taken:

1. All prescription and over-the-counter medications require a doctor's order.
2. A Medication Order Form must be obtained from the nurse's office and filled out by the doctor.
3. The parent/guardian must sign the Authorization on the Medication Order Form.
4. The Medication Order Form must be returned to the nurse's office with the doctor's order completed and the Authorization signed by the parent/guardian.
5. Asthma inhalers must also have an Asthma Action Plan completed by the physician and signed by the parent/guardian. This form can be obtained from the nurse's office. Students with severe asthma may need to carry their inhalers with them; this will be permitted with a doctor's order. The student must report to the nurse's office immediately following the use of the inhaler.
6. Students with bee sting allergies need to have a Bee Sting Allergy Action Plan. This form can be obtained from the nurse's office.
7. Students with diabetes need to have a Diabetes Action Plan. This form can be obtained from the nurse's office.
8. Prescription and over-the-counter medication must be in the original container. Inhalers and EpiPens must be in their original box. (The pharmacy can provide an extra labeled container for prescription medications.) Sending medications in a plastic bag, envelope, or other container is not acceptable and will not be administered to the student.
9. The parent/guardian must bring the medication to school.

It is the student's responsibility to come to the nurse's office to receive their medication. The school and its staff are not responsible for the benefits or consequences of the prescribed medication.

The nurse will provide emergency first aid only. She will not diagnose or administer medication unless prescribed by a physician. It is recommended that the parent/guardian of any student on prescriptive medicine get in touch with the nurse and make arrangements for the nurse to dispense necessary medication.

PEDICULOSIS (Head Lice) POLICY

The following administrative guidelines will be used to enforce this policy.

1. As soon as possible in the school year, all elementary children will be examined for lice or nit infestation by school personnel designated responsible for the task. Secondary students who have direct relationship or link with an elementary student found to have head lice or nits will be examined.
2. Those children found to have lice or nits are to be sent home immediately.
3. Children returning after lice treatment and /or nit removal will need to be examined by the designated school personnel prior to readmission to the classroom. Children returning after lice treatment must be brought to school by a parent/guardian so that if they are not nit-free, they can be sent home immediately.
4. Parents/Guardians of children found to have lice or nits shall be given five school days marked legally absent. Absences beyond 5 shall be considered illegal. **Continued outbreaks will result in a report filed with Children Services.**

SCHOOL OPERATIONS

Announcements

All announcements should be submitted in to the office by 7:45 a.m. If the announcements are not turned in on time, they will be placed on the daily bulletin. It is the responsibility of all students to listen to the announcements and react appropriately.

Assembly Courtesies

In addition to being a source of entertainment and information, assemblies provide an opportunity to display proper crowd courtesies. Whistling, stamping of feet and other discourteous actions has no place in an assembly.

1. Students must sit in their assigned seating area at all assemblies. Failure to do so may result in automatic expulsion from that assembly and possible loss of subsequent assembly privileges.
2. Students will be called to assemblies. Homeroom teachers will accompany, seat and supervise their class.
3. Students are not to bring homework or other materials to the auditorium unless requested to do so.
4. Students are to refrain from placing feet or knees on seats.
5. Students removed from previous assemblies are not permitted to attend.

Emergency Drills

Regular drills are required by law in order to keep students and staff familiar with evacuation procedures in the event of an emergency and are conducted by the Central Fulton School District.

Federal Lunch Programs & Lunch Periods

The Central Fulton School District participates in the federal free and reduced lunch program. Any interested student should contact Chef Adam at McConnellsburg Middle-Senior High School for application instructions.

Students may not charge meals in excess of \$5.00 dollars. Students that fail to pay the account in full will be placed on a "cash only" status. Students listed as "cash only" must pay cash value for the lunch, pack their lunch, or receive a sandwich of the school's choice. There will be no charging of Ala Carte' items. Students who owe on their meal account will not be allowed to buy Ala Carte' items until the meal account is at least at a zero balance.

Parents may pre-pay for future meals provided the meal account does not contain a negative balance. Parents may choose to place money in the meal and/or Ala Carte' account. Money may not be taken from the meal account to pay for Ala Carte' items; however, lunch may be paid using the Ala Carte' account.

To encourage good nutrition, a well-balanced meal is offered at a reasonable price. Students are to report directly to the cafeteria during their lunch periods. To maintain proper sanitary conditions the cafeteria management and your fellow students will especially appreciate your cooperation by:

- a. avoiding loud talking and unnecessary noise.
- b. depositing all lunch litter in the proper container.
- c. returning all trays and utensils to the dishwashing area.
- d. leaving the table and floor around your area in a clean condition for the use of other students.

Students who abuse cafeteria privileges or procedures will be assigned appropriate clean-up duties under the supervision of cafeteria lunch duty monitors.

Insurance

Any time a student is injured and has school insurance coverage (school time, 24 hour, or athletic) he/she should come immediately to the nurse's office and request an insurance claim. Students are encouraged to purchase an insurance policy. Parents are reminded that these accident insurance policies are just accident policies and not general health policies. It is highly recommended that all students have some type of health care insurance coverage.

Enrollment Requirements

1. The student to be enrolled must live with his/her parents/guardians who are residents of the Central Fulton School District,

OR

- An application questionnaire must be completed to establish that a parent/guardian or individual residing in the Central Fulton School District has custody or guardianship of the student.
2. A completed Act 26 form to verify that the student has not been suspended or expelled from his/her previous school district for a weapons violation.

3. Receipt of academic, special education (when applicable) and health records from the child's previous school district. If the records have not been brought with the student, our school will request these records upon a signed release form from the parent/guardian.
4. Students will not be able to start until all of the above records are received.
5. **A student whose last school district placement was alternative education will be enrolled into a similar alternative education placement by the district of residence.**

Personal Valuables

The school district will not be responsible for the personal property of pupils, employees, or other personnel using the school facilities. Articles of clothing, jewelry, money, and any other items of a personal nature are the responsibility of the student, employee, or person while he/she is in the school facility.

Dances

1. The following arrangement must be made through the main office at least three weeks prior to the dance by the class or group advisor:
 - a. Police
 - b. Disc Jockey or band
 - c. Chaperones – 2 teachers and 2 parents
2. The group sponsoring the dance must pay a janitor and fire police person.
3. Any guest not a student at MMS/HS must be approved by the administration and will be the responsibility of the student who sponsors the guest. Guests must be in at least 6th grade and no one over the age of 21. To request approval a guest permission form must be picked up in the high school office one week prior to the dance.
4. Students enrolled in an alternative education program are **not** permitted to attend an MM/HS dance including the Snow Ball and Prom.
5. Junior/Senior Prom will be open only to grades 9-12 and no one over the age of 21. **Guests to the prom must submit a photo ID for verification.**
6. Dances sponsored by outside organizations must follow the same guidelines as school sponsored dances.
7. Student must be in attendance one half day the day of the dance.

Obligations

Students with outstanding obligations will not be permitted to attend any school function until the obligation is satisfactorily met. Examples include, but not limited to: Jam Session, Field Trips/Class Trips, Jr./Sr. Prom, Graduation.

Dress Guide

Clothing generally depicts personality and character. Although students exhibit different tastes in the selection and wearing of clothing, it is important in a public high School that dress reflects good taste. Since the word "taste" can denote different meanings for different individuals, the following guidelines for students have been established in order that their individuality can be maintained. Clothing worn in poor taste, however, cannot be tolerated in an atmosphere where learning is more important than recreation.

Dress Code

- A. Shoes causing a safety hazard or disrupting the educational environment are not permitted.
- B. No bare midriffs.
- C. Shirts with profanity, obscene language, or suggestive pictures, words, or letters are prohibited.
- D. Students are permitted to wear shorts or skirts that are no higher than 3 inches above the top of the knee cap
- E. Hats, sweatbands, bandanas, etc. or any other head coverings are **not** permitted.
- F. Students are not permitted to wear pants with leg bottoms that drag under the feet.
- G. Long coats (trench coats, etc.) may be worn to school only, not to classes.
- H. Students may be prohibited from wearing certain articles of dress and/or accessories that might constitute a health or safety hazard.
- I. Clothing, buttons, accessories or other insignia intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views are prohibited.
- J. Clothing, buttons, or other wearing apparel which condone or promote the use of alcohol, drugs, sex, tobacco, violence, as well as any visible profanity, obscenity or suggestive language are prohibited.
- K. Pants must be worn at waist level.
- L. Sleeveless shirts, low cut tops, spaghetti straps, and strapless attire will not be accepted.
- M. Undergarments are not to be visible to others, especially when seated.

Dress Guide violations:

- A. 1 violation = warning
- B. 2nd violation = 1 day of detention
- C. 3rd violation = 2 days of detention
- D. 4th and each reoccurring violation = Saturday Detention

Corridors and Lockers

1. Students are to report to the cafeteria prior to 8:00 AM. At 8:00 AM students may enter through the front doors of the middle/high school. Students are not permitted to possess open containers or beverages of any kind beyond the front corridor area. Containers to be consumed as part of the student's

lunch shall remain in the locker unopened until the student is seated in the cafeteria.

2. Students are not permitted to loiter around the building or wander in the halls at any time.
3. All students must be in their homeroom seated by 8:07 or they will be considered tardy to school.
4. Any student in the corridor during class periods must have his/her hall passport book.
5. Students are not permitted to:
 - a. Run, loiter, push or shove in the corridor or on the stairs.
 - b. Interrupt classes which are in session.
 - c. Sit on window ledges or heating units.
6. Students who are not involved in extra curricular activities under the supervision of school personnel are to be cleared of the building by 3:00 p.m. Exit doors will be locked at this time.
7. The school district provides a hall locker and a gym locker which should be kept locked at all times. Students are discouraged from keeping valuable personal items in their lockers. Teachers may schedule periodic inspections to ensure that lockers are orderly and have received regular cleaning. Rental locks will be made available to students who wish to acquire a lock. Rental cost will be determined by the cost of the lock and will be returned to the student when the lock is returned. If the lock is lost or damaged, the student will forfeit the rental fee.

Locker Searches

The hall and gym lockers are owned by the Central Fulton School District. They may be searched and/or inspected by the school administration. When practical, the student may be asked to be present. Whenever the search of a student's locker is prompted by reasonable suspicion that the contents of a student's locker pose a threat to health, welfare, and safety to the school community, the administrator may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school without prior warning to the student. The Board authorizes the use of canine "sniff" searches or other detection devices of lockers to identify lockers that should be opened to be searched.

Use of Drug Detecting Dogs

The Central Fulton School District has authorized the use of Drug Detecting Dogs at the McConnellsburg Middle-Senior High School and Elementary School. All students need to be aware that the search will be periodic and unannounced and will include all lockers and vehicles on school grounds. The administration also performs random, periodic and unannounced drug swipe tests on student lockers.

Electronic Devices

Section 1317.1 of the Public School Code prohibits the use of electronic equipment communications devices. Students possessing such devices will be required to surrender them to

teachers and/or administration and the device will be turned over to the parent/guardian. Including, but not limited to the following items **may not** be brought to school because they are distractions:

- a. Pagers (Prohibited by ed code)
- b. Walkman, CD players, radios
- c. Cellular phones
- d. Electronic games
- e. Laser pointers
- f. Skateboards

Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students have a responsibility to develop a climate within the school conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administration, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Responsibility for School Property

Students and parents/guardians shall be liable for school property lost, damaged, defaced, or destroyed. Textbooks are on loan to students and they are responsible for them until the books are returned to the instructors. Reimbursement of lost or damaged books will be paid by the student assigned regardless of how damage or loss occurred. Students and parents/guardians will be notified about the damaged or unaccounted for items and the replacement cost. If no payment is received, legal action will ensue.

Student Driving Rules and Regulations

All students who drive to school must register their vehicle in the principal's office in order to be permitted to park on school property. Students who can substantiate a need to park in the student parking lot will be asked to submit an application bearing the parent's/guardian's signature. Driving and parking at McConnellsburg Middle-Senior High School is a privilege rather than a right. Unregistered vehicles will be subject to fines or towing at the owner's expense.

1. All traffic laws of the state and borough are in effect on the school campus.
2. It shall be the student's responsibility to notify the office should any information change that is recorded on the application form, such as change in vehicle or license number.
3. Students who fail to observe parking guidelines on a repeated basis shall lose parking privileges. Letters will be forwarded to parents/guardians and students.
 - A. Upon recommendation of the administration, first offense will generate a warning.

- B. Second offense will be cause for a two week suspension of driving privileges.
 - C. Third offense will result in a final suspension from driving on school property for the remainder of the school year.
 - D. In the event of a very flagrant or serious violation of driving privileges, A and B may be bypassed.
4. Under no circumstances are any student vehicles permitted to enter the bus unloading zone in the front of the middle-senior high school between 7:30 – 9:30 a.m. and 1:30 – 3:30 p.m. on school days. Such action is considered a violation which is prosecuted through the local magistrate’s office.
 5. If a student’s vehicle is parked on school property and does not have a permit hanging from the mirror, the student will be asked to remove it from school property. Failure to do so will result in a fine or it will be towed at the owner’s expense.

STUDENTS IN ALTERNATIVE EDUCATION PROGRAMS

Students placed in an Alternative Education program are not permitted to participate in any MHS/MMS sponsored athletic or extra-curricular program.

MAKEUP WORK

Any student who has been legally excused from school will be granted the privilege of making up work. It is the student’s responsibility to make arrangements with all teachers upon the first day of return. The student will be given three school days in which to submit school work. Extended illness will be addressed on an individual basis.

Tests, examinations, and class work assignments completed on a day when a student is unexcused or illegally absent/tardy from school shall result in a zero.

ATTENDANCE

McConnellsburg MS/HS is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school.

- I. Excused absence – includes the absence of a student for any of the following reasons:
 1. Illness
 2. Quarantine
 3. Death in the immediate family
 4. Impassable roads
 5. Excused upon a farm or domestic service emergency permit
 6. Exceptionally urgent reasons such as affect the child and ordinarily do not include work at home
- II. Illegal Absence – charged to all students 16 years of age and younger for violation of the attendance laws.

- III. Unexcused absence—charged to any student 17 years of age or older.
- IV. Tardy – shall mean the missing of up to 1 ½ hours of school.
 1. A doctor’s excuse must state was seen and presented upon arrival at school.
 2. Student’s will be marked as excused tardy if a parent note is presented upon arrival at school for a maximum of five times in a school year. Additional tardies will be marked unexcused.
 3. Four unexcused tardies to school will result in after school detention **only**.
 4. More than four unexcused tardies will result in a Saturday detention.
- V. Homebound for Illness
 1. Statement from physician on the nature of medical problem and the length of time for homebound instruction.
 2. Parent/Guardian and student must communicate with the guidance counselor prior to the start of homebound instruction.
 3. Students on homebound instruction must meet with the instructor at pre-arranged times.

Attendance Policies:

1. Any student returning to school after an absence must bring a written excuse, signed by the parent/guardian, stating the reason for the absence. A student who has been absent from school due to illness for three consecutive days must present a doctor’s excuse stating was seen. All students must have their excuse submitted to the attendance officer by 3:00 p.m. the second day of their return or the day(s) of absence will be marked illegal/unexcused.
2. After a student under 17 years of age has accumulated 3 days of illegal absences, a legal notice will be sent to the parent/guardian as per the law. For any illegal absence thereafter, formal charges will be brought against the parent/guardian in accordance with state regulations on school attendance. **A letter will also be sent to Children Services.**
3. A letter will be sent after the tenth parent excused absence from school explaining that a doctor’s excuse will be required for future absences. The doctor’s excuse must be signed, dated, and state that the student was seen by a doctor.
4. All educational trips must be submitted for approval prior to the trip on a standard form that can be obtained in the high school office. The student will be responsible for work missed. A journal concerning the activities of the trip must be submitted within 5 days. A maximum of 7 days per year will be permitted for educational trips. Educational trips will be denied for less than 90% attendance rate and more than one failing grade. Seniors will not be permitted educational days during the Senior Class trip.

5. A senior student shall be allowed a total of two days excused absences, if attendance is a minimum of 90%, to visit colleges for an interview providing the school receives a signed statement from a college official verifying the attendance.
6. Written parent/guardian permission is required for students to be dismissed before the regular dismissal hour.
7. Students who arrive tardy must report directly to the office as soon as they enter the building. The student will sign in at the office and receive a tardy slip.
8. The parent or guardian of every Middle School student that is being excused early must enter the Middle School office and sign the student out.

Extracurricular Attendance

The same rules and regulations that govern the student body during the regular school day will be enforced at all school-sponsored events whether on or off the school premises. To attend any school activity students must be in attendance ½ day during the day of the event.

Participating in Senior Class Trip

Seniors understand that even though they may have paid for part or their entire senior trip, school personnel may deny their participation in the trip based upon behavior of the student during the school year. Below is a list of some, but not all, of the reasons they may not be allowed to participate:

1. Three separate offenses of Saturday School or out-of-school suspension.
2. More than three unexcused or unlawful days of school missed.
3. More than 15 days of school missed.
4. Community service hours and Educational Project not completed.
5. Any drug or alcohol offense at school or school events.
6. **NO** early dismissals on the day of the trip.
7. Seniors not going on the trip must be in school.
8. All monetary obligations must have been met before first deposit money is paid.

Extended illnesses will be considered on an individual basis.

Library Services

The McConnellsburg Middle-Senior High School is a learning center that provides materials, services and facilities to meet the information needs of the instructional programs of the district. The library helps to ensure that students and staff are effective users of ideas and information. This is done by providing access to information in all types of formats and by providing instruction in the ability to find and use this information. Students who have outstanding obligations to the library will not be permitted to sign out any library materials.

Work Permits

The guidance office will issue general and vacation employment certificates. General employment certificates may be issued only under special conditions. Vacation employment certificates entitle a minor, fourteen to seventeen years of age, to work at a time that does not interfere with school attendance. To receive a work permit the student must bring evidence of age (birth certificate, baptismal certificate, etc.) and be accompanied by a parent/guardian to the guidance office.

Student Assistance Program (SAP)

SAP is designed to improve the quality of education at Central Fulton School District by providing assistance to students troubled by emotional or drug and alcohol related problems. Using school faculty and community resources, SAP focuses on identifying student behavior which adversely affects learning. Students are then confronted with these behaviors and taught alternative methods to achieve success. Referrals may be made by the school faculty and staff, by a student's parents/guardians, or by the students themselves.

SCHOOL REGULATIONS FOR GRADUATION, PROMOTION, AND GRADING

GRADUATION REQUIREMENTS

From grades 9 through 12, every student shall obtain at least 24 units of credit.

<u>*Units of Credit</u>	<u>Course Title</u>
4	English
4	Mathematics
4	Science
4	Social Studies
2	Arts and/or Humanities (additional Social Studies credits will count)
.6	Health
1.6	Physical Education
5	Student selects 5 additional credits from among those approved (by the school district) for credit toward graduation

The following are also graduation requirements: Professional and Consumer Skills (Senior-Professional Portfolio), 24 hours of Community Service (must be completed by May 1 of senior year), Educational Project (completed no later than the first day of the 2nd semester of the student's senior year).

Any student transferring to the Central Fulton School District after completing the 1st semester of their junior year who does not meet the 24 hours credit minimum and additional requirements will be evaluated by the administration. Important aspects of the evaluation will include past course loads and past course failures.

Students must attain at least a proficient level on the 11th grade Pennsylvania State System of Assessment (PSSA) Mathematics and Reading assessments in order to graduate.

This requirement is in addition to the current graduation requirements of twenty-four (24) course credits, twenty-four (24) hours of community service, a senior professional portfolio and an educational project. Students not meeting the proficiency level on the 11th grade PSSA's will be given additional opportunities to meet the proficiency levels during the next school year. A student not meeting proficiency may take the 4Sight assessment up to four times, and/or the October PSSA re-test, and/or the Terra Nova standardized exam in late February. Students with an Individualized Education Plan (IEP) may also meet the proficiency requirement if they attain a pre-determined measure of academic growth from the beginning of the 11th or 12th grade school year to the end of the 11th or 12th grade school year as predicted through the Pennsylvania Value Added Assessment System (PVAAS) and/or the 4Sight assessment with the stated growth measure included within the IEP.

Participation in Graduation Ceremony

A valedictorian, salutatorian, and students ranking third and fourth in class will be appropriately recognized at commencement. Any student who does not meet the requirements for graduation will not be permitted in the baccalaureate and commencement exercises. The parent/guardian of the student will be notified by the principal. Seniors are reminded that the graduation ceremony is a school activity, and as such is a privilege rather than a right. Since the graduation ceremony is a school activity, a senior may be restricted from participating in the graduation ceremony under the following conditions:

- a. Out-of-school suspension which extends through graduation.
- b. Not participating in all practices for graduation.
- c. Misbehavior during graduation practices, financial obligations not being met, failure to comply with academic requirements such as: community service hours, senior portfolio and educational projects. A violation of any of these can result in the student's diploma being withheld.
- d. Alternative Educational Placement

COUNSELING SERVICES

The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible. The door is open to all students and parents/guardians. Services include academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration, and post graduate planning.

Grading

Letter grades will be assigned in accordance with the following percentages and will have the following quality points:

Letter Grade	Percentage	Quality Points
A+	98,99,100	4.00
A	95,96,97	3.66
A-	92,93,94	3.33
B+	90,91	3.00
B	87,88,89	2.66
B-	84,85,86	2.33
C+	82,83	2.00
C	79,80,81	1.66
C-	76,77,78	1.33
D+	74,75	1.00
D	71,72,73	.66
D-	68,69,70	.33
E	67 and below	.00

Class rank is calculated based on the total quality points earned by the student.

- A. Advanced placement courses will have a value of 1.3.
- B. The following courses will have a value of 1.2: Academics English 12, Calculus, Advanced Chemistry, Foreign Language (3rd and 4th year), Advanced Biology, Advanced Health, Academic English 11 (because of summer reading assignment), Physics, Algebra II/Geometry.
- C. Chemistry carries a value of 1.1.
- D. Higher education courses will be accredited in accordance with the following:
 1. The instruction from the course must take place at a degree or certificate-licensed institution.
 2. All costs will be at the student's expense.
 3. Prior approval of the administration is necessary.
 4. College courses will be given a value of 1.4.
 5. The amount of credits received will be the same as that awarded by the instructing institution.
- E. Full-time higher education status students shall be permitted to attend accredited institutions of higher education on a full time basis as an alternative to the senior high school year, providing the following procedures are met:
 1. Students must be in the top 10% of the class, as determined by G.P.A.
 2. Students must score 1050 or above on SAT, or 23 or above on ACT.
 3. Students must have completed three credits in English, Science, and Math; three credits in Social Studies; and two credits of a Foreign Language.
 4. Students must have completed the community service learning project requirement prior to graduation.
 5. Students must have completed the required student project and senior portfolio prior to graduation.
 6. Students must attend a meeting including parents/guardians, faculty members, and

principal to determine suitability of the individual for the program.

7. Students shall be permitted to participate in all activities/events/opportunities offered to students with senior status.

Class rank stands as it was when they left our school.

Dropping Courses/Changing Courses During the School Year

1. Students will be given the opportunity to change their schedule only during the first week of school or the first week of a new semester.
2. In very rare situation, students may be permitted to drop a class if they get joint written permission from their teacher, the guidance counselor, the principal, and their parent/guardian. This must be a mutual agreement between this group of individuals. If students are allowed to drop the class, he/she will receive no credit and a failing grade for the course.

Cheating/Plagiarism

Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to a failing grade on the assigned work. A second offense will result in a failing grade for the marking period. A third offense will result in a failing grade for the course.

Report Cards

Progress reports are issued by teachers near the middle of each marking period. These reports are meant to alert the parent/guardian that students are in danger of failing a particular subject. However, progress reports may be sent at any time a teacher feels it necessary. Upon receiving the progress report, parents/guardians are encouraged to contact the office to arrange a parent/teacher conference. Report cards will be issued to the student 4 times a school year on a 9-week basis. A copy will be retained for the student's permanent files. Report cards will be held if all school related monetary obligations are not met by the end of the school year. Final tests count the equivalency of one-half of a marking period.

Honor Roll

At the end of every marking period, all report cards will be evaluated and a list of honor students will be published. To be eligible for an honor roll at McConnellsburg Middle-Senior High School, report card must not contain any incomplete grades. A student must also meet the following qualifications:
All A Honor Roll--all subjects must be an A- or above
AB Honor Roll--an overall grade point average of 2.66 or above

***Note:** If a teacher and the counselor or a teacher and the principal feel a student has a valid reason why his/her report card is incomplete, a brief extension period may be given to students without jeopardizing their honor roll standing.

Withdrawal From School

Students who plan to terminate their education either by quitting school or transferring to another school district are required to meet with the guidance counselor at least one school day before the date of withdrawal.

1. Parents are required to accompany their student when withdrawing from school.
2. Students will be responsible for getting their teachers to initial the school's withdrawal form. Failure to return all texts and other school owned property will require payment to replace the lost materials. Homeroom obligations and other debts are also to be paid before final withdrawal.

National Honor Society Selection Procedure

To be eligible for membership in the **Junior National Honor Society** the candidate must be a member of the eighth or ninth grade. To be eligible for membership in the **National Honor Society**, the candidate must be a member of the sophomore, junior, or senior classes. Candidates must have a scholastic average of 3.25 on a 4-point scale, then be evaluated on the basis of service, leadership, and character.
Service - willingness to promote the best interest of a class, a club, or the school and maintenance of a loyal school attitude. Students should belong to at least two activities. **Leadership** - initiative in promoting activities, to hold school offices, committee chairmanship, and other positions of responsibility in class and club projects. **Character** – displays integrity, positive behavior, reliability, promptness, morality, cooperation and ethics.

1. All students are screened, and those with a 3.25 or above grade point average are identified.
2. The student is then notified and given a student activity form to complete with a specified date of return. **The student will also need two letters of recommendation and must give a speech to the Faculty Council speaking on their attributes to the Core Values. Students must have completed 15 documented community service hours approved by the NHS advisor prior to the selection process.** The forms also contain a cover letter to prospective members and parents/guardians. Any candidate who does not complete a form will not be considered.
3. Discipline referrals and attendance/tardies are checked.
4. **Each faculty member is provided with a list of potential candidates and need only submit non-recommendations accompanied by reasons to the NHS advisor.**
5. The Faculty Council, with the NHS advisor overseeing the process, determines the final vote for induction. The faculty committee consists of 5 members and the NHS advisor.

6. Non selected members may appeal to the Principal prior to induction. All information will be reviewed and a final decision made.

Junior/Senior National Honor Society Dismissal Policy

Once a student is selected for the National Honor Societies, he/she must continue to follow the established guidelines used in the selection process. Failure to do so will result in removal. The principal is the final appeal in dismissal cases, not the NASSP division of the Student Activities.

1. The student must maintain the 3.25 cumulative average. If the average is not maintained, the student will go on probation for one marking period. If the average is not regained after one marking period, the student will have the right to appear before the Committee before a final decision regarding continued membership is determined. A student may only be placed on probation one time.
2. **Mandatory participation is required in all organized service projects (one per marking period) and fundraising events (one per semester). Membership dues must be paid by the set deadline each fall. Attendance is mandatory for any NHS/NJHS sponsored event. Failure to attend any event shall result in one warning and the member shall be in poor standing. A second non-participation or absence will result in dismissal from the Society. The student will have the right to appear before the Faculty Council to determine a final decision regarding membership.**
3. Cheating, disciplinary and/or attendance problems will be referred to the Faculty Council for review.
4. According to National Honor Society Guidelines, Junior members must go through the entire application and induction process again before entering the Senior National Honor Society.
5. Once dismissed from Senior National Honor Society or Junior Honor Society, the student cannot become a member again.

COURSE ACCELERATION/ON-LINE HIGH SCHOOL COURSES

A student wishing to accelerate through a course or take a high school course on-line must contact and receive written approval from the guidance office at least a semester (two nine weeks) prior to the time the course would have been scheduled.

1. The only method which can be used to accelerate through a course is satisfactory completion of the requirements as defined within the course planned instruction.
2. On-Line high school courses can only be taken from an approved list of providers, must be aligned with the PA state standards when applicable, and cannot take the place of specific required courses.

Retention Policy

Parents/Guardians of a student repeating a course or a grade shall be notified by letter prior to the beginning of the next school year encouraging them to meet with the principal and/or teachers involved to review any anticipated problems.

- I. **Definitions: Major subject** – any subject which meets at least 5 periods per week for a full year. **Minor Subject** – a subject which meets less than 5 times per weeks or for less than a full year, except 8th grade Health which will be considered a major subject.
- II. **Policies for Middle school students – 6th through 8th grade students**
 - A. Students failing two or more major subjects, or one major and two minor subjects, shall repeat the entire grade.
 - B. Students failing no more than one major subject and one minor subject shall be promoted to the next grade, except that any student who fails a major subject for the second consecutive year will be required to repeat the subject.
- III. **Policies for 9th through 12 grade students**
 - A. Students will be listed on grade level in accordance with the following:
 - *9th grade students must have passed requirements for 8th grade.
 - *10th grade students must have passed at least 6 credits toward graduation.
 - *11th grade students must have passed at least 12 credits toward graduation.
 - *12th grade students must have passed at least 18 credits toward graduation.
 - B. Required subjects failed shall be rescheduled for the following year.
- IV. **Procedures for Credit Recovery (Grades 9-12)**
 - A. A student who fails a required subject may avoid repeating the course through credit recovery, subject to the following regulations.
 1. In order to be eligible for credit recovery a student must have obtained a final grade of 50% or higher.
 2. Acceptable methods of credit recovery at student expense: Summer school or private tutoring for 60 hours per subject by a teacher who possesses a valid teaching certificate for the subject.
 3. No more than two satisfactorily completed courses will be accepted per year through credit recovery.
 4. No student will be permitted to use credit recovery for the same subject in consecutive years.

Homework

We believe homework is an acceptable practice and as such becomes an essential part of the total education of the student when it provides the opportunity for the student to: practice, apply, integrate, or extend school learning, reinforce

independent work-study skills, use school and community resources and develop self-discipline.

A. Teacher Responsibilities:

1. Insure that the students have the skills necessary to complete the assignment independently.
2. Determine that the students clearly understand what is expected of them. Give students adequate directions including the purpose and procedure for the assignment.
3. Base the assignment on appropriate levels of maturity and academic development.
4. Recognize that students have other academic, cultural and social commitments of benefit to them requiring their time, attention, and commitment.
5. Make every effort to give assignments in advance of due dates to enable students to incorporate them into their personal schedules.
6. Provide alternative procedures for students to get help or get missed assignments. Make these procedures known to the students.
7. Develop criteria by which homework will be evaluated. Either develop them with the students or make them known to the students.
8. Use all assignments as vehicles for instruction and/or evaluation.
9. Establish penalties for not completing assignments through discussion with the students.
10. Failure to complete homework is not viewed as a discipline infraction, but teachers may request that students serve detention to complete overdue homework assignments.

B. Student Responsibilities

1. Budget time to complete assignments made.
2. Arrange to make-up missed assignments as required by the teacher.
3. Ask for further explanation if original directions are not completely understood.
4. Develop a personal system for remembering and/or recording assignments.
5. Initiate the request for help when needed.

C. Parent/Guardian Responsibilities

1. Be familiar with student's Passport Book.
2. Provide feedback to the school regarding problems such as time, difficulty, and progress.
3. Encourage and seek to motivate the student to fulfill his/her responsibilities outlined above.
4. Provide the work atmosphere conducive to and time necessary for completion of assignment.
 - a. Have a quiet place for the student to study.
 - b. Check homework every night.
 - c. Make sure the student gets a good night's sleep.
 - d. Be sure to get the student to school on time.

- e. Talk with the students about what they're learning and doing in school.
- f. Encourage self-confidence and self-discipline in the student.

Appropriate Use of Computers

The Central Fulton School District has adopted policy regarding appropriate use of computer networks. There are specific guidelines which students are required to follow. Central Fulton School District provides computer equipment, computer services, and network access for educational purposes only. These services are provided to improve learning and teaching through research, teacher training, administrative supports, collaboration, dissemination, and use of materials and resources. Access to networks both inside and outside of the Central Fulton School District carries with it the responsibility for proper use of these resources and Central Fulton School District computing facilities. Central Fulton School District recognizes the fact that most computer users are responsible, thoughtful users. However, the actions of irresponsible users can disrupt and interfere with the rights of all users. **Definition** – Educational purposes are defined in this regulation as those purposes directly related to a Central Fulton School District assignment, project, job, and function for which the user is responsible.

Guidelines

1. Network users are often allowed to access other networks. Each network or system has its own set of rules. Actions that are routinely allowed on one network or system may be controlled, or even forbidden on other networks. It is the responsibility of the user to abide by the rules of every network or system.
2. Inappropriate network use may result in termination of network privileges, disciplinary actions and/or other actions determined appropriate, including legal action.
3. Central Fulton School District is not responsible for all of the information found on networks outside of the Central Fulton School District organization, and Central Fulton School District does not have control over information residing on other systems to which there is access through the Central Fulton School District. Some systems outside the Central Fulton School District may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
 - a. Central Fulton School District does not condone the use of access to such information.
 - b. Central Fulton School District cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the Central Fulton School District organization.
 - c. Central Fulton School District limits access to objectionable materials, and forbids the

- importation of such information or material into any computer or network within the Central Fulton School District.
 - d. Users are responsible for their actions when accessing information on networks.
 - e. Central Fulton School District is not responsible for information that may be lost due to system interruptions.
4. Users are expected to keep their disk storage at an acceptable level. Unnecessary files should be removed on a regular basis.
- a. System administrators reserve the right to set quotas for disk usage on the system and to remove files if the user fails to maintain their storage area properly.
 - b. System administrators also reserve the right to moderate, monitor, and modify the network hardware, software, and communications.
5. Users are responsible for their own individual accounts. Any violations that can be traced to an individual account name will be treated as the sole responsibility of the account name.
6. It is impossible to document all appropriate conduct and use of computer facilities. To help users determine appropriate use and conduct, the following guidelines are provided. They are not intended to be all inclusive, but should serve as a guide to appropriate use of computer facilities and network resources. The following are examples of network use infractions that are prohibited:
- a. Using the network for purposes other than educational.
 - b. Systems tampering (any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs.)
 - c. Using obscene, vulgar, abrasive, or inappropriate language, pictures, or other material.
 - d. Knowingly introducing viruses.
 - e. Vandalizing, including equipment damage and willful tampering with data or software.
 - f. Attempting to read, delete, copy or modify the electronic mail of other users.
 - g. Attempting to decrypt passwords.
 - h. Attempting to gain an unauthorized higher level of network privilege and access.
 - i. Attempting to gain an unauthorized access to remote systems.
 - j. Deliberately interfering with other users.
 - k. Attempting to libel, slander, or harass other users.
 - l. Permitting others to use your personal e-mail messages.
 - m. Sharing passwords
 - n. Forging or attempting to forge e-mail messages.
 - o. Unauthorized copying or transferring of copyrighted materials or any other violation of copyright law.
 - p. Placing copyrighted material in the network without permission of the author.

- q. Plagiarizing which is taking someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
- r. Using networks for illegal activities.
- s. Using commercial advertising, chain letters, non-educational games.

GENERAL SCHOOL DISCIPLINE

The ultimate goal of disciplinary actions is that students will practice self-discipline and that there will be no future need for discipline to be imposed externally. It is expected that students will exercise self-discipline. Failure to do so will result in consequences that will increase in severity for repeated offenses.

Each student will begin a new school year with a clean slate; however, consequences not completed will be scheduled the following school year. The discipline code cannot cover all possible contingencies; therefore, there are times the principal must make discretionary decisions. A record is maintained of each student referred to the office for disciplinary reasons. This record is not a part of the permanent record and will be discarded after graduation from high school.

The school may require student attendance at an alternative education site for reasons of persistent disruption of the educational process, a student's detentions have accumulated out of proportion to the length of time elapsed in the school year, or for major school infractions. If the parent/guardian does not agree to such placement, the district will conduct a hearing for the purposes of expulsion.

Detention – is the usual form of negative consequence and requires that the student remain after school for a specified period of time. The following rules apply to detentions:

1. Detentions are scheduled on the next available meeting. Written notice will be given to the student at least 48 hours before the time a detention is to be served. Detentions are intended to be served at the time assigned and will not normally be rescheduled. The parent/guardian must make arrangements for the student's transportation home after the detention. Detention servers must leave the building immediately following detention.
2. The student is required to report to the designated detention room by 2:50. Students are considered late through 2:52. Students arriving late will owe five minutes per minute for a maximum of ten minutes. Students arriving after 2:52 will be considered as skipping detention.
3. The student is required to bring school work to complete during the detention time. The detention supervisor may assign work to a student who is not constructively busy.

4. Students skipping detention will receive an additional ASD. Persistent skipping of detention will result in increasing severe discipline responses.
5. Teachers have the authority to personally assign after-school detention under above guidelines provided they give 48 hours notice to parents/guardians and personally supervise the student(s) retained.
6. Students misbehaving in detention will have to re-serve the detention. Students that are removed from detention because of behavior will be assigned an additional detention.

SATURDAY DETENTION

Saturday detention will be held from 8:30 to 11:30 on Saturday mornings during the school year. Students will be required to participate in educational components which include their normal academic class work. Students who fail to attend Saturday Detention will receive two (2) Saturday detentions. Middle School students that fail to attend Saturday Detention a second and subsequent time will receive one day of Out-of-School Suspension each. The second failure to show for High School students will result in three days of Out-of-School Suspension plus a readmission conference with the Principal, the student, and his/her parent or guardian so that the student can return to school. If this conference is refused the students OSS will be extended to five days and another readmission conference scheduled.

Saturday Detention is intended to be an intermediate step between after school detention and Out-of-School Suspension. It is a method of admonishing students without depriving them of valuable instructional time. It breaks the cycle of poor classroom attendance, poor achievement, and poor behavior.

Students assigned Saturday Detention must report to the McConnellsburg High School front door by 8:30 a.m. Late students will not be admitted. Students must enter the building using the high school front door. Transportation to Saturday Detention must be arranged by the student in advance. Students in Saturday Detention must complete school work and behave according to the school discipline code. Violations of this will result in another Saturday Detention. For an excused absence from Saturday detention, the student must present a medical excuse from a doctor on Monday morning stating “was seen” (Refer to attendance policy).

MIDDLE SCHOOL DISCIPLINE

Category I Infractions - Each first infraction carries a **minimum** of one detention. The second infraction may result in Saturday Detention:

1. Vulgar and/or profane language
2. Being in an unassigned area
3. Inappropriate display of affection
4. Disrespectful actions toward other students
5. Running or rowdiness in the hall

6. Inappropriate behavior
7. Lying to school personnel

Category II Infractions - Each first infraction carries a minimum of two detentions. The second infraction may result in Saturday Detention:

1. Destruction of any other students’ property. Restitution must be paid.
2. Falsifying or using forged school documents/excuses
3. Abusing school equipment or property
4. Endangering the health or welfare of others
5. Harassment of other students
6. Skipping class or leaving assigned area

Category III Infractions - Each first infraction carries a minimum of one Saturday detention

1. Fighting—pushing, grappling, etc
2. Threats toward other students
3. Disrespectful actions toward authority
4. Leaving building without proper permission
5. Harassment of other students with physical contact
6. Insubordinate action toward school faculty or staff
7. Stealing, vandalism, defacing, damaging, or destroying school property. The student will pay the cost of repair/replacement and police may be notified

Category IV Infractions – Each first infraction carries a minimum of one day OSS.

1. Fighting that results in the requirement of medical attention
2. Threats toward faculty and/or other school personnel
Police may be notified.

Category V Infractions – Level V offenses are a violation of the law that poses a threat to the safety of others in the school. **Consequence:** Out-of-school suspension for a minimum of 5 but not more than 10 days will be assigned by the administration. Alternative place may be assigned or a formal hearing before the appropriate board committee may be held to determine if expulsion is warranted.

Participating in Middle School Trips

Students understand that even though they may have paid for part or their entire class trip, school personnel may deny their participation in the trip based upon the behavior of the student during the school year. Below is a list of some, but not all, of the reasons they may not be allowed to participate.

1. Two separate offenses of Saturday Detention or out-of-school suspension
2. More than three illegal days of school.
3. More than 15 days of school missed*
4. Any drug or alcohol offense at school or school events.

*Extended illnesses will be considered on an individual basis.

MATERIALS AND MANAGEMENT POLICY

To encourage students to develop habits and skills that will help them succeed in education and life, McConnellsburg Middle School has developed the Management and Materials (M&M's) program.

How a student used available resources has a major impact on that student's level of success. Managing to balance in-school academic work, homework, extra-curricular activities, make-up, work due to absences, and other variables can be difficult without good daily habits. Students are expected to have the necessary materials – texts, notebooks, pencils, agendas, and completed homework – with them in each and every class.

Failure to have any of these materials will result in the student receiving an M & M. This form is sent to the daily Middle School Teaming meeting, where those students will be logged and tallied. If a student accumulates three (3) sheets in any one category, a warning referral is sent home. The fourth (4th) – and EVERY SUBSEQUENT sheet logged in any one category – will result in a form being sent home AND one (1) day of detention. Minor behavior problems may also result in M & M forms having similar consequences. M & M forms are filed for the entire school year. Those students who receive a minimum number of M & M's for any particular month and have no major referrals will be given a small reward and permitted to participate in a special activity (to be determined by the Middle School Team). Those student who receive NO M & M's and have no major referrals during the first semester will receive a more major reward and/or activity. Though the tally IS maintained for the ENTIRE school year, students will be given, at the beginning of the second semester, a clean slate in regard to the monthly rewards/activities.

At the end of the school year, all students who have received NO M & M's for the second semester and have no major referrals will be provided with a major reward activity.

SENIOR HIGH DISCIPLINE

Level I (Minor Offenses)

Level I offenses are minor behaviors on the part of the student which impede orderly classroom procedure or interfere with orderly operations of school. Examples are: Failure to complete homework or tasks, talking in class, failure to bring class materials, showing disrespect for fellow students through words or actions, undesirable name calling, inappropriate language, eating food, having open containers during class time or in any other areas without approval or authorization, running, loitering, or disrupting the flow of traffic in the halls or any area of the school, inappropriate public display of affection, littering, violations of classroom procedures established by the teacher, and unexcused lateness to class (first offense).

Consequences: Handled by staff member, teacher inclusion of information on pre-administration form, verbal reprimand, teacher detention (form sent to parent/guardian and office), special assignment (relevant to the curriculum), notification to parent/guardian by staff member or administration, and apology or verbal agreement.

Level II (More Serious Offenses)

Level II offenses are behaviors that tend to disrupt the learning climate of the school. These offenses usually result from a continuation of Level I and require intervention by the administration. Examples are: Cheating or lying, acting in a defiant manner, or failure to comply to a responsible request, falsification of records, excuses and passes, leaving school grounds without permission, obscene language or gesture, including swearing, inappropriate or illegal reading materials, throwing any objects that endanger the welfare of the student/teacher or any employee, unexcused lateness to class or study hall, possession of chains, and cutting class. Dress code violation—see page 10.

Consequences: A Level II offense will result in a written warning, assignment of detention, behavioral training or suspension if the seriousness of the offense warrants it.

NOTE: Only one written warning from the administration will be issued to any one student during a single school year for a specific offense.

Level III (Very Serious Offenses)

Level III offenses are considered suspendable. Students are suspended from all school activities during their suspension. Students are strongly recommended to pursue resolution to problems of this type by seeking some form of conflict mediation, either peer based or adult, as an alternative to fighting. Central Fulton School District has a peer mediation program in place. This program may help students work through conflicts to avoid a volatile situation. It is the policy of the school to permit no contact between individuals which might possible result in physical injury to either party.

Consequences: Suspension or Saturday School depends on the severity of the incident as determined by the administration.

If given OSS, a student is not allowed on school grounds or in the building during the entire duration of the suspension. If violated the State Police will be called and trespassing charges will be issued.

The district shall define such conflicts as described below:

- A. Aggressive Physical Behavior
 1. Fighting – any conflict between individuals which results in physical contact. Persons who intentionally make contact during conflict will be guilty of fighting regardless of offensive or defensive position.
 - a. First offense – 1 day suspension or 1 SD
 - b. Second offense – 3 day suspension
 - c. Third offense – 5 day suspension

- d. Fourth offense – hearing with school board for possible expulsion or out-of-school suspension
- 2. Serious Fight – shall be described as any conflict in which individuals receive physical injury to the point of requiring attention from the nurse or other medical personnel.
 - a. First offense – 3 day suspension or 2 SD’s
 - b. Second offense – 5 day suspension
 - c. Third offense – 10 day suspension from school plus a hearing with the school board for possible expulsion
- 3. Attack – shall be described as any conflict which one or more individuals cause harm or injury to another individual or group without any previous aggravation or subsequent recrimination
 - a. First offense – 10 day suspension from school plus hearing with school board and possible expulsion.
- 4. Malicious Behavior toward any employee of the school district.
 - a. State Police called to investigate
 - b. 10 day suspension from school
 - c. hearing with the school board for possible expulsion
- 5. Theft – the taking of or the destruction of another person’s property.
 - a. Restitution
 - b. State Police may be called
- B. Harassment – Verbal, Sexual, Racial, or any type of harassment that interferes with the student’s educational process or create a hostile environment. These behaviors include:
 - 1. Name calling which belittles or degrades another student.
 - 2. Making up lies about another student.
 - 3. Inciting others to gang-up on another student or enticing others to fight.
 - 4. Writing inappropriate notes about another student.

These behaviors are deemed both dangerous and unsafe and will not be tolerated. Any student(s) can file charges with the District Magistrate. The school may also enforce the following:

- a. First offense – 1 day suspension or 1 SD
- b. Second offense – 3 day suspension or 2 Saturday Detentions
- c. Third offense – 5 day suspension
- d. Fourth offense – 10 day suspension and hearing before the school board for possible expulsion
- C. Tobacco – Possession or use of tobacco within the school area. The current law in Pennsylvania clearly states that the possession or use of tobacco by a minor is a violation of ACT 145 of 1996, Section 6306.1.

Tobacco Offense defined – A student who possesses or used tobacco in a school building, a school bus or on

school property owned by, leased by, or under control of a school district commits a summary offense. Each tobacco offense will result in prosecution with the District Magistrate in addition to the following school consequences:

- a. First offense – Citation
- b. Second offense – Citation/ 1 SD
- c. Third offense – Citation/2 SD’s
- d. Fourth offense – Citation/5 day OSS and a hearing before the school board for possible expulsion.

- ***ASD = After School Detention**
- ***SD = Saturday Detention**
- ***OSS = Out of School Suspension**

Level IV – Criminal Offenses

Level IV offenses are a violation of the law that poses a threat to the safety of others in the school.

Consequence: Out-of-school suspension for a minimum of 5 but not more than 10 days will be assigned by the administration. A formal hearing before the appropriate board committee may be held to determine if expulsion is warranted.

A. Weapons Policy

“Weapons” shall include, but not be limited to: firearms, any knife, cutting instrument, cutting tool capable of inflicting serious bodily injury.

The Federal Gun-Free Schools Act of 1994 and the State Act 26 (Safe School Act) requires school districts to expel, for a period of not less than one year, any student who is determined to have brought a weapon onto school property, any school sponsored activity or any public conveyance providing transportation to a school sponsored activity. The Central Fulton School District adopts as its policy the mandates of the Federal and State laws. (An exception is made for students with disabilities under the Individuals Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act (Section 504) who can be expelled for only 45 days.)

The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

Procedure

- 1. The State Police will be called to investigate the incident as required by the Act and to prosecute through the Juvenile Justice System.
- 2. The weapon will be confiscated and turned over to the police.
- 3. All incidents will be reported to the Pennsylvania Department of Education in accordance with Act 26.
- 4. Immediate 10 day out-of-school suspension.
- 5. Expulsion hearing will be held before the full Board of Directors as required by Pennsylvania School Code.
- 6. If a parent/guardian of a student with a disability requests a due-process hearing, the student shall remain in an alternative educational setting during the

dependency of any proceedings conducted unless the parents/guardians and School District agree otherwise.

B. Drug and Alcohol Policy

1. **Suspected use** - The possible use of a substance by a student is indicated but there is no evidence of a violation of law or school policy. Student will be referred to the Student Assistance Team to determine further course of action. Student must complete the recommendations of the SAP team.
2. **Health/Medical Emergency** – A student demonstrating obvious symptoms of possible substance use, which may include but not necessarily be limited to, staggering, slurred speech, dazed appearance, incoherence, inability to respond, etc. This situation shall be handled as a health problem and a potential emergency.
3. **Violation of Policy**
 - a. The staff member or other person in charge will keep the student under his/her observation at all times until relieved by the administrator.
 - b. The building principal will be notified.
 - c. As soon as possible at the scene, a pat-down search of the student's person will be conducted and witnessed in a discreet manner by a person of the same sex as the student. Any drug paraphernalia or substance shall be confiscated. Drug paraphernalia is defined as all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, manufacturing, compounding, packaging, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a substance in violation of this policy. When an article is questionable, the decision regarding its definition will be up to the discretion of the administration.
 - d. The administrator, accompanied by a staff member and the student, will conduct a search of student and all possessions. Any drug paraphernalia or substance shall be confiscated.
 - e. The parent/guardian will be notified.
 - f. The Pennsylvania State Police will be notified.
 - g. The student will automatically be referred to the Student Assistance Team and seen by the counselor liaison. The student must complete the SAP process and recommendations.

Consequences: First offense - Suspension of ten (10) days out of school. In-School suspension of ten (10) days may be assigned under special circumstances. Informal hearing with the principal shall be offered to the student and student's parents/guardians prior to the tenth day of suspension. **Second Offense** – Full suspension of ten (10) days out-of-school. Expulsion from school will be recommended minimum will be the equivalent of one (1) semester or the remainder of the school year, whichever is less. Those students committing the

offense just prior to the end of the school year will not be eligible for finals. Finals may be taken if approved by the Board of School Directors after a full hearing. A full due process hearing will be granted by the full Board of School Directors prior to the tenth day of suspension. Final punishment will be determined at this hearing.

C. Threats

1. Directed toward another individual

2. Directed toward the school

Consequences will be determined by the administration on a case by case basis.

BEHAVIOR ON SCHOOL BUS

Student behavior – the school bus driver has the responsibility to maintain discipline on the bus. This control shall be exercised without the use of physical punishment, since bus drivers do not have the same legal authority over students as exercised by teachers. Whenever the driver feels he/she needs help or feels there is misconduct on the part of a student, he/she shall report the infraction to the student's building principal. The principal shall handle the infraction in the following manner:

A. Discipline Procedure Infractions

1. Improper boarding/departing procedures.
2. Bringing articles aboard bus of injurious or objectionable nature.
3. Failure to remain seated.
4. Refusing to obey driver.
5. Pushing/tripping.
6. Hanging out of windows.
7. Throwing objects.
8. Spitting/littering
9. Unnecessary noise.
10. Tampering with bus equipment
11. Rude, discourteous and annoying conduct.

First Infraction shall result in a notice to the student, the student's parents/guardians and the driver. This notice shall define the infraction and the consequences of a second offense. **Second infraction** shall result in a suspension of riding privileges for three (3) days. The student's parents/guardians, and the driver shall be informed by a second notice. **The third infraction will require** a meeting of the student, the student's parents/guardians and the principal. Suspension of a minimum of one (1) week shall be given. The student and the student's parents/guardians shall be informed that a **fourth infraction** shall mean a loss of privileges for the remainder of the year.

B. Infractions – More Serious

Fighting, Smoking, Destruction of Property, and Harassment of others.

First infractions of the more serious nature shall result in a three (3) day bus suspension. Students involved in destruction of bus property shall lose their riding privileges until restitution for the property is made. Bus drivers are entrusted with the safety of our children and they deserve the support of both parents/guardians and the school. In order that

each party understands its role, a copy of the Student Behavior Section of the Transportation Policy shall be given by the principal to each student riding a bus. Students will be advised to share this policy with their parents/guardians. When a student goes through the bus referral process and loses his/her bus riding privileges, days off the bus will be counted only when the student is in school. Days absent will not count towards suspended days of bus riding privileges.

BUS ASSIGNMENTS

Each student for whom transportation is provided shall be assigned to a route and a stop. Students are not permitted to transfer to other stops and/or routes without the prior approval of the Transportation Coordinator. In the event a student needs to ride to and from a relative's and/or student's home, the student may change a bus only with a signed parental note that is approved by the building principal or his/her designee. The student would then be given a bus slip to be handed to the bus driver on that day giving him/her permission to ride in the afternoon and the next morning if necessary.

UNAUTHORIZED ENTRY OF SCHOOL BUSES

The school bus driver is responsible for efficient and economical operation, passenger and vehicle safety, and order and discipline. While students are on the bus, their safety is in the driver's hand. Accordingly, only the driver and authorized school personnel are permitted to board a school bus. In accordance with state law, persons who entered a school bus without permission could face up to a year in prison and pay a fine of up to \$2,500.

BUS VIDEO CAMERAS

In accordance with Board of Education policy, video observation systems have been placed in all district contracted buses. The district believes that the presence of video cameras in school buses will enhance student safety and well-being, and will help ensure compliance with appropriate rules. The district's policy on use of video cameras outlines the procedures for taping, screening and viewing.

ATHLETICS

Athletic Philosophy for Boys' and Girls'

The following philosophy is set forth by the "National Federation of State High School Athletics Association" and has been adopted as the philosophy for the governing of athletics in the Central Fulton School District. Educators have long acknowledged it as a privilege for a student to participate in interscholastic athletics. It is a privilege for a student to represent his/her school in a program of this nature, just as it is a privilege for anyone to represent a creditable organization.

Interscholastic athletics is a completely voluntary program. No student is obligated to take part in any interscholastic activity and certainly not in interscholastic athletics. Participation is not required for graduation, nor must

a student have athletic credits for college entrance. Those who participate must give extra effort and time. Because interscholastic athletics are voluntary and because those participating represent their student bodies, it is mandatory that to qualify, the standards must be the highest. This is particularly true of academic requirements, school citizenship, and sportsmanship.

The dignity of the school program is reflected through interscholastic athletics. Those who take part must conduct themselves in a manner which is above question. Selection of candidates is necessary. It must not be based upon athletic performance alone but also upon attitude, conduct, cooperation, and earnest and sincere desire to represent the student body in a manner which compliments the school and the community.

As a result, there are special standards for those who represent schools as members of interscholastic teams. The student who is unwilling to be a good citizen should be denied the privilege of participation. Because it is a privilege to represent a school in athletics, it follows logically that the school must have the authority to revoke the privilege when the student-athlete does not conduct himself/herself in an acceptable manner. Not only does this responsibility exist while he/she is on the field, the court, or the track, but the good conduct shall be required of him/her at other times as well. Therefore, school authorities must see that the standards of conduct of those representatives are above reproach. The need for high standards of conduct is aggressively defended.

Any lowering of standards for a "successful" season is deplored. When doors of interscholastic competition are opened up to those who are poor citizens, the program suffers. Interscholastic athletics are not intended to do this – and they can't. Neither are they for the purpose of retaining those who have poor character traits. Rather, the privilege of representing the schools should be extended to those who have given evidence that they are good citizens; in other words, those who have earned it. Lowering standards to win contests or for any other reason is self-defeating. Any resulting successes are temporary and they are empty indeed. All too soon the schools which lower their standards learn they have paid too great a price for any measure of athletic success.

In addition to the above philosophy we have strived to base our program around the following traits: pride, respect, sacrifice, desire, and self-discipline.

Interscholastic Athletics

It is the policy of the Central Fulton School District to provide an interscholastic athletic program of the highest caliber. Athletes participating as members of teams will be expected to conduct themselves as representatives of the school district at all times, maintaining strict standards of personal conduct, fair play, and sportsmanship.

The McConnellsburg Middle-Senior High School interscholastic athletic program offers the following sports:
Fall Sports – Boys and girls Varsity, Junior Varsity, & Junior High Soccer

Girl's Varsity, Junior Varsity &
Junior High Volleyball

Winter Sports - Girls and boys Varsity, Junior Varsity
& Junior High Basketball

Spring Sports – Boys Varsity Baseball, Girls Varsity
Softball, Girls & Boys
Track & Field

Cheerleading is offered as a sport at the Junior Varsity and Varsity levels.

Standards for Interscholastic Sports

Participants:

1. Participants must be bona fide students of McConnellsburg Middle-Senior High School or entering into an agreement according to P.I.A.A. regulations in co-sponsored events. They shall not have attended high school for more than 8 semesters after entering the ninth grade as specified in Article XVIII, Section C of the P.I.A.A. handbook.
2. Students under temporary suspension or probation for disciplinary reasons are not allowed to participate.
3. Written permission of the parent/guardian is required for all participants.
4. A physician's certificate of participant's fitness for participation shall be filed with the head coach prior to the first practice in a sport.
5. Participants must have amateur standing in the interscholastic sports in which they participate.
6. Participants should carry some type of accident insurance coverage that protects them during competition. The school, as an agency of the State, is not responsible or legally liable for payment of claims due to injuries by students in any activity.
7. **Scholastic eligibility for any sport or other practice oriented school activity such as plays and the musical:**
 - Must be passing four full credits
 - Scholastic eligibility for fall sports and other fall activities will be determined by checking if the athlete or student has passed four full credits the previous school year.
 - Weekly grade checks will be conducted for in-season athletes and other participating students. Two or more E's will place the student on a weekly suspension running from Monday through Sunday. A student will remain ineligible until he/she clears a weekly grade check with no more than one E.
 - Coaches and advisors are required to verify the eligibility list each week.

Rules & Regulations for Interscholastic Sports

- A. Teams will be chosen by the coaching staff according to the following criteria:
 1. Attitude

2. Ability
 3. Desire
 4. Scholastic Standing
- B. Once a team is chosen, all participants are responsible for abiding by the rules and regulations set forth by the coaching staff.
 - C. General Rules of Conduct
 1. No use of profanity
 2. Courtesy toward others
 3. Conduct yourself as a proper representative of your school.
 - D. Rules for Practice Sessions
 1. Never miss practice sessions unless excused by the coach prior to practice.
 2. No tardiness to practice sessions.
 3. Always hustle through drills.
 4. When the coach is talking, give him/her your individual attention.
 5. Practice is serious. No foolishness or boisterous conduct will be permitted.
 6. During basketball and volleyball, only coaches, players, parents/guardians and school authorities will be permitted in the gym during practice session.
 7. Must attend at least ½ day of classes to be eligible to attend a practice or a contest on any school day in session unless given prior permission in advance by the high school principal or athletic director.
 8. A student may not participate in or attend any school function or practice on a day he/she is serving a school suspension. If multiple days of suspension occur and they run over a weekend or extend over a vacation, the student will be ineligible to attend, practice, or participate in activities.
 - E. Rules for returning school uniforms and equipment.
 1. Upon the end of a sports season or when an athlete leaves a team, they have **seven school days** to return clean uniforms and equipment. Detention will be given if this policy is not followed.
 - F. Rules for Games
 1. Exert your best effort at all times.
 2. Hustle off the court or field when substituted for.
 3. Use no profanity.
 4. No bickering with opposing players.

Coaching Duties – Interscholastic Athletics

Home games - It is expected that the home coach will make himself/herself available to the visiting coach and express a desire to make every reasonable convenience available. Upon completion of the game, the host coach will again check with the visiting coach to ascertain that accommodations have been made and taken care of.

Away Games – Prior to departure to or from away games, the head coach will ascertain that all team members are present on the bus. No athlete will be permitted to drive to away games unless special permission has been obtained from the principal. For the athlete to travel home with his/her parent/guardians, written permission must be submitted in person by the parent/guardian to the head coach. Students should be reminded that stealing is a theft, no matter under what guise it may have been conducted. No items of equipment, apparel, or “souvenirs” of any kind will be stolen from the host school. Possession of such items shall be considered grounds for immediate suspension from the team for the remainder of the sport season. Upon leaving an away school the head coach should check the area used by his/her team to ensure everything is in order. During the period of travel, coaches will seat themselves where they will have full knowledge of all activities. Boys and girls are expected to wear suitable attire to and from away games. Past experiences have shown that when boys and girls dress like ladies and gentlemen they act like ladies and gentlemen and represent the highest ideals of good sportsmanship.

Conclusion – The members of the coaching staff are responsible for developing the highest ideals on the part of

boys and girls under their supervision. It is through the development of these ideals that the interscholastic athletic program will achieve its highest goal, the development of character of all participants.

Cheerleading

Policies for cheerleading shall be as those for interscholastic athletics.

Leagues:

McConnellsburg Middle-Senior High School is a member of the following leagues:

- Sideling Hill: Soccer, Volleyball, Basketball, Baseball, Softball, Track, and Cheerleading
- Fulton County: Baseball & Basketball
- Inter-County Conference (ICC)—South Division Member: Soccer, Volleyball, Basketball, Baseball, Softball, and Track

**CENTRAL FULTON SHOOOL DISTRICT
McConnellsburg Middle-Senior High School
Student Passport Book**

Please complete and return to your homeroom teacher by **September 4, 2009**.

We acknowledge receipt of the McConnellsburg Middle-Senior High School Student Passport Book. We have reviewed this Passport Book, with special emphasis on the Student Responsibilities, Attendance, Counseling Services and Discipline Code. We understand that the student is responsible for all rules and regulations stated in this Passport Book. Also the student must have this Passport Book in his/her possession at all times.

Student's Name - _____
(please print)

Grade _____ Student Signature - _____

Father / Guardian's Name - _____
(please print)

Father / Guardian's Signature - _____

Mother / Guardian's Name - _____
(please print)

Mother / Guardian's Signature - _____

Address: _____

Home Phone # - _____

Emergency Telephone Number - _____

Emergency Contact Person - _____

Mother's Work Place - _____

Work Phone #- _____

Father's Work Place - _____

Work Phone # - _____

An Equal Rights and Opportunities School District