

Dear Student:

Please read and review this 2010—2011 Student Handbook including the ACCEPTABLE USE OF TECHNOLOGY RESOURCES/ INTERNET ACCESS POLICY. Please sign below to acknowledge you have reviewed the handbook. Return this page to your homeroom teacher.

Sincerely,

High School Principal

IDENTIFICATION

Signature: _____

Parent Signature: _____

Date: _____

STUDENT'S HANDBOOK

Of

MEYERSDALE

Area High School

Volume 56
2010—2011

ALMA MATER

For the Glory of Our School
We sing to Thee in praise.
For the future that we wait
May God guide us each day.

Alma Mater Alma Mater.

Hail to Thee our Alma Mater,
Hail, Oh, hail to Thee.

Meyersdale Area School District website: www.masd.net.

Athletic Schedules online: www.viewmyschedule.com

Meyersdale Red Raider Apparel may be purchased online at
www.shopthefinaltouch.com/meyersdale

IDENTIFICATION

Name _____

Home Address _____

Home Room Number _____

Class _____

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**MEYERSDALE AREA
SCHOOL BOARD
2010**

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Treasurer Mrs. Sharon Troutman

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Mr. Bradley Troutman	Mr. James Wiltrout

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Hannah Brant
E'vet Werner

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Mr. Andrew Stahl, B.S., Social Science - Department Chair
Mr. Don Stoner, B.S., Senior High School Chorus
Mr. Michael Swank, B.A., Social Science
Mrs. Doris Valentine, R.N., B.S., School Nurse

Business Manager

Mrs. Laura Schardt

Payroll Clerk

Mrs. Karen Smith

Business Office Secretary

Mrs. Tracy Wedge

Secretaries

Mrs. Jessica Coughenour.....Office of Superintendent & Curriculum

Mrs. Ginger Geiger.....Office of Guidance Counselor

Mrs. Patti Shaulis.....Office of High School Principal

Mrs. Fay Yoder.....Office of High School Principal

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Mr. Barry Briskey

Mr. Mike Dirienzo

Mr. Rick Housel

Mr. Ray Johnson

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Mr. Stephen Kelley

Mr. Dave Schafer

Mr. Larry Smith

Mr. Robert Weimer

Mr. Harold Yutzy

Technical Support

Mr. Victor Gaibor

Mr. Jim Johnson

Mr. Phil Sechriest

**HIGH SCHOOL/MIDDLE SCHOOL
BELL SCHEDULES**

**HIGH SCHOOL/MIDDLE SCHOOL
BELL SCHEDULE**

7:35 – 3:00 Faculty
7:40 – Students enter schools
7:45 – Students Due in Homeroom
7:55 – Breakfast Students Due in Homeroom
8:00 to 8:49 – **2nd period** (49 minutes)
8:52 to 9:41 – **3rd period** (49 minutes)
9:44 to 10:33 – **4th period** (49 minutes)
10:36 to 11:25 – ***5th period** (49 minutes)
11:28 to 12:17 – **6th period** (49 minutes)
12:20 to 1:09 - ***7th period** (49 minutes)
1:12 to 2:01 – **8th period** (49 minutes)
2:04 to 2:53 – **9th period** (49 minutes)

5th Period—Middle School Lunch

**10:36--All Students report to homerooms
(Students enter and exit 3 minute stagger)**

8th grade 10:49—11:19
7th grade 10:52—11:22
6th grade 10:55—11:25

High School Lunch Rotation

S.C.T.C. Students 11:00---11:30
Seniors/Juniors 12:20—12:50
Sophomore/Freshmen 12:30—1:00
Band or Chorus 12:39—1:09

**HIGH SCHOOL/MIDDLE SCHOOL
ONE HOUR DELAY BELL SCHEDULE**

8:40—Students Enter Schools
8:45– Students Due in Homeroom
8:55 – Breakfast Students Due in Homeroom
9:00—9:29 – **2nd period** (29 minutes)
9:32 to 10:01 – **3rd period** (29 minutes)
10:03 to 10:33 – **4th period** (30 minutes)
10:36 to 11:25 – ***5th period** (49 minutes)
11:28 to 12:17 – **6th period** (49 minutes)
12:20 to 1:09 – ***7th period** (49 minutes)
1:12 to 2:01 – **8th period** (49 minutes)
2:04 to 2:53 – **9th period** (49 minutes)
2:53 – **Student Dismissal**
3:00 – **Teacher Dismissal**

**HIGH SCHOOL/MIDDLE SCHOOL
TWO HOUR DELAY BELL SCHEDULE**

9:40—Students enter schools
9:45 – Students Due in Homeroom
10:00 to 10:33 Rotate 2, 3 and 4
10:36 to 11:25 – ***5th period** (49 minutes)
11:28 to 12:17 – **6th period** (49 minutes)
12:20 to 1:09 – ***7th period** (49 minutes)
1:12 to 2:01 – **8th period** (49 minutes)
2:04 to 2:53 – **9th period** (49 minutes)
2:53 – **Student Dismissal**
3:00 – **Teacher Dismissal**
***No Breakfast Served**

2010-2011 Meyersdale Area School District Academic Calendar

August

S	M	T	W	R	F	S
	23	24	25	In Svc 26	In Svc 27	
	In Svc 30	1 st Day 31				

September

1 - 1

S	M	T	W	R	F	S
			1	2	3	
	Labor 6 Day	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	Act 80 24	
	27	28	29	30		

October

21 - 22

S	M	T	W	R	F	S
					1	
	4	5	6	7	8	
	Act 80 11 Cty	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

November

21-43

S	M	T	W	R	F	S
	1	1 st MP 2 End	3	4	5	
	8	9	10	11	12	
	Act 80 Parent Conf 15	16	17	18	19	
	22	23	Early 24 Dis	Thanks- 25	giving 26	
	29	Snow 30 Day				

December

18 - 61

S	M	T	W	R	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	Early 23 Dis	24	
	27	28	29	30	31	

January

17 - 78

S	M	T	W	R	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	End 18 Sem	19	20	½ Act 80 21	
	24	25	26	27	Act 80 28	
	31					

21 - 99

February

S	M	T	W	R	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	Snow 18 Day	
	Snow 21 Day	22	23	24	25	
	28					

March

18 - 117

S	M	T	W	R	F	S
		1	2	3	4	
	7	8	9	10	Act 80 11	
	14	15	16	17	18	
	21	22	23	3 rd MP 23 End	25	
	28	29	30	31		

April

23-140

S	M	T	W	R	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	Early 20 Dis	Snow 21 Day	Good 22 Fri.	
Easter	Snow 25 Day	Snow 26 Day	27	28	29	

May

17 - 157

S	M	T	W	R	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	Mem. 30 Day	31				

June

21 - 178

S	M	T	W	R	F	S
			Early 1 Dis	Last 2 Day	In Svc 3	
	6					

Special Dates to Remember:

2 - 180

Aug 26, 27, 30	Teacher In-Service	January 21	½ Act 80
August 31	First Day of School	January 28	Act 80
September 6	Labor Day	Feb 18	Snow Day
September 24	Act 80 Day	Feb 21	Pres./Snow Day
October 11	Act 80 Day (No Tech)	March 11	Act 80 Day
Oct 25-29	County In-Service	March 14 -	PSSA Testing incl.
Nov 1-5	12 th Gr. PSSA Testing incl.	April 15	make ups
November 2	make-ups	March 23	End of 3 rd MP
November 15	End of 1 st MP	April 20 ED	Early Dismissal
November 15	Act 80 Day - No Tech	Apr 21 - 26	Easter Break
Nov 24 ED	Early Dismissal	April 21, 25,	Snow Days
Nov 25-30	Thanksgiving Break	26	
November 30	Snow Day	May 30	Memorial Day
Dec 23 ED	Early Dismissal	June 1 ED	Early Dismissal
Dec 24-31	Christmas Break	June 2 ED	Last Student Day
January 18	End of Semester	June 3	SCTC Last Day
		June 3	Teacher In-Service

Snow Days Order:

November 30, February 18, February 21, April 21, April 25, April 26.

Somerset County Technology Center 2010-2011 Year Calendar

Snow Days Order:

November 30, February 18, March 4, April 26, April 25, April 21

26/27 - In-Service Day
30 - No School
31- Students' First Day

1 - 1

AUGUST '10						
S	M	T	W	Th	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

SEPTEMBER '10						
S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		

6 - Labor Day

21 - 22

11 - County-Wide In-Service
25-29 - 12th Grade PSSA Retake

20 - 42

OCTOBER '10						
S	M	T	W	Th	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

NOVEMBER '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				

1- 5 - 12th Grade PSSA Retake
3 - End 1st nine weeks
15 - County-wide Act 80
25-29 - Thanksgiving Break
30 - Snow Day

18 - 60

24-31 - Christmas Break

17 - 77

DECEMBER '10						
S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

JANUARY '11						
S	M	T	W	Th	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

19 - 90th Day (semester)

21 - 98

18 - Snow day

19 - 117

FEBRUARY '11						
S	M	T	W	Th	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28					

MARCH '11						
S	M	T	W	Th	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		

4 - Snow Day
25 - End 3rd Nine Weeks
14-31 - PSSA TESTING

22 - 139

1-15 - PSSA TESTING
21 - Snow Day
22 - Good Friday
25/26 - Snow Days

17 - 156

APRIL '11						
S	M	T	W	Th	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

MAY '11						
S	M	T	W	Th	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

30 - Memorial Day

21 - 177

3 - Last Student Day
6 - In-service Day

3 - 180

JUNE '11						
S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		

JULY '11						
S	M	T	W	Th	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

Holidays
In-service Days
Student Days Noted
Snow Days
Act 80 Days
PSSA Testing

RELATIONS WITH PARENTS/GUARDIANS POLICY

ADOPTED: December 9, 2009

The Board believes that the education of students is a joint responsibility that is shared by the parents/guardians. To ensure that the best interests of each student are served in the educational process, a strong program of communication and cooperation between home and school must be maintained, and parental involvement encouraged. The Board feels that it is the parents/guardians who have the ultimate responsibility for their children's behavior in school, including the behavior of students who have reached the legal age of majority but are, for all practical purposes, under parental authority. During school hours, the Board acts in loco parentis or in place of the parents/guardians, through its designated administrators. Parents/Guardians are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance. The Board directs that the following activities be implemented to encourage parent school cooperation:

1. Parent-teacher conferences to permit two-way communication between home and school.
2. Open houses in district schools to provide parents/guardians the opportunity to see the school facilities, meet the faculty, and witness school programs.
3. Special events of a cultural, ethnic or topical nature that are initiated by parent groups; involve the cooperative effort of students, staff and parents/guardians; and are of general interest to the schools or community.

The Board believes that parents/guardians have a responsibility to support and encourage their child's career in school through the following actions:

1. Require that students comply with district policies and school rules and regulations and accept responsibility for their behavior.
2. Send students to school with proper attention to their health, personal cleanliness and dress.
3. Maintain an active interest in the student's daily work and provide appropriate supervision for completion of assigned homework.
4. Read, sign and return promptly all communications from school, when requested.
5. Attend conferences for the exchange of information on the student's progress in school.
6. Participate in school activities and special functions.

GUIDANCE

Pupils will find that the classroom teacher, the guidance counselor, and the administration assume a cooperative responsibility of advising and guiding them in their educational, social, vocational, and ethical problems throughout the school year.

The guidance office, in cooperation with the library, has available much valuable information concerning vocations, college entrance, personal growth, social and academic problems.

While pupils may consult freely with the guidance counselor, we suggest that they make appointments. All information submitted by pupils is considered confidential and will be used in the spirit with which it is given to assist the pupil to solve the problem at hand.

MEYERSDALE AREA HIGH SCHOOL EXTRACURRICULAR ELIGIBILITY AND TUTORIAL PROGRAM

Participation in extracurricular activities is a privilege and therefore the following standards of academic eligibility have been adopted by the Meyersdale Area School District.

To be eligible for extracurricular activities a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, PIAA, as well as any local policies established by the local school board. The pupil must be passing the core academic areas. Eligibility shall be cumulative from the fifteenth day of school and reported on a weekly basis. In cases where a

student's cumulative work for those areas does not as of any Friday meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the next following Saturday unless the tutorial program policies are followed.

In all cases a student's work must meet PIAA standards for eligibility.

New students must comply with the requirements of the curriculum rules. The standing required for the preceding year shall be obtained from the records of the last school which the pupil has attended.

Students declared ineligible have the right to appeal before the high school principal and the faculty member awarding the failing grade. The final decision in regards to the ineligibility rests with the high school principal.

Tutorial Program

Students attend school primarily to become educated, productive and well adjusted young adults to the fullest of their individual abilities and talents. The successful pursuit of academic studies is the most important key to success as an adult. Everything possible must be done to prepare our young people for adult life.

It is proposed that a tutoring program shall be established through which help in any of the four core academic areas shall be available to students who desire it. (English – Math – Science – Social Studies)

The only prerequisite for tutorial assistance shall be that the student actively participate in classroom activity and not rely solely on the tutoring experience.

Tutoring assistance shall be provided by teachers (retired or active). Any other capable tutor could be used only upon the recommendation of the administration and the school board.

The tutoring program shall be of special significance for students who participate in extracurricular activities. If a student's cumulative average during a nine-week grading period in any of the four core academic areas is an (F), compulsory attendance in the tutorial program will be necessary for continued participation.

For students not involved in an extracurricular activity, participation in the tutorial program will be recommended through the guidance office, a classroom teacher, parental request, or student request.

For students receiving an "F" in a core academic subject during a nine week grading period, a conference will be scheduled with the parents. The parents will accept tutoring or sign a statement that it is not desired.

In all tutoring instances, cooperation and strict attendance patterns shall be expected on the part of the student involved.

Guidelines – Tutoring Program

1. The responsibility for basic instruction lies with the classroom teacher. Under no circumstances will the tutoring process be a substitute for regular and conscientious attendance in the classroom. At no time is the tutor to become responsible for primary teaching.
2. Student tutoring rosters will be submitted electronically by the close of school Thursday. The Athletic Director will inform students that their name has been submitted for after school tutoring, the subject they are failing, and what evening (s) they are scheduled for after school tutoring.
3. Students involved in extracurricular activities who are failing a subject must spend a minimum of two hours per week in a tutoring situation after school.
4. Students who continue to fail on either three separate or continuous occasions during a nine-week grading period will be evaluated to determine participation.
5. Coaches and advisors should check with the Athletic Director in regard to students who may be excluded from a practice, game or event because of non-attendance at an evening tutorial session.
6. Recommendations for student failures must be based on a cumulative average, that is, from the first grade of each nine-week period.
7. Tutoring will occur on the day assigned from 3:00 p.m. until 5:30 p.m. in rooms designated by the administration.

8. Tutoring will be scheduled according to need in specific subject area from Monday through Thursday. Tutoring sessions are established by the Athletic Director.
9. Tutors must fill out attendance sheets after each tutoring session. These attendance sheets will be checked to ensure eligibility of participants.

***Solid Subjects** – Solid subjects are all subjects not elected by students attending Meyersdale Area High School. All mainstreamed classes assigned to Special Education will be considered elective classes with the exception of Physical Education, Art, Music, Home Economics and Shop.

***Extracurricular Activities include:**

1. All Athletics
2. Marching Band (fall season)
3. Drama (musicals)
4. Cheerleading
5. Competitive Squads (majorettes, silks)

COMPREHENSIVE FIELD TRIP ELIGIBILITY GUIDELINES

1. (CRITERIA) Field trip eligibility is based on a combination of academic performance (no failing or incomplete grades), discipline (no excessive instances of detention, suspension, or other behavior issues), and number of absences; including unexcused/ illegal absences. Field trip eligibility is based on the current nine-week grading period with the exception listed in 2.a.i below.
 - a. Specifically, a student is ineligible based on the following guidelines:
 - i. Academic performance
 - a. Failure or incomplete grade
 - ii. Discipline
 - a. Suspension: Out of School: ≥ 1 , In-School: ≥ 2
 - b. Total discipline infractions: ≥ 3
 - iii. Number of absences (absences documented by a valid medical excuse will not be used in calculating eligibility)
 - a. Unexcused/illegal: ≥ 2
 - b. Regular absences: ≥ 6
2. (EXCEPTIONS) The issue of a “two-week grace period” at the start of a new grading cycle, in terms of field trip eligibility and academic performance, coincides with the same “grace period” that exists regarding athletic eligibility.
 - a. However, field trips, being a privilege, as well as an instance in which students are not present in school or class are subject to the following exception:
 - i. A student shall be ineligible for field trip attendance any time during a nine-week grading period (including the two-week grace period) if that student is failing and/or receiving an incomplete grade in a class that they failed the previous nine-week period.
3. (DISCRETION) Student permission to attend a field trip is at the discretion of the teacher where #2 is concerned. Make-up work in order to fulfill a letter grade and remove an “incomplete” prior to attending a field trip is the intended outcome.
4. The above field trip eligibility policy is applicable only to non-curricular field trips scheduled during any portion of the school day.

HOMEWORK POLICY

ADOPTED: September 3, 2008

We believe that homework is an acceptable practice which should provide a means for students to apply, integrate, practice, and extend school learning. We believe that homework should provide activities to combine the efforts of the school and home to develop the child physically, intellectually, emotionally, aesthetically, socially and morally.

The purpose of homework assignments should be to:

1. Develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent thinker.
2. Reinforce learning through the practice, application, integration, and/or extension of knowledge and skills.
3. Stimulate originality and creativity.
4. Enrich school experiences and promote home-school communication.

Each student shall be responsible for completing homework assignments as directed. Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time. The demand of homework upon the students' time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school. Homework will not be assigned as a form of punishment.

GRADING PROCEDURES

RE: MEYERSDALE AREA HIGH SCHOOL

Faculty members determine the best grading system suitable to the individual classes taught, students' ability level, and curriculum. All teachers will explain to classes their methods of grading and individual class grading policies. Basically the policy returns to what has been done in the past with consistency in identical courses. All grading scales will have the lowest A not fall below 90 and the lowest D not fall below 60.

Report to Parents

The school year is divided into four report periods of nine weeks each. At the close of a nine-week period, each pupil's marks are recorded on a report card. This report card is to be taken home and given to the parents. Report card envelopes and deficiency reports must be signed and returned within a five-day period, unless prior arrangements are made with the principal. Failure to return report card in specified timeframe may result in assignment of detention.

PROMOTION AND RETENTION POLICY

ADOPTED: September 3, 2008

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional

judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

The Superintendent or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.

The recommendation of the classroom teacher shall be required for promotion or retention of a student. The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

Guidelines

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance. Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians. The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions. Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

FAILURE OF A SUBJECT

***PLEASE NOTE**

Students who receive three F's for a full-year course, no matter what the numerical average, will be considered as having failed that particular subject. Students who receive two F's for a semester course, no matter what the numerical average, will be considered as having failed that particular subject. Each class has course requirements. Additionally, passing a course is a compilation of grades and meeting course requirements.

It is the opinion of the Meyersdale Area School District that three F's constitute failure of more than half a year's work, and such a student should not receive a passing mark. In addition, if a student does not complete a major project during a nine-week period, he/she will receive an incomplete grade (I) for those nine weeks. During the first three nine-weeks grading periods, any incomplete grade (I) will become an "F" for the grading period when the project is not completed to the satisfaction of the classroom teacher within two weeks of the official end of the grading period. Parents will be contacted by the teacher to notify them of the reason for the incomplete grade. During the last nine-weeks grading period, all major projects assigned during the fourth nine weeks must be completed. Any student not completing a major project during the last nine weeks will receive an incomplete grade (I) which must be made up by the last day of school to the satisfaction of the classroom teacher, the head teacher or the building administrator. Failure to make up this work during the last nine weeks will result in failure (F) of the class for the year.

In an effort to keep parents informed and involved in their child's academic progress, the teachers will contact the parents when a student receives an incomplete (I) for a nine-week grading period in any subject. Parents must be contacted within one week of the end of that grading period.

At anytime during the school year when a student receives a failing grade (F) for two nine-week grading periods, the teacher will contact the parents.

Incomplete grades marked on report cards must be changed to regular grades within a two-week period for the issuance of report cards. Exception on prolonged illness or exceptional circumstances will be determined by the principal.

Senior high students in grades 9 through 12 failing a subject are required to attend summer school in order to advance with the class for graduation. Twenty-four (24) credits are required to attend summer school in order to advance with the class for graduation. Twenty-four (24) credits are required for a diploma effective in 1999.

Procedures Regarding Class Failures and Double Scheduling of Class Subjects:

When students fail classes and choose to double schedule in the next year, passing grades must be maintained in these subjects. If a student is failing a double scheduled class that requires a prerequisite, he/she must drop the advanced class for the year. Example: If a junior, who is double scheduled in English fails either English 10 or English 11, they must drop English 11 for the present year.

If the student is not failing a class that is a prerequisite, they will be removed from the class that they are failing. Example: If a junior who is double scheduled in Social Studies fails 10th grade World Studies, they will be removed from the World Studies and remain in their 11th grade Problems of Democracy/Economics. If they are failing both Social subjects, they will be removed from the more advanced class.

This policy is applicable to seniors if they fail a class and cannot pass the class for the year to complete their graduation requirements. In other words, seniors can remain in the class until they receive their 3rd "F" at which time the class will be dropped from their schedule.

Students may not double schedule classes in more than one subject area. Triple scheduling of any one subject is not permissible.

Summer school classes are permitted for credit recovery only. Summer classes cannot be used for credit advancement. In terms of double scheduling, only the lowest unsuccessfully completed course can be made up in summer school. If a class is dropped, it must be made up in future scheduling during the regular school year. Graduation requirements must be completed before a student can participate in the graduation ceremony or receive a Meyersdale Area High School diploma.

SAMPLE FOR CALCULATING A 9-WEEK HONOR ROLL OR HONORABLE MENTION DETERMINATION

	Yearly	Letter	Letter	Class	Individual
	Credit	Grade	Grade	Credit	Class GP A
	Value		Converts	Value	Conversion
			To Grading	Divided By	
			Scale	4 Quarters	
Chemistry	1	A	4.0 X	.25	1.0
English	1	B	3.0 X	.25	.75
Algebra II	1	B-	2.67 X	.25	.6675
World Cultures	1	B-	2.67 X	.25	.6675
Phys Ed	.25	A	4.0 X	.0625	.2500
French	1	C	2.0 X	.25	.50
Band	.6	A	4.0 X	.15	.60
Animal Biology	.5	A-	3.67 X	.125	.45875

Divide the total of GPA Conversion by the total of the Credit Value:
 $4.89375 \div 1.5875 = 3.082677$ (nine week GPA)

HONOR ROLL

The range for honor roll is 3.600 to 4.4

HONORABLE MENTION

The range for Honorable Mention is 3.100 to 3.599

DROPPING A SUBJECT

NO COURSE MAY BE DROPPED AFTER THE BEGINNING OF THE 3RD WEEK OF SCHOOL UNLESS EXTREME CIRCUMSTANCES PREVAIL. IN ALL CASES, PARENTAL APPROVAL MUST BE SECURED. FINAL APPROVAL FOR ALL SCHEDULES WILL BE GIVEN EITHER BY THE COUNSELOR OR PRINCIPAL. IF A COURSE IS DROPPED AFTER THIS TIME, THE STUDENT WILL RECEIVE AN "F" FOR THE YEAR. ALL STUDENTS MUST BE TAKING A TOTAL OF 6 CREDITS AT ALL TIMES.

ACCELERATED GRADUATION PROCEDURE FOR MEYERSDALE AREA SCHOOL STUDENTS

Students will be permitted to participate in accelerated graduation programs following the listed procedure:

- I. Students may be identified at any grade level to participate in accelerated courses. identification will be made by:
 - a. Psychological examination by I. U. specialist.
 - b. Written faculty evaluation and recommendation
 - c. A minimum Average of 3.8 in academic subjects.
- II. Parental conferences may be requested by the building principal to establish priority goals and progress.
- III. A Multi-Disciplinary Team (M.D.T.) must recommend the prospective student be admitted to the accelerated program. This team will consist of:
 - a. Building principal
 - b. Guidance counselor
 - c. Current faculty members teaching candidate
 - d. Supervisor of Curriculum/Instruction
- IV. Students, and/or parents dissatisfied with M.D.T. decision have a right to appeal such decision to the Superintendent of Schools within ten days of the M.D.T. written response to the student.
- V. The Meyersdale Area School Board shall be notified one year prior to the students anticipated graduation from the Meyersdale Area Schools.

ACADEMIC ACHIEVEMENT LETTER/PIN AWARDS

The letter and pin awards for any combination of Honor Roll or Honorable Mention GPA for three of the four 9-weeks is as follows:

First time award winners receive a letter and a pin.
Subsequent years receive a pin.
Maximum awards—1 letter and 6 pins.

If the criteria are met by the end of the third nine weeks, the award will be given at the May assembly. If the criteria are met by the end of the fourth nine weeks, the award will be given in September of the year.

Award winners will be eligible to purchase an award's jacket (similar to the Meyersdale jacket that bears athletic awards if earned) on which to display the letter and/or pins.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES POLICY

ADOPTED: September 3, 2008

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent or designee as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related matters.
5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

STUDENT RECRUITMENT POLICY

ADOPTED: September 3, 2008

In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States. Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.

Guidelines Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.

The district shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.

The district shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.

The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.

The building principal reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation of the school.

The Superintendent or designee shall notify parents/guardians prior to the end of the student's junior year about the provisions of this policy. The notice shall include:

1. Notice that the school routinely discloses names, addresses and telephone numbers of junior and senior students to postsecondary institutions and military recruiters, subject to a parent's/guardian's or secondary student's request not to disclose such information without prior written parental consent.
2. Explanation of the parent's/guardian's or secondary student's right to request that information not be disclosed without prior written parental consent.
3. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.

RAIDER PRIDE – Character Education

Raider Pride will be reinforced through a K-12 character education program with emphasis placed on a different character trait each month. The goal of this program is to promote a safe school environment where all students are treated fairly and with dignity, are respectful to others and will take responsibility for their actions. This program will stress the importance of community involvement. The following is a sample listing of character traits that will be reinforced: sportsmanship, respect, honesty/integrity, responsibility, citizenship, courage.

The following letter by the Meyersdale Area School District is to comply with this Policy by notifying parents of the option to make a request not to release the aforementioned student information to military recruiters and/or institutions of higher education.

MEYERSDALE AREA SCHOOL DISTRICT

1349 Shaw Mines Road, Meyersdale, PA 15552

An Equal Opportunity Employer

TIMOTHY A. KRETCHMAN
Curriculum-Federal Coordinator
(814-634-0617)

TRACEY A. KARLIE
Superintendent
(814) 634-5123

JOHN R. WILTROUT
High School Principal
(814) 634-8311

LAURA SCHARDT
Business Manager/Board Secretary
(814) 634-0617

WAYNE L. MILLER
Middle School Head Teacher
(814) 634-1437

JACALYN A. BAER
Elementary Principal
(814) 634-8313

Current Date

Dear Parent/Guardian:

As a result of the Federal No Child Left Behind Legislation, school districts are required to provide some biographical information to military recruiters and institutions of higher learning. Under the provision of (20 U.S.C. Section 7908) No Child Left Behind Act, the Meyersdale Area School District must provide (upon request) names, addresses and telephone numbers of high school students to armed service recruiters or representatives of post secondary institutions.

The District must also notify parents/guardians of their right and the right of their child to request that the district not release such information without prior written consent.

Parent/guardians who wish to exercise the right to withhold their consent to release the afore-mentioned information must sign this form and return it to the High School Guidance Office by August 20, 2008. If this form is not returned, the Meyersdale Area School District must provide the previously mentioned directory information as per request.

Please cut along dotted line

(Continued on Next Page)

I DO NOT wish to have student information released.

_____ (Print name of student)

_____ (Parent/Guardian signature)

_____ (Printed name of parent/guardian)

_____ (Date)

Please return this bottom portion to: High School Guidance Office
Meyersdale Area High School
1349 Shaw Mines Road
Meyersdale, PA 15552

SENIOR GRADUATION PROJECT

The Meyersdale Area School District does require a senior graduation project as required by the Pennsylvania Department of Education. Information pertaining to the project will be presented in detail to the junior class at the beginning of each school year.

GRADUATION REQUIREMENTS POLICY

ADOPTED: September 3, 2008

The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding diplomas and certificates at graduation ceremonies.

The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, completion of a culminating project, and satisfactory results of district and/or state assessments aligned with academic standards.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board as part of the district's Strategic Plan.

The Board shall permit a student with a disability, who has attended four (4) years of high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, even if the student's Individualized Education Plan (IEP) prescribes continued educational services. The student may receive a high school diploma when s/he completes his/her Individualized Education Plan (IEP).

A list of all candidates for the award of a diploma shall be submitted to the Board for its approval.

A requirement for graduation shall be the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which are aligned to established academic standards.

The Board requires that each candidate for graduation shall have earned twenty-four (24) credits.

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.

A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution.

The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.

Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations.

Students shall be informed of graduation requirements they are required to complete. Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements. A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Diplomas For Eligible Veterans

In order to honor and recognize eligible veterans who left high school prior to graduation to serve in World War II or the Korean War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.

Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.

The Superintendent shall submit to the Board for its approval the names of veterans of World War II and the Korean War who are eligible for a high school diploma.

PROCEDURES AND GUIDELINES FOR GRADUATION/COMMENCEMENT

1. Required – Boys shall wear white shirts, long ties, dark shoes and socks.
2. Girls shall wear flat-heel shoes (white or black)
3. The student shall be responsible for the purchase price of the cap and gown if it is not returned.
4. Students shall not chew gum or wear sunglasses during graduation exercise.
5. Reserved seat tickets will be given to each senior for parents, guardians, and/or relatives for the Baccalaureate and Commencement Program. (four per senior)
6. Seniors planning to buy their graduation tassel must pay the high school office \$1.25 prior to graduation.
7. Students are not required to participate in the graduation ceremony to receive their diploma. Students electing to participate in graduation ceremony must attend all graduation practices. Diplomas of non-attending graduates will be issued the day following graduation.

NOTE: Anyone unable to provide the items required on this instruction sheet should contact the high school principal prior to graduation.

The high school principal has the authority to deny students the right to participate in the graduation ceremony if the above instructions are not met. Anyone not giving full cooperation during graduation practices will be denied the right to participate in graduation.

Additional Instructions:

1. Pay your \$1.25 for your tassel before practice.
2. Seniors will report to the gymnasium by 12:30 p.m. to prepare for the processional on Sunday.
3. DO NOT talk during the service.
4. The long part of the cap should be turned back and the tassel worn over the left temple.
5. Your cap and gown should be put into the plastic bag you received it in. Hand it in personally after the graduation ceremony.
6. Commencement program will be given to the seniors in the field house when caps and gowns are turned in.
7. Diplomas will be issued upon return of cap and gown. Inappropriate conduct and/or gestures during the graduation ceremony will be referred to the committee of the school board for evaluation.

GRADUATION STANDARDS (Credits)

Graduation is based upon the work completed in grades 9 through 12. The requirements for graduation are in accord with the adopted Requirements for Graduation in Pennsylvania Secondary Schools set up by the State Department of Public Education.

A minimum of six (6) credits shall be scheduled and passed at each grade level. This is in addition to Physical Education which is required for graduation in grades 9, 10, 11, and 12. The effect of such scheduling shall result in the following graduation requirements:

1999 – and thereafter – 24 credits (grades 9 through 12), as follows:

English –	4	credits
Social Studies –	4	credits
Math –	3	credits
Science--	3	credits
Health / P. Ed. –	1.5	credits
Electives	<u>8.5</u>	<u>credits</u>

24 total credits

6 – Credits in selected areas (Academic/Tech Prep)

All students in grades 9—12 must take six credits at all times during a school year.

Regulations for Physical Education Classes

1. Student dress:
 - a. All students must dress appropriately for class. Clothing worn must allow for freedom of movement and full participation in the physical education program.
 - b. Specific requirements:
 1. Shirts – T-shirts, polo's and jerseys are acceptable. The shirt must have sleeves, no bare midriffs.
 2. Gym shorts – gym-type shorts, coaches' shorts are acceptable. Must allow freedom of movement.
 3. Sneakers – jogging, athletic shoe acceptable. All shoes must be laced and tied.
 4. Socks – anklets, white from the ankle down
 5. Optional – jogging/warm-up suits.
2. Students who do not bring their gym clothing shall explain to the teacher in charge. If the excuse is not valid, the student will receive a reduction in grade for the day.
3. A student shall be excused from class only upon the presentation of a medical excuse or by recommendation of the school nurse.
4. A student shall be excused only from the course upon the presentation of a request signed by a physician.
5. Combination locks are available for all students.
6. The school district will not be responsible for personal belongings that are not placed in a **locked** locker or valuables that are not locked in the teacher's office.

SHOP SAFETY & DISCIPLINE

Industrial Arts and Agriculture Departments

The industrial arts area is unique in that student discipline in the shop, more than in any other area of the school, sets the tone for the shop safety program.

1. In addition to tool, machine, and general safety rules, the student will be made aware of safe conduct.
2. A student may act up, thinking only that he is cute or funny, but may in fact be jeopardizing the safety, or the very lives, of himself or classmates.
3. The first offense in violation of discipline or safety rules will be treated through a teacher-pupil conference, by the teacher in normal discipline channels.
4. The second offense will require the student to complete an assignment on safety – probably in the form of a written report.
5. On the third offense in violation of these rules, at the discretion of the teacher and high school principal, he may be removed from the class with a drop-fail recorded on office records.

Plagiarism / Cheating

Meyersdale Area High School defines plagiarism as follows: to steal or pass off the ideas or words of another as one's own. Copying another student's work, including homework, constitutes plagiarism and is therefore considered cheating.

If a student submits a written assignment that has been plagiarized, the following actions will occur:

- a. Student will receive a zero for the assignment.
- b. Student will be required to redo the assignment and submit to teacher.
- c. Further disciplinary actions will be on a graduated scale as listed in the *Discipline Procedure Guidelines* section of this handbook.

Meyersdale Area High School Senior Honors English Enrollment Procedures & Requirements

The following is a list of requirements and procedures regarding your son's/daughter's enrollment in senior Honors English as well as in Allegany College of Maryland's courses. Please read this information carefully, sign and date the document, and ask your son or daughter to do so as well. If you have any questions regarding this policy, please contact Mrs. Deakins at 634-8311.

1. All students must maintain an 84% at the conclusion of each grading period in order to maintain MAHS Honors English status. If a student concludes a grading period without doing so, he/she loses the weighted grade point for English grades (i.e. an A, which is valued at 4.4 in the Honors system, becomes a 4.0 according to the weighting system for non-Honors students).
2. If a student falls below the 84% after the first nine-week grading period, he/she must remain in the course to receive college credit for Freshman Composition English 101 through Allegany College of Maryland. He/She will be expected to complete all assignments according to course policy.
3. If by the conclusion of the ACM fall semester (mid-December), a student who did not possess the requisite 84% after the first nine weeks still has not improved his/her percent to the level, he/she will not be given the opportunity to enroll in Introduction to Literature 103 through Allegany College of Maryland, which is offered during the spring semester.
4. If a student is not enrolled in Introduction to Literature 103 due to his/her failure to maintain the required 84%, he/she will still be expected to complete all assignments according to course policy.

I have read and understand the Meyersdale High School Honors English Enrollment Procedures & Requirements.

Parents signature _____ date _____

Student's signature _____ date _____

PLAGIARISM

If student submits a written assignment that has been plagiarized, the following actions will occur:

- a. Student will receive a zero for the assignment.
- b. Student will be required to redo the assignment and submit to teacher.

Resource Materials Policy

ADOPTED: September 3, 2008

The Board shall provide instructional and evaluative materials to implement and support the district's and the schools' educational goals and academic standards.

Resource materials shall include reference books, supplementary titles, multimedia materials, maps, library books, software and instructional material.

The Superintendent, after consultation with the administration and teaching staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials. No adoption or change of materials shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board. The Superintendent or designee shall develop and implement selection procedures for resource materials.

Selection procedures for resource materials shall be developed which:

1. Appoint appropriate administrative and instructional staff to select resource materials, subject to the approval of the Superintendent.
2. Ensure that the Board's budgetary allotment for resource materials is spent efficiently and distributed equitably throughout the instructional program.
3. Ensure an inventory of resource materials that is well-balanced and well-rounded in coverage of subject, types of materials, and variety of content.
4. Evaluate the effectiveness of resource materials presently in use.
5. Direct staff to consult a variety of media sources before selections are made.

Resource materials shall be selected in accordance with the following guidelines:

1. Materials shall be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.
2. Wherever possible, materials shall be selected to provide opposing views on controversial issues so that students may develop critical reading and thinking skills.
3. Wherever possible, materials shall represent varied religious, ethnic, gender and cultural groups and their contribution to American heritage.
4. Materials shall be factually accurate and of genuine literary or artistic value.
5. Materials shall be of a quality and durability appropriate to their intended use and longevity.
6. Materials shall relate to, support, and enrich the courses of planned instruction adopted by the Board.

A listing of all resource materials shall be made available for the information of the professional staff, Board members, students, parents/guardians, and community.

COPYRIGHT MATERIAL POLICY

ADOPTED: February 3, 2010

The Board emphasizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. The Board attests that severe penalties are provided for unauthorized copying of audio, visual, software or printed materials unless the copying falls within the bounds of the fair use doctrine. Under the **fair use doctrine**, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product falls within the bounds of fair use, four (4) standards must be met:

1. **THE PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship and must be nonprofit.
2. **THE NATURE OF THE COPYRIGHTED WORK.** Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.
3. **THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** Copying the whole of a work cannot be considered fair use; copying a small portion may be if stated guidelines are followed.
4. **THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.

Staff may make copies of copyrighted school district materials that fall within stated guidelines. Where there is reason to believe the material to be copied does not fall within guidelines, prior permission shall be obtained from the principal. Staff members who fail to follow this policy may be held personally liable for copyright infringement. Multiple copies, not exceeding more than one (1) per student, may be made for classroom use or discussion if the copying meets the tests of brevity, spontaneity and cumulative effect. Each copy must include a notice of copyright. A library or archive may reproduce one (1) copy or recording of a copyrighted work and distribute it if:

1. Reproduction or distribution is made without any purpose of direct or indirect commercial advantage.
2. Collection of the library or archives is open to the public or is available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field.
3. Reproduction or distribution of a work includes a notice of copyright. Copies of materials for face-to-face teaching activities involving performances or displays made by students or instructors, religious services, live performances without commercial advantage, and the use of instructional broadcasts are permitted.

Prohibited Copies

The law prohibits using copies to replace or substitute for anthologies, consumable works or compilations or collective works. **Consumable works** include: workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals; nor can they repeatedly copy the same item from term to term. Copying cannot be directed by a "higher authority"; and students cannot be charged more than the actual cost of photocopying.

Schools must be licensed to play copyrighted music where the performer is paid or admission is charged, even if the admission is used to cover refreshment costs.

Off-Air Recordings

Broadcast programs may be recorded off-air simultaneously with broadcast transmission and retained by the district for a period not to exceed forty-five (45) consecutive calendar days after the date of recording. After this period of time, all recordings must be erased or destroyed immediately. Program recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, during the first ten (10) consecutive school days in the forty-five (45)

calendar day retention period. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for evaluation purposes by the teacher. Off-air recordings may be made only at the request of and use by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. Off-air recordings need not be used in their entirety; but they may not be altered from their original content and may not be physically or electronically combined or merged to

constitute teaching anthologies or compilations. Such recording must include the copyright notice on the broadcast program as recorded. Videotapes/Optical Discs/Distance Learning/Audio-Visual Delivery Devices A library, archive, or media center may reproduce one (1) copy of a recording of a copyrighted work and distribute it in accordance with provisions of law. Recorded copies of copyrighted programs owned by a staff member or another person or a copy of a rental program are considered illegally made and may not be used for instructional purposes unless its use meets the fair use test. Rental videocassettes, laser discs and other optical media with the "home use only" warning label may not be used in a classroom, school assembly, or club unless specifically covered in the rental agreement. Multimedia use of copyrighted material falls under the guidelines of the medium being used (e.g. computer, video, audio). Distance learning is subject to copyright guidelines if copyrighted material is copied or recorded during a transmitted lesson. Closed-circuit distribution of a copyrighted work to classrooms in a school or campus is legal, as long as the transmission is used for instructional activity and not entertainment. Off-air taping of broadcast programs is permitted to educational institutions for programs broadcast to the general public. Pay cable TV services and satellite broadcasts available at an extra charge are not allowed without permission from the copyright owner.

Computer Software

Copies of software including those downloaded via modem, other than "public domain" software, cannot be made without the permission of the vendor or copyright owner. Illegal copies of copyrighted programs may not be made or used on school equipment.

A computer program may be legally copied only for the following reasons:

1. It is created as an essential step in the use of the computer program, such as automatic copying into memory when a program is loaded.
2. It is created as a backup or archival copy only. All backup and archival copies must be destroyed in the event the original program is erased or removed from inventory. Backup or archival copies may not be used simultaneously with the original program. Copying a copyrighted program from a computer hard drive to a floppy disc, for use as an additional copy, is illegal. Networking computer software is illegal if the legal multiple user or site licenses have not been acquired from the vendor or copyright owner. **Networking** is the use of a single program in a single computer that is connected to other computers, permitting the program to be used simultaneously in more than one computer. Reproduction of original computer software manuals is illegal, and copying must abide by the fair use guidelines.

The district will provide expenditures for software as a budgetary item. Priority will be given to software that supports and/or is critical to curriculum or operating needs. All other software will be purchased if reasonable need is established and/or financial resources allow such purchase. Renting or leasing original copies of software by individuals without the express permission of the copyright owner is illegal.

AUP – Acceptable Use Policy

MEYERSDALE AREA SCHOOL DISTRICT

ACCEPTABLE USE OF TECHNOLOGY RESOURCES / INTERNET ACCESS

(Authored by Victor Gaibor, IT Director; Revised June 6, 2007)

1. Purpose

The Internet is an electronic highway globally connecting hundreds of thousands of computers and millions of individual users. This gives access to thousands of news services, libraries, universities, government agencies (here and abroad), companies and groups not only to access data, but the ability to interact with these entities.

With this access also comes the availability of material that may not be appropriate for, or in the best interest of, the mission of the Meyersdale Area School District which is to provide quality education and support services to the students and staff within our school district. It is the responsibility of the board, administration, staff and students to ensure that access to telecommunication technology and computers in our District are used for their intended purposes.

2. Terms and Definitions

“AUP” is defined as this document, Acceptable Use of Technology Resources/Internet Access.

“The Board” is defined as the School Board of Meyersdale

“The District” is defined as the Meyersdale Area School District

“Staff” is defined as Administrators, Secretaries, Teachers, Substitute Teachers, and Support Staff

“IT Department” is defined as containing the IT Director and the Software Support Specialist

“Students” is defined as students from Grades K-12

“The Network” is defined as the entirety of the District’s technological assets and resources, including but not limited to servers, computers, printers, switches, hubs, routers, firewalls, cabling, Internet access and all data and programs transmitted therein.

“Network User, User or Domain User” is defined as all who use/employ the District’s Network. This includes all staff and students.

“The Domain” is defined as the name space of the Network within the District.

3. Authority

The Meyersdale Area School District makes no warranties, whether expressed or implied for the internet and technological services it is providing or for privacy when using said resources. Access to technology may be terminated or interrupted as determined by the District in the exercise of its discretion. Users should understand that the use of the network is a privilege and is also subject to the usual computer hardware and software problems. The electronic information available to students and staff does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of the information received. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.

The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The District reserves the right to log network use and to monitor file-served utilization by District users. The District also reserves the right to remove materials that is deemed inappropriate (obscene, pornographic, copyrighted etc.)

Network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary and legal action.

Though the school District may use technical/physical means to regulate access and information, these methods do not provide a foolproof means for enforcing this policy.

4. Community Responsibility

The District shall make every effort to ensure that this resource is used responsibly by students and staff. The “community” is defined as users of the District network (students, staff) as well as School board members and parents. “Staff” is defined to include teachers, teacher aides, substitute teachers, secretaries, administration and support staff. Students and staff have the responsibility to respect and protect the rights of every user in the District and on the Internet.

Students are allowed to log onto computers designated for student use ONLY. At no certain time are students allowed to use computers used by teachers, school secretaries or administration. At no time will students or staff be allowed use of personal computer equipment on school grounds other than computers provided by the District for school use. No exceptions will be made. Support of the computer systems in the District will be performed by the IT Department ONLY. Students are NOT members of the IT Department. Students are NOT allowed access to IT assets other than the student computer he/she is currently logged into. Student access is itself limited to the programs and files that the student is allowed via Group Membership while logged onto a Student computer. At no time are students allowed to open computer cases or attempt repairs to computer hardware. This is the sole responsibility of the IT Department. Access to the server Room, as well as Wiring Closets is DENIED TO ALL except the IT Department, the Building Maintenance Department and the District Superintendent. The Server Room and the Wiring Closets are to remain in 24 hour lockdown at all times, no exceptions. Access to these restricted areas will be via keyed lock and that key will be distributed to the IT Department Staff, the Maintenance Director and the District

Superintendent. Installation of any software will be performed by the IT Department ONLY. Software requests will be accepted at the beginning and at the end of the school year.

Requests for access and functionality of websites for use by instructors must be made two weeks prior to the event/class by the instructor to the IT Department for QoS (Quality of Service) testing. Requests are to be filed via email only. Requests are the direct responsibility of the requesting instructor.

“**Appropriate usage**” is defined as District provided technology and/or Internet resources that are directly related to the curriculum/instruction. Even though the school District makes a “best” effort to filter/block/detect access to non-educational websites and monitor Internet traffic, student usage of these websites at any time would be classified as “inappropriate usage” of the technology and/or Internet resource. It is the responsibility of the Teaching Staff to enforce this policy in the classroom. The building administrator shall have the final authority to determine what inappropriate use is.

P.L. 106-554 Sec. 1711, 1721

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the District’s computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include, but not be limited to:

Filtering/Blocking/Detection/Monitoring Website Policy

The school District will:

1. Use CIPA (Child Internet Protection Act) complaint software and hardware devices to make a “best” effort to filter/ block/detect access and monitor Internet traffic to obscene, pornographic, sexually explicit material, sexually explicit language, violence, harmful to minors with respect to use by minors, chat rooms, message services, text/instant messaging services, games or determined inappropriate for use by the Board.
2. Maintain and secure a usage log.
3. Monitor online activities of Network users.

* Access to the Internet is allowed ONLY through use of the Watch Guard Filter. No exceptions are made.

5. Guidelines

Network accounts will be used only by the authorized user of the account for its approved purpose. All communications and information accessible via the network should be assumed to be District property and as such not to be considered private. Network users shall respect the privacy of other users on the system.

1. Students will have a discussion with a staff member about the proper conduct while accessing information on the Internet, and complete a signature approval form before access to the Internet is granted.
 - a. Some of the items to be discussed include the following topics:
 - i. Reading the AUP together for a clear understanding of all rules and definitions.
 - ii. Etiquette while accessing the Internet.
 - iii. Electronic transmissions such as: email, chat rooms, message forums, text messaging services and similar services.
 - iv. Hacking into other systems.
 - v. Disclosing personal information.
 - vi. Downloading files or programs from the Internet.
 - vii. USB drives are permitted as a means of transferring assignments from home to school ONLY.

USB

drives will be made assessable to Staff upon request. They are not to have passwords or security, or

be made unreadable to Staff. They are not to be used to access/store batch files, executable or software

which could degrade system performance. Possession of such material on the USB drives will lead to

immediate disciplinary action. USB drive use is a privilege, not a right.

2. Students who sign the Acceptable Use Policy will have a discussion with their parents.
 - a. Parents discuss AUP with their students.
 - b. Parents sign AUP to allow their child access to the Internet.

3. Students must agree to all of the AUP rules and sign the AUP.

Staff Procedure

1. Staff members will read and sign the AUP to agree to abide to all of the rules set forth in the AUP.
2. Staff members will be given access to email.

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication. Students are prohibited from using email chat rooms, message forums, text messaging services, and similar services. Cyber bullying will not be tolerated.
6. Unauthorized or illegal installation, distribution, reproduction, possession or use of copyrighted materials.
7. Access to obscene or pornographic materials or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media, including but not limited to the usage of floppy diskettes, CD-ROMs (audio and computer), DVD-ROMs, and USB flash drives/USB storage devices.
15. Disruption of the work of other users.
16. Deliberate attempts to degrade or disrupt (hack) system performance. Destruction, modification, abuse or unauthorized access to network hardware, software and files. Such attempts will be viewed as criminal activity under applicable state and federal law and prosecuted as such.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Spreading computer viruses. Always virus check downloaded files and files from home before bringing them to school.
19. Bypassing of School Internet filtering through any means other than through the direct approval of the IT Director. This includes students as well as all employees of the District.
20. Student and staff use computers and IP enabled devices other than those provided by the District for school use is prohibited. No exceptions will be made. Violations will result in immediate confiscation of the equipment.
21. Digital Media Players (such as iPods and Zunes etc.) are banned from use on school premises by the student body. No exceptions will be made. Violations will result in immediate confiscation of the equipment.

System Security

System security is implemented through the use of passwords and accounts and pursuant folder permissions. Failure to adequately protect passwords and the account can result in unauthorized access to and destruction of personal or District files. Protection of the Network is the responsibility of all Domain users. The Domain users will use the following guidelines:

1. Employees and students will not reveal their passwords to any individual for any reason.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. A student user will log off at the end of their session. Staff members are required to utilize the "three fingered salute" (Ctrl, Alt, Delete) and select "Lock Computer" or "Log Off" as appropriate. A closed classroom door is not an acceptable substitute. Computers found left in a logged on state will be subject to

an immediate reboot/logoff without regard to files left open. It is the responsibility of the logged on Staff User that this does not happen.

4. Any user identified as a security risk or having a history of problems with other computer systems may be given restricted access or denied access to the network.
5. Passwords may be reset upon request. Requests MUST be made by the account holder or by a legal guardian of the account holder.
6. Password guidelines for staff as well as students grades 6-12:
 - Passwords should be at least 8 characters in length and include at least one number or symbol
 - Passwords may include upper and lower case, as well as symbols and spaces
 - Passwords should not be the same as those used on websites and email
 - Passwords should NOT be written down. If they are, they must be kept in a secure location and not taped/written on desks, monitors, under blotters, under mice, under keyboards, etc. Treat the password as you do your Social Security Number or ATM PIN.

Consequences for Inappropriate Use of the Network and Internet

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Result of Misusing the Internet

1. First Offense: a warning to the student with a report to the parents.
2. Second Offense: loss of technology and/or Internet access for a length of time to be determined at the discretion of the building administrator and a report to the parent.
3. In the event an offense warrants immediate and severe discipline, the first step above can and shall be waived. Legal action may be taken if warranted.
4. It may be necessary for a student or the student's parent(s)/guardian(s) to have a conference with the principal before network privileges are restored.

Use of Copyrighted Material

All copyright laws will be strictly adhered to in accordance to the law. Any violations of copyright laws will be considered the responsibility of the user and will result in the loss of all privileges plus any penalties imposed by the Meyersdale Area School District, school board, administration, and/or staff.

P.L. 94-533 Sec. 107 Limitations On Exclusive Rights: Fair Use

Notwithstanding the provisions of Section 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phone records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work

Source: Pub. L.

94-553, title I, Sec. 101, Oct. 19, 1976, 90 Stat. 2546;

Pub. L. 101-650, title VI, Sec. 607, Dec. 1, 1990, 104 Stat. 5132;

Pub. L. 102-492, Oct 24, 1992, 106Stat. 3145

Network Safety

Network users will be protected as well as can be made possible, from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications will report that communication immediately to a staff member (teacher or guidance counselor is preferred). That

staff member will then report the incident to the building administration and IT director who will present his or her findings to the district superintendent together. The district will adhere to the provisions provided in the Neighborhood Children's Internet Protection Act.

P.L. 106-554

Section 1731. Short Title.

This subtitle may be cited as the "Neighborhood Children's Internet Protection Act".

Section 1732. Internet Safety Policy Required

Section 254 of the Communications Act of 1934 (47 U.S.C. 254) is amended by adding at the end the following:

"(1) INTERNET SAFETY POLICY REQUIREMENT FOR SCHOOLS AND LIBRARIES.--

"(1) IN GENERAL.—In carrying out its responsibilities under subsection (h), each school or library to which subsection (h) applies shall—“(A) adopt and implement an Internet safety policy that addresses--

114 STAT. 2763—351 PUBLIC LAW 106-554---APPENDIX D

"(i) access by minors to inappropriate matter on the Internet and World Wide Web;

"(ii) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

"(iii) unauthorized access, including so-called "hacking", and other unlawful activities by minors online;

"(iv) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and

"(v) measures designed to restrict minors' access to materials harmful to minors; and

"(B) provide reasonable public notice and hold at least one public hearing or meeting to address the proposed Internet safety policy.

"(2) LOCAL DETERMINATION OF CONTENT.— A determination regarding what matter is inappropriate for minors shall be made by the school board, local educational agency, library, or other authority responsible for making the determination. No agency or instrumentality of the United States Government may—

"(A) establish criteria for making such determination;

"(B) review the determination made by the certifying school, school board, local educational agency, library, or other authority; or

"(C) consider the criteria employed by the certifying school, school board, local educational agency, library, or other authority in the administration of subsection (h)(1)(B).

"(3) AVAILABILITY FOR REVIEW – Each Internet safety policy adopted under this subsection shall be made available to the Commission, upon request of the Commission, by the school, school board, local educational agency, library or other authority responsible for adopting such Internet safety policy for purposes of the review of such Internet safety policy by the Commission.

"(4) EFFECTIVE DATE -- This subsection shall apply with respect to schools and libraries on or after the date that is 120 days after the date of the enactment of the Children's Internet Protection Act.".

Responsibility: Access is a privilege, not a right. Access entails responsibility.

1. The school board expects that staff will integrate thoughtful use of networked information resources throughout the curriculum.

2. Student access from the school district's network to telecommunications and networked information resources shall follow guidelines developed for the selection of appropriate instructional materials contained in all district policies.

3. Since access could extend beyond evaluated or previewed resources (defined as "websites"), the staff will supervise and provide developmentally appropriate guidelines and instruction to students in the appropriate and effective use of such resources.

4. Students and staff are responsible for good behavior on school computer networks, just as in classrooms and other areas of the school corporation. Communications on networks are often public in nature.

5. Student and staff use of computers and IP enabled devices other than those provided by the district for school use is prohibited. No exceptions will be made. Violations will result in immediate confiscation of the equipment.

6. Digital media players (such as iPods and Zunes etc) are banned from use on school premises by the student body. No exceptions will be made. Violations will result in immediate confiscation of the equipment.
7. Outside of school, families are responsible for setting and conveying the same standards that their children exercise in the use of television, telephones, radio, movies and other media to the use of telecommunications and networked information resources. Therefore, the Meyersdale Area School District supports and respects each family's decision whether or not to apply for student access and to request alternative activities not requiring access.
8. The educational value of student-networked information is the joint responsibility of students, parents, and employees of the school district.

Federal Regulations (See Above)

P.L. 94-533 Sec. 107

P.L. 106-554 Sec. 1711, 1721, 1732

Compliance by the Commonwealth with the requirements of the No Child Left Behind Act of 2001

PA Code Title 22 Sec. 403.1

Internet Safety 20 U.S.C Section 6777

Guidelines for Policy Enforcement

COMPUTERIZED CAFETERIA SYSTEM

Our school cafeteria utilizes a computerized system which allows you to establish individual, pre-paid accounts for your child(ren). This system will allow your child to have his/her breakfast, lunch and/or a la carte (individual items purchased instead of entire lunch) purchases automatically deducted from his/her account as he/she passes through the cafeteria line. It is important that this system be used by all students (instead of cash) to allow the district to keep an accurate account of cafeteria funds for inspection of district's financial auditors. Each student is provided with a personal identification card. As the student exits the cafeteria line, the cafeteria worker will scan the card into the district's computer system. The system automatically debits your child's account and current information is displayed on the computer monitor.

Money may be deposited into your child's account at any time. Deposit slips are available in the office of each building and in the cafeteria. Please place money (cash or check) with deposit slip in an envelope and return it to the school. **All checks should be made payable to the Meyersdale Area School Cafeteria Fund.** If you have more than one child in school, you may place each child's deposit slip and money in the same envelope. Your child may then place the envelope in one of the four cafeteria deposit boxes located in the high school lobby, middle school main entrance, elementary school main entrance, or in the cafeteria. Deposit envelopes are picked up from the boxes by **8:45 A.M.** each day. Any deposit to be credited for that day must be placed in the deposit boxes prior to this time. Any deposits made after 8:45 A.M. will be reflected in the child's account on the following school day.

Whenever your child's account balance is depleted to a level of a positive \$2.00, the cafeteria will inform the building principal. At that time, the building principal will informally meet with the student to make him/her aware of the amount of money remaining in the account. If your child develops a negative balance of \$5.00, a letter will be generated and mailed to the parents/guardians informing them of the negative balance. A copy of the letter will be submitted to the building principal. After this letter has been mailed, you will have five school days to make a deposit to your child's cafeteria account. During this five-day period, your child will be permitted to "charge" his/her breakfast and/or lunch. If a deposit is not made to your child's account within five days, your child will receive a cheese sandwich as his/her main menu item until the account has a positive balance. Additionally, *a la cart* items and double lunches will not be available for purchase by your child when his/her account balance is in the red. Upon receipt of payment, your child will be returned to regular lunch status. You may not want your child to purchase *a la cart* items through the use of his/her cafeteria account. If you choose this option, please make note of this request on your deposit slip.

We would appreciate your cooperation in maintaining a positive fund balance in your child's cafeteria account. Any remaining funds in your child's account at close of the school year may be refunded or carried over to the next school year. If you have any questions, please feel free to contact Mrs. Kelly, Cafeteria Manager at 634-8311, Ext. 307.

ADDITIONAL CAFETERIA ITEMS:

1. Application for free/and reduced price lunches must be returned to school by designated date. Failure to do so will reflect as a negative balance on your cafeteria account.
2. Serving line by the windows in cafeteria has been designated as a CASH ONLY line. Those students choosing to pay for lunch with cash must use this line.

3. Milk and separate food items may be purchased with cash.
4. Students may check their individual account balance on a daily basis by checking the account balance on the computer monitor. Please check your balance on a regular basis.
5. Students should remain in line. Do not break line to purchase separate food items.
6. Double lunches may be purchased only after all students have had the opportunity to purchase their lunch. This should assist in eliminating the possibility of running out of main menu items.
7. Students who do not wish to purchase a school lunch are permitted to bring a pack lunch from home. Students bringing a lunch will store them in their lockers prior to homeroom and take them to the cafeteria during their lunch period. Students are not permitted to store lunches in cafeteria refrigerator.
8. Any student having a question regarding their account should speak with Mrs. Kelly, Cafeteria Manager, or your building principal. Do not become involved in a verbal confrontation with any cafeteria staff member. If you behave in an inappropriate manner toward cafeteria staff, you may be referred for disciplinary action.

SCHOOL PUBLICATIONS

Hi-Point

The Hi-Point is the yearbook edited by students of MAHS. In the Hi-Point are pictures of all high school students, activities, clubs, organizations and features. The annual is financed by subscriptions, donations from patrons in the community, and any balance in the junior class treasury, since they are primarily responsible for the yearbook in their senior year.

Raider Review

The Raider Review is the high school newspaper.

MUSICAL ORGANIZATIONS

Band

The Band is composed of advanced instrumental students. Admittance is based on the ability to play a band instrument well. This organization is active the entire year, playing for all home football games, assemblies, and it presents several concerts for the public. Students who are interested in instrumental music should contact the band director.

Chorus

The Chorus consists of students in grades nine through twelve who have qualified for the group. Selection is based on interest in singing, knowledge of music, and vocal ability. The Chorus performs throughout the year, giving programs for assemblies and concerts for the public. Those interested should contact the director.

CHEERLEADING

Members must be freshmen, sophomores, juniors, and seniors who have been chosen by a panel of judges to represent the school as varsity and junior-varsity cheerleaders. A "C" average must be maintained in order to participate. All members are expected to attend weekly practice sessions, all games, and to be of help in the operation of the refreshment stand during home basketball games.

CLUBS

Important—Read Carefully

The following regulations concerning club membership and offices to be held by the members are to be observed by all students and advisors.

1. A student may hold only one major office. The following are to be considered major offices: president of any organization or class, and editor of the school paper and of the yearbook.
2. The club sponsors have the right to regulate the other officers if they so desire.
3. A student is eligible for an elected position only if he or she has a grade average of C or better, has no discipline record and no more than three detentions in the previous year and/or in the year of nomination to office.
4. It shall be the responsibility of club officers and the advisors of all school sponsored clubs to provide the school office with a copy of a program of activities for the year. Failure to provide such evidence of constructive such educational program should be sufficient reason for removing the club from the list of school-sponsored activities.

A justifiable program is one that provides an educational opportunity and experience for its members not provided for in the formal school program. The sponsorship of recreational or fund-raising activities for the benefit of its members cannot be interpreted as an educational function worthy of school time. Clubs will meet monthly or at the discretion of the principal and/or advisor.

STUDENT WELLNESS POLICY

ADOPTED: September 3, 2008

The Meyersdale Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth and development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

The Superintendent or designee shall be responsible to monitor the schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations. Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school. The Superintendent or designee shall report annually to the Board on the district's compliance with law and policies related to student wellness. An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Cafeteria Manager, Business Manager and the Superintendent. The Wellness Committee shall be comprised of members representative of the School Board, students, parent's/guardian's, food service, public, teachers, and medical professions. The local school wellness policy goals are further defined in five (5) categories which include nutrition, nutrition education, physical activity, other school-based activities, and nutrition guidelines.

Nutrition

Students will be provided a clean and safe meal environment. Students will be provided the opportunity for adequate time to eat (ten (10) minutes of sit-down time for breakfast; twenty (20) minutes of sit-down time for lunch). Meal periods will be scheduled at appropriate hours (approximately 11:00 a.m. to 1:00 p.m.). Schools will provide adequate space for eating and serving school meals. Schools will make use of available funding and programs through the school food service program to enhance student health (School Breakfast Program, School Lunch Program). Qualified nutrition professionals will administer the school meal program. Staff will be provided with health education/wellness programs. Staff will be encouraged to participate in health education/wellness programs.

Nutrition Education

Nutrition education will occur sequentially from kindergarten through secondary school. Nutrition education will be provided within the sequential, comprehensive health education program as established by the State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Consumer Sciences. Nutrition education will be age and/or grade level appropriate. Nutrition curriculum shall be behavior focused (interactive/skills based). At least one (1) lesson per year will be coordinated with the food service department. Nutrition messages will be posted throughout the school and cafeteria. The staff responsible for

providing nutrition education will be adequately prepared and participate in ongoing staff development. One (1) PTSU meeting per year will be devoted to nutrition education and/or food sampling.

Physical Activity

Each student will be provided an average of (20) minutes of recess in grades K-5. Recess time will encourage exercise and vigorous physical activity when facilities and weather permit. Withdrawal of recess as a disciplinary response should be kept to a minimum and be replaced with an activity such as walking in a supervised area. Each student in K-5 will be provided a minimum of (30) minutes of physical education per week. Each student in middle school (6-8) and high school (9-12) will be provided a physical education program which helps them reach a proficient level as defined by the PA Academic Standards. A sequential physical education program will be developed and implemented to meet the PA Academic Standards. A local assessment will be developed and implemented to track student progress toward a proficient level. Physical education will be provided by certified Physical Education teachers. Physical education classes will have a teacher-to-student ratio comparable with those of other classes. Safe and adequate equipment, facilities, and resources will be provided. Other School-Based Activities Food may be used as a reward, but must meet the food guidelines in the a la carte food category of the Nutritional Standards for Competitive Foods in Pennsylvania Schools Guidelines and shall not interfere with the National School Breakfast and/or Lunch Programs. Drinking water will be available at all meal periods and throughout the school day.

Students will have access to hand washing or sanitizing before meals and snacks. Fundraising will be supportive of healthy eating.

The district will allow and encourage other groups such as AYSO, Little League, Junior Legion, Senior Legion, Pee Wee Wrestling, etc., to use the facilities within the guidelines which have been set forth by the Board.

Nutrition Guidelines

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative. **Competitive foods** are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home. All competitive foods available to students in district schools shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools Guidelines. The nutritional standards shall be implemented as a three (3) year plan. The only exception to the guidelines is in the reward category. The following statement will be used for rewards: Food may be used as a reward, but must meet the food guidelines in the a la carte food category of the Nutritional Standards for Competitive Foods in Pennsylvania Schools Guidelines and shall not interfere with the National School Breakfast and/or Lunch Programs.

STUDENT WELLNESS **(Refer to Student Wellness Policy)**

The Meyersdale Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth and development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

HEALTH EXAMINATIONS/SCREENINGS PUPILS POLICY

ADOPTED: September 3, 2008

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to protect the school community from the spread of communicable disease, to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs, and to ensure that the learning potential of each student is not lessened by a remediable physical disability.

Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, conducted by the school physician. Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dentist. A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination. The district will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, tuberculosis tests, and other tests deemed advisable, at intervals established by the district. The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy. A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance. Where no action is taken, the school may conduct further examinations.

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse. The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the district. The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

HEALTH SERVICES

(Refer to Use of Medications Policy and Health Examinations/Screenings Policy)

The school health program is an integrated part of the total school program and should be fundamentally educational in its nature and scope. While the promotion of health is one of the cardinal objectives of the school health program, no service should be performed in such a manner that it takes away fundamental privileges and responsibilities of the home in relation to its children. This health program is not set up as a diagnostic procedure since nurses cannot diagnose disease. Instead, the school nurse acts as a coordinator between the school and home in the best interest of the child.

Health examinations/screenings are offered in the school according to the School Health Code. Parents are urged to take advantage of these services. First aid will be administered for minor injuries occurring during the school day. In the event that a serious injury occurs during school hours the parent will be contacted immediately by the school nurse. If the parent or closest relative cannot be located, the school nurse will act in the best interest of the child and see that emergency care is provided.

The following is a guide for exclusion of children with communicable diseases: measles, six days from onset of rash; whooping cough, four weeks from onset; respiratory streptococcal infections (including scarlet fever) if no physician in attendance of the patient, no less than seven days from onset; head lice, scabies, or contagious conjunctivitis of the eyes (pink eye), children may return to school 24 hours after initial treatment with an antibiotic; chickenpox, 5 to 7 days after eruption of rash or until scabs are completely dry.

Fluoride tablets are given to kindergarten thru fifth grades, one tablet daily, with permission from parents.

The services of the school psychologist, and speech, hearing, occupational and physical therapists are available to the district from the Intermediate Unit 08 Office in Somerset.

USE OF MEDICATIONS POLICY

ADOPTED: September 3, 2008

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours. For purposes of this policy, **medication** shall include all medicines prescribed by a physician and any over-the-counter medicines.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication or the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication. The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications. All medications shall be administered by the school nurse or designee or self administered by the student upon written request. All district employees involved in administering or supervising of self administration of medication shall receive appropriate training from the school nurse before performing this responsibility. Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications. When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:

1. Obtain written permission from the physician or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically:
 - a. Reason for taking this medication.
 - b. How often and length of time.
 - c. What will happen if medication is not taken or is taken incorrectly.
 - d. Physician comments about the medication.
3. Determine the student's ability to self-administer medication and the need for care and supervision.

4. Observe and evaluate the student's ability to self-administer during the initial administration.
5. Maintain an individual medication log for all students taking medication during school hours.

The log shall be kept in a central place and shall include:

- a. Name of student.
- b. Name of medication.
- c. Medication dosage.
- d. Time of administration.
- e. Route of administration.
- f. Signature of student and the monitor of self-administration.
- g. Initiation and expiration date of drug.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

NOTICE AND INSTRUCTIONS FOR PARENTS REGARDING HEAD LICE

Head lice affect more people than all other childhood communicable diseases including the common cold, but like a cold, when children come in close contact with each other, it is easy to pass along head lice. Shared hats, clothing, brushes, pillows, and other personal articles are perfect vehicles to transfer lice from one person to another. It is important to act immediately to prevent their spread to other classmates and to other members of the family.

Head lice are small, only about 1/16" long. They are grayish-white with dark edges. While they cannot fly and do not jump, they do move quickly, that's why it's difficult to find them in a child's hair.

Diagnosis of head lice is generally made when lice eggs (called nits), which are fastened to the hair shaft are clearly evident. Nits are teardrop in shape and also very small, only about 1/32" in size. They are "glued" to the hair and cannot be washed or brushed out like dandruff.

Clusters of nits may be found in any section of the hair, but they are more apt to be found behind the ears and at the nape of the neck.

Getting rid of head lice is a matter of washing the hair with a lice-killing product and then very carefully removing all the nits. A special nit-loosening rinse is also available which makes the job easier. **REMOVAL OF NITS IS IMPORTANT TO AVOID RE-INFESTATION.** After having the head lice, all students must first be checked by the school nurse prior to reporting to homerooms on the morning they return to school.

When your child comes home with head lice...

1. Don't panic! Anyone can get head lice. It has nothing to do with cleanliness, nor does it reflect on you as a parent. The problem can't be eliminated.
2. Examine your child's head to be sure you know what the nits look like. They are tiny grayish-white eggs attached to the hair, near the scalp, especially behind the ears and at the nape of the neck.
3. Check all other family members to see if they are infected. Any family member with evidence of head lice must also be treated.
4. Use an effective head lice treatment. Your pharmacist can recommend an effective pediculicide product. When used as directed, it will be effective in killing head lice.
5. Remove the nits (lice eggs). Because no pediculicide products kills all eggs, it is very important to remove all traces of the nits to prevent re-infestation. A special comb for this task is usually provided with the lice treatment product; however our fingernails are excellent tools for this purpose. Simply slide the nit out along the hair shaft until you have pulled it off.
6. Wash all clothes, bed linens and towels in hot water and dry on hot cycle for at least 20 minutes. Items that cannot be safely washed, such as stuffed animals, unwashable clothes etc. should be dry cleaned or stored outside the home for a minimum of two weeks.

7. Clean combs and brushes in hot, soapy water. Water should be at least 130 ° F, and it is advisable to let combs and brushes soak in the hot water for 10 minutes.
8. Vacuum everywhere to make sure your home is free of lice. Vacuum carpets, pillows, mattresses, upholstered furniture--anything that might hold lice. Do a thorough job and discard the vacuum bag promptly. Head lice survive only on humans and do not affect family pets. To eliminate head lice and nits from your home, follow the directions above. Doing a thorough job will prevent their spread in the school and community.

STUDENT ASSISTANCE PROGRAM POLICY

ADOPTED: September 3, 2008

The Board is committed to assisting all students to achieve to their fullest potential. **Student Assistance Program (SAP)** - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community. The Board shall provide a Student Assistance Program (SAP) that assists district employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement. The Superintendent or designee shall develop, implement and monitor a Student Assistance Program (SAP) that complies with state regulations. Guidelines The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

STUDENT REPRESENTATIVE TO THE BOARD

The Board of School Directors recognizes that the students attending the Meyersdale Area School District are the most important concern of the school district. The Board establishes the position of Student Representative to the Board of School Directors to establish a communications link between itself and the students, to have the students' viewpoints and concerns presented, and to provide a learning experience for students.

Members of the Student Council who are sophomores (except during the first year of this policy when any junior or senior Student Council member may apply) may apply for this position provided he/she has and will continue to maintain a 2.0 or above Weighted Grade point Average (WGPA) as well as follow all the rules of conduct established for Student Council members. The selection process should parallel, to the extent feasible, the procedures used in the election of regular School Board members.

Irregular Dismissal

No pupil will be excused before the regular time of dismissal without a request from the parent or guardian, except for serious illness. Requests for early dismissal, which are granted only for extraordinary reasons, must be presented at the office for approval.

Appointments with physicians and dentists should be made at a time when the student's schedule shows a study period.

A.M. Hall Regulations

Middle school students are not permitted in the senior high wing after unloading from buses.

Students arriving prior to 7:40 a.m. should report directly to the large-group instruction room until they are dismissed to report to homerooms.

P.M. Building Regulations

Students are not permitted in the building without supervision of a faculty member
3:00—6:00 p.m.

Class Dismissal

All classes are to be dismissed only on the dismissal bell. This pertains to all classes as well as study halls, physical education classes, home economics, shop and music classes.

All classes as well as study halls are to be dismissed by the teacher on a given word by the said teacher.

Authority of Faculty

THERE IS NO DIVISION OF AUTHORITY AMONG THE FACULTY OF MEYERSDALE AREA HIGH SCHOOL. Teachers are authorized to reprimand or correct misbehaving pupils at any time or at any place during the school day. The Pennsylvania School Code gives teachers the same authority over pupils on their way to and from school as that possessed by the parent. Pupil conduct should be such that correction is unnecessary.

Concerning the Purchase of Flowers

In order to prevent misunderstanding and possible embarrassment, a review of the policy concerning the purchase of flowers by homerooms or classes as an expression of sympathy for bereaved members follows:

Homerooms, classes and clubs are asked not to buy flowers or make other contributions except suitable written expressions of sympathy to the families of members.

To avoid discrimination, it is important that this policy be observed.

Contributions may be taken for flowers in the case of death of a class member on a voluntary basis.

Members of the class wishing to buy flowers honoring deceased non-members should do so as friends of the family rather than as classmates, and contributions should be made out of school.

Student Telephone Calls

Friends and parents are not to call you by telephone, except on matters of extreme importance or emergencies, and students will not be called from classes to answer telephone calls unless they fall in the above category. Students will not be granted excuses from classes to make telephone calls.

Student Accident Insurance - Policy

ADOPTED: September 3, 2008

The Board recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at school or participation in the athletic and extracurricular programs of the schools.

The Board shall provide parents/guardians the opportunity to purchase insurance coverage, at no cost to the Board. The policy insures the student against expenses which might be incurred as a result of accidental bodily injuries sustained at these times:

1. While attending school during the time school is in session.
2. Traveling to and from school.
3. Taking part in activities sponsored and supervised by the school either at the school or away from it, but not including the use of private transportation or practice for or participation in interscholastic football at the varsity level.

The premium will be paid by the parents/guardians.

The Board shall maintain insurance coverage by a qualified insurer over and above the first responsibility of family coverage at no cost to the student for injury resulting from accidents sustained while participating in an interscholastic sports program, the cheerleader program, or the band program.

The Superintendent or designee shall be responsible to:

1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board approval.
2. Notify all students and parents/guardians of students who may be eligible for insurance.
3. Ascertain that where the Board assumes the full cost of insurance, each eligible student is properly insured.

ELECTRONIC DEVICES POLICY

ADOPTED: September 3, 2008

The Board prohibits **possession of laser** pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

The Board prohibits **use of** personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities.

The Board prohibits **use of** cellular telephones that have the capability to take photographs or record audio or video during the school day in district buildings, on district property and while students are engaged in school-sponsored activities.

In addition, the Board prohibits **possession and use** by students of any device that provides for a wireless, unfiltered connection to the Internet. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP). Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian.

Telephone Pagers/Beepers

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for such a device due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

Laptop Computers/Personal Digital Assistants

Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDAs.

Cell Phones/Electronic Devices Regulations & Guidelines

(Refer to ELECTRONIC DEVICES POLICY)

Cell phones are not permitted to be carried, used, or turned on in the school building between the hours of 7:45 a.m. and 2:53 p.m. All such items must be stored in student lockers or in the main office between these hours. Besides the possibility of theft and damage, the policy is designed to prevent distraction and disruption of the education process. If you have a specific need to be in possession of any of the above named items, you must request and have a meeting with the principal to receive permission. The school is not responsible for the loss, damage, or theft of cell phones or other electronic devices.

- The first time a student is caught with a cell phone or electronic device in school, it will be confiscated and brought to the high school office until the end of the day when it will be returned to the student. A warning will be recorded on the student's disciplinary record.
- The second time a student is caught with a cell phone or electronic device in school, the cell phone or electronic device will be placed in the high school safe until retrieved by a parent or guardian. Parents will be required to sign a cell phone policy form acknowledging an understanding of future consequences. Students will receive one day of lunch time detention.
- The third time a student is caught with a cell phone or electronic device in school, the cell phone or electronic device will be confiscated for a period of 10 days and a parent is required to retrieve the cell phone from the high school office. Parents will be required to sign a cell phone policy form acknowledging an understanding of future consequences. Students will receive three days of lunch time detention.
- The fourth time a student is caught with a cell phone or electronic device in school, the cell phone or electronic device will be confiscated for a period of 30 days and a parent is required to retrieve the cell phone from the high school office. Parents will be required to sign a cell phone policy form acknowledging an understanding of future consequences. Students will receive one day of in-school suspension.
- Future occurrences will result in out-of-school suspension and the cell phone or electronic device will be confiscated for the remainder of the school year.
- If a student refuses to relinquish the electronic device to the principal, the consequence will be five days out-of school suspension. Students must relinquish the cell phone with all components intact including but not limited to the battery and any connected memory or SIM cards.

STUDENT FUNDRAISING POLICY

ADOPTED: September 3, 2008

The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.

For purposes of this policy, **student fundraising** shall include solicitation and collection of money by students in exchange for goods or services.

The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.

Collection of money by approved school organizations may be permitted by the building principal. Collections by students on behalf of school organizations outside the schools may be permitted only by the Board.

The Superintendent or designee shall establish rules and regulations to implement this policy which:

1. Limit the number of fundraisers in a year for any group.
2. Specify times and places in which funds may be collected.

3. Describe permitted methods of solicitation that do not place undue pressure on students or patrons.

4. Limit the kind and amount of advertising for solicitation.

The building principal shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.

Funds solicited shall be controlled by Policy 618.

Lost and Found

Any article which is found is to be turned into the office. Inquire in the office for lost articles.

Assemblies

Assemblies held in the auditorium may be called at any time by the principal. *All students are required to attend and to sit in regularly assigned seats.* Students are to refrain from talking during the programs. It is important that good manners always be in evidence. Booing and whistling at an assembly program are not behavior patterns for a well-mannered school. All persons appearing before the student body are guests and should be treated with courtesy and respect.

CARE OF SCHOOL PROPERTY POLICY

ADOPTED: September 3, 2008

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions. The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.

The Superintendent or designee shall develop procedures to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment. The Superintendent shall submit a report on incidences of vandalism to the Board on each occurrence. Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.

Lost Books and School Property/Payment of School Bills - Procedures

All textbooks and library books, which are lost by students during the course of the school year, must be paid for by the close of the school term. If payment is not made, report cards and diplomas will be withheld. This rule also applies to the reimbursement of lost and/or damaged school property and payment of any other school bill.

Materials used in the construction of shop projects must be paid for before the project is removed from the school.

Gym Lockers

(Refer to SEARCHES POLICY)

Every student will be given the opportunity to use or be assigned a locker in the gym room. The use of a padlock is required on these lockers. The lock may be obtained from the school office at cost; any change in ownership or lock must be recorded in the office.

Hall Lockers

(Refer to SEARCHES POLICY)

Lockers are assigned to students for storage space for books, coats, and other belongings. At the beginning of the year, each homeroom teacher will assign each student the number and location of a locker selected from a block of lockers assigned to the homeroom by the office. Students will be provided with a combination for their lockers and this information should be kept confidential; care should be taken so that the combination is not lost or stolen.

Locker doors are to be kept closed at all times. No books, clothing, or other belongings are permitted to remain on top of lockers. Stickers on the outside of lockers are prohibited. Students' co-operation is requested in helping to keep the lockers and hallways presentable. Articles left on the lockers or gym bags left in homerooms will be confiscated. Periodic locker inspection may be conducted throughout the year. Prolonged storage of food and unclean gym garments in the locker is not permitted.

Book Bags

Book bags should be stored in student lockers. Large student purses are not permitted to be carried for the day. They are to be placed in the locker. Book bags may be banned at the discretion of the administration and school board. In addition, see-through bags may be required as necessary.

Personal Property

The school cannot assume responsibility for lost or stolen property. Never leave money or other valuables in or on your desk, in the pockets of a coat or sweater, or in your locker. In doing so, you are only tempting someone to take them.

Be careful of your property in locker rooms. Always deposit watches, money and other articles with your gym teacher when you enter the locker room.

Students are not to carry large amounts of money or valuables to school. All lockers in the locker rooms should be locked. If students need to bring large amounts of money to school, please take it to the office in the morning and pick it up before dismissal.

SCHOOL VISITORS

ADOPTED: December 9, 2009

The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To ensure order in the schools, it is necessary for the Board to establish policy governing school visits.

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines.

Upon arrival at the school, visitors must register at the office where they will sign in and sign out and receive instructions.

Staff members shall be expected to require that a visitor has registered at the school office and received authorization to be present for the purpose of conducting business. No visitor may confer with a student in school without the approval of the principal. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.

Students Driving to School

Any student parking in the Meyersdale Area School District parking lots must purchase a parking pass, at a cost of \$15.00. Parking passes should be displayed on the rear view mirror of vehicle. Senior students who have achieved proficiency on all three subject areas of the PSSA assessment tests are not required to pay for a parking pass. However, all students must complete the proper registration forms and return them to the high school office. Driving passes should be obtained during the first week of school. All returned forms must be approved by the high school principal.

Student drivers are not permitted to leave grounds during the school day without permission from parents and the consent of the principal. Students are reminded that they are not permitted to drive or park in the service areas of the high school or elementary school. After arrival at school, students and passengers should depart from their vehicle and leave the parking area immediately. Students are not permitted to sit on or in their vehicles before school, during school hours, or at lunch. Vehicles must be operated in a safe manner at all times. Any student wishing to ride with another student should submit a parental permission form to the high school office. Student drivers should inform the high school office if they change vehicles during the school term.

At dismissal time, buses will depart from school prior to student drivers. Any student driver who deems it necessary to depart after school prior to the buses for work related reasons must complete the Employer Verification form. This form must be signed, completed, and approved by the Principal before the named student may depart prior to the buses. Drivers will leave the parking area in an orderly manner beginning with seniors, followed by juniors and sophomores. Student athletes and those playing basketball or tennis should have vehicles parked in the main parking lot. These regulations apply to the student driver, as well as any passengers in their vehicle. Violation of driving regulations will be grounds for the assignment of detention and/or loss of driving privilege. Student drivers and passengers that are tardy to school on five occasions may lose driving privileges or face disciplinary action.

FUNDS OBTAINED FROM PARKING PASSES WILL BE USED AS A FUNDING SOURCE FOR THE PROM.

MEYERSDALE AREA SCHOOL DISTRICT
 1349 Shaw Mines Road, Meyersdale, PA 15552
 An Equal Opportunity Employer

TIMOTHY A. KRETCHMAN
 Curriculum-Federal Coordinator
 (814-634-0617)

LAURA SCHARDT
 Business Manager/Board Secretary
 (815) 634-0617

TRACEY A. KARLIE
 Superintendent
 (814) 634-5123

WAYNE L. MILLER
 Middle School Head Teacher
 (814) 634-1437

JOHN R. WILTROUT
 High School Principal
 (814) 634-8311

JACALYN A. BAER
 Elementary Principal
 (814) 634-8313

To Whom It May Concern:

This form verifies that _____, a student at Meyersdale Area High School, needs to leave the parking lot ahead of the buses (2:53 p.m.) in order to arrive at work on time. Please circle days that apply to this early departure:

Monday Tuesday Wednesday Thursday Friday

 Parent or Guardian's Signature

 Employer's Name

 Telephone Number

 Supervisor's Signature

 Principal's Signature

 Date

 Telephone Number

PARENTAL PERMISSION FOR STUDENT DRIVING

_____ has my permission to drive the family car (or the student's own vehicle) to school. It is understood that student driving privileges may be revoked for persistent violation of such regulations as may be necessary for the safety and welfare of the school population. This form does not give student drivers permission to transport other students to or from school without the written consent of the parents of the children requesting such rides. Transporting other students without parental and school consent may result in revocation of driving privileges. All buses leave the parking lot prior to student drivers. Student drivers are required to leave the parking lot in an orderly manner. It is understood that under no circumstances will the student leave the school grounds during the school day without first getting permission from the school office to do so. Students are to use the student parking lot. After parking and locking their vehicles, students are to leave area immediately. Students are not permitted to sit on or in vehicles before school, after lunch, or during school hours. Vehicles are to operate in a safe manner at all times. Students are not to joy-ride on school property or adjoining streets before and after school, thus eliminating the possibility of accidents during the time when the highways adjacent to the school property are heavily congested. Student drivers are required to identify the vehicles they drive by the purchase of a student vehicle identification tag. This tag is to be affixed to the vehicle. Only one tag will be issued per vehicle. The cost of the pass is \$15.00. The tag fee will not be refunded if driving privileges are suspended or revoked due to infractions of the driving regulations.

Make _____ Year _____ License Number _____
Model _____ Color _____

(Parent's or Guardian's Signature)

The following questions are to be initialed by the individual requesting a driving permit. Do not initial any statement if you do not understand the statement.

- _____ 1. In order to drive an automobile or motorbike to school, you must purchase a parking tag.
- _____ 2. The parking tag must be attached to the mirror of the vehicle.
- _____ 3. Students are required to have parental permission driving forms completed and signed in the office prior to driving to school.
- _____ 4. Permits for driving should be obtained during the first week of school or before you drive to school.
- _____ 5. All permits must be approved by the high school principal.
- _____ 6. Students are not permitted to leave the school grounds during the day without written permission from parent/guardian and the high school office.
- _____ 7. All buses leave the parking lot before student drivers leave the lot. Violations will result in automatic suspension of driving privileges.
- _____ 8. Student drivers and passengers must wear seat belts while departing the school parking lot.
- _____ 9. Students that need to leave the parking lot ahead of the buses (2:53 p.m.) in order to arrive at work on time, must complete the employer verification form including parent/ guardian, employee/ supervisor and principal signatures.
- _____ 10. Student drivers leaving the parking lot are to do so in an orderly and safe manner.
- _____ 11. Student drivers must maintain a 15-foot distance between vehicles when exiting the parking lot.
- _____ 12. Motorcyclists leave the parking lot first, followed by seniors, juniors and sophomore. Drivers are dismissed by rows. Do not move your vehicle without permission.
- _____ 13. Students riding to school with a student driver must have parental and school permission forms filled out and accepted in the office prior to riding with that student
- _____ 14. Students are not permitted to drive to the Vo-Tech School unless permission is granted from Vo-Tech and home school.
- _____ 15. Students may not drive in the service area of the high school or elementary school.
- _____ 16. Students are not to drive or park at the elementary school.
- _____ 17. Students who are tardy on five (5) occasions may lose driving privileges and/or face disciplinary action.
- _____ 18. Students must exit their vehicles immediately upon parking on the lot.
- _____ 19. All vehicles must be locked during the school day.
- _____ 20. Students are not permitted to sit on or in vehicles before school, at lunch or after school hours.
- _____ 21. Any vehicle entering the school grounds is subject to search at the discretion of school authorities. Search may be conducted without warrant for any reasonable purpose.
- _____ 22. Violation of any of the above rules may result in suspension or loss of driver's privileges and or disciplinary actions.

Date _____

Signature _____

Insurance Company

Policy Expiration Date

BUS TRANSPORTATION GUIDELINES AND PROCEDURES

Student Discipline on School Bus

The students are the first and prime responsibility of the driver, with safety as the main concern.

- a. Order, discipline, and good citizenship are greatly dependent on the driver just as is attained by a good teacher in a classroom.
- b. Students are to be instructed in their classroom of the needs for observance of all safety rules and bus regulations.

Responsibility of the pupils.

- a. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
- b. To practice classroom conduct (except ordinary conversation) while using the school bus.
- c. To obey the driver respectfully and to report promptly to the school official when instructed to do so by the driver.
- d. To be in the place assigned both morning and evening—ready to board the bus at the same time shown on the schedule. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils.
- e. Anytime that a student returns home on a bus other than his/her assigned bus, a signed permission form from the parent or guardian needs to be in the office for approval by the principal as long as the bus is not overcrowded.

Personal student safety

- a. To stay off the traveled roadway at all times while waiting for a bus.
- b. Remain seated until the bus has come to a stop before attempting to get off. Wait until the bus stops moving before attempting to board.
- c. To leave the bus only at the consent of the driver.
- d. To enter or leave the bus only at the front door after the bus had come to a stop except in case of an emergency.
- e. To cross the traveled highway if necessary after leaving the bus in the following manner.
 1. Make certain the bus is stationary.
 2. When unloading, go to the front of the bus within sight of the driver, stop, look both ways and cross with care.
 3. Walk, not run in front of the bus when crossing the highway.
- f. Keep hands and head inside the bus at all times.
- g. Report to the driver at once any damage to the bus that is observed.
- h. Help keep the bus clean, sanitary, and orderly.

Cases of misconduct shall be reported to the driver or the contractor to the appropriate principal.

- a. Every school bus driver has been supplied with a School Bus Incident Report Form which reflects the rules of student conduct. Students will be cited for the following activities:
 1. Failure to remain seated
 2. Refusing to obey the driver.
 3. Fighting
 4. Profanity
 5. Lighting of matches
 6. Smoking on the bus
 7. Throwing objects out of the bus
 8. Throwing objects on the bus
 9. Hanging out of the window
 10. Spitting
 11. Bothering others
 12. Vandalism
 13. Any use of Tobacco/Illegal Drugs/Alcohol
- b. If a student is reported for any of the above activities, the principal will take the following disciplinary action after investigation by the principal.
 1. First Offense – warning to the student with a report to the parents.

2. Second Offense – Automatic suspension of riding privileges the length of time to depend on the seriousness of the infraction – a report to the parents.
 3. In the event an offense warrants immediate and severe discipline, the first step above can and shall be waived.
 4. It may be necessary for a student or the student’s parents(s)/guardian(s) to have a conference with the principal before bus riding privileges are returned.
- c. Reports of misconduct shall be reported as soon as possible after the occurrence.
- d. Drivers have the right to refuse boarding privileges, in consultation with the administration, at the school stop as well as the home stop if a clear and present danger occurs or is created by a student while boarding and/or exiting the bus or while the bus is in transit. Students creating a clear and present danger will be put off the bus when a problem occurs – the spot of removal will be either the home or the school, depending upon whichever is nearest.

Responsibility of the Parents

The responsibility of parents whose children are transported at public expense:

1. To ascertain and insure that their children arrive at the bus stop on time in the morning.
2. To provide necessary protection of their children when going to and from bus stops.
3. To accept joint responsibility with the school authorities for proper conduct of their children.
4. To make reasonable effort to understand and cooperate with those responsible for pupil transportation.

If a student’s bus riding privilege is suspended, it is the parent’s responsibility to see that the child gets to school. Otherwise, any days of school missed must be considered **illegal.

SCHOOL BUS EVACUATION RULES

1. Remain calm and quiet.
2. Wait for directions from the driver (older student).
3. Leave everything in your seat.
4. Go out through the safest exit (front and/or back).
5. Use the push-out windows if other exits are blocked.
6. Help each other for a safe & orderly evacuation
7. Move to a safe place away from the bus (100 giant steps).
8. Evacuate if there is:
 - Smoke
 - Fire
 - Danger of drowning
 - Danger of collision with other traffic
9. Know the location of emergency equipment:
 - Ignition key or engine switch
 - Emergency brake
 - First aid kit
 - Two way radio
 - Horn

ATHLETIC ACCIDENT INSURANCE

All Interscholastic Student Athletes, Band Members & Cheerleaders

Our school district has purchased **Athletic Accident Insurance** to cover our student athletes, band members, and cheerleaders for accidental injuries while participating in any interscholastic game or practice session, whether in junior high or senior high level.

This policy does not cover intramural sports.

The schedule of benefits for the Athletic Accident Insurance is attached.

After the interscholastic athletic accident insurance pays \$100, with limitations, benefits are then coordinated with the parents medical insurance. If the parents' medical insurance does not pay the claim, the school accident insurance will pay for the claim with the exception of the limitations.

IN THE EVENT OF AN INTERSCHOLASTIC INJURY THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED:

1. Report injury **immediately** to the school office.
2. Obtain a claim form from the office, complete the form with details of the accident and the coach's or advisor's signature.
3. The form must then be returned to the office, and the official will then type the form, have the Principal sign the form, and return it to the student to take home to their parents to complete the form, collect the bills and send into the insurance company.

- a. The school's accident insurance company is a \$100 excess policy for in-patient and out-patient services, which means the school's accident insurance will pay the first \$100 of covered expenses without regard to other insurance with limitations (see attached schedule of benefits.) Eligible expenses above \$100 must go to the parent's insurance company. What the parent's company does not pay can be resubmitted to the school's accident insurance company. **IN ORDER FOR THE PROCESS TO BE COMPLETED, THE SCHOOL'S ACCIDENT INSURANCE COMPANY IS GOING TO REQUIRE A STATEMENT FROM THE PARENT'S INDIVIDUAL COMPANY ITEMIZING PAYMENTS AND BALANCES DUE.** Forward this statement to the school's accident insurance company. At this time, the unpaid balance will be reconsidered for payment within the limits of the policy.

The maximum benefit is 1,000,000,000.

Treatment must begin within 90 days of the injury and are payable for as long as 104 weeks.

Please call Mary Kaye Kienke at 800-892-1015 if you have any questions about plan coverage.

SCHEDULE OF BENEFITS HOSPITAL SERVICES

1. Daily Room & Board (Semi private)*Usual & Reasonable*
2. Intensive Care Room & Board..... *Usual & Reasonable*
3. Miscellaneous services: During Hospital confinement or when surgery is performed*Usual & Reasonable*
4. Emergency Room Charges: When Hospital confinement is not required...*Usual & Reasonable*

DOCTOR'S SERVICES

1. Surgery including –re- and post-operative care--Usual and Reasonable Expenses in accordance with the 1974 Revised California Relative Value Studies, 5th Edition, having a conversion factor of *\$180.00 unit Value*
2. Anesthesia (including administration) and assistant surgeon: % of Surgical Allowance... *40%*
3. Doctor's Visits other than for Physiotherapy or similar treatment when no surgery benefit is paid*Usual & Reasonable*

4. Consultants (when required by attending physician for confirming or determining a diagnosis, but not for treatment) and second opinion *Usual & Reasonable*

LABORATORY & X-RAY SERVICES

1. Other than Dental and including fee for interpretation and/or reading of X-ray when not Hospital Confined *X-Ray - \$650.00 Lab \$650.00*

ADDITIONAL SERVICES

1. Physiotherapy or similar treatment
In-Hospital..... *Usual & Reasonable*
Out-of-Hospital *Usual & Reasonable*
2. Registered or licensed Nurse (in or out of hospital) *Usual & Reasonable*
3. Ambulance to initial treatment facility..... *Usual & Reasonable*
4. Orthopedic appliances
In-Hospital..... *Usual & Reasonable*
Out-of-Hospital *Usual & Reasonable*
5. Out-Patient Drugs and Medication: administered in a Doctor’s office or by prescription ...
..... *Usual & Reasonable*
6. Eyeglasses, Contact lenses and Hearing Aids; Replacement of broken glasses and/or frames, contact lenses, hearing aids, resulting from a covered injury *Usual & Reasonable*

DENTAL SERVICES

For treatment, repair or replacement of injured natural teeth, includes initial braces when required for treatment of covered injury, as well as examination, x-rays, restorative treatment, endodontics, oral surgery, and treatment for gingivitis resulting from trauma *Usual & Reasonable*

***ADDITIONAL DENTAL SERVICES**

1. Replacement of caps, crowns, dentures, and orthodontic appliances (including braces), fillings, inlays, Crozet appliances, endodontics, oral surgery, examinations and x-ray services as a result of injury *Usual & Reasonable*
2. When a dentist certifies that treatment will continue beyond a two-year benefit period, an ADDITIONAL amount will be paid.....*\$150.00*

***NOT INCLUDED IN VOLUNTARY PLANS – SEE OUR “OPTIONAL \$100,000 ACCI-DENTAL BENEFIT” FOR VOLUNTARY PLANS.**

MEYERSDALE AREA SCHOOL DISTRICT'S

ATHLETIC CODE OF CONDUCT

The Meyersdale School District views its extracurricular athletic, cheerleading, marching band (fall season) drama (musical) programs as extensions of the classroom. While these programs are also recreational, we hope students will learn worthwhile lessons of teamwork, discipline, hard work, cooperation and physical fitness. The coach/advisor is considered first as a teacher, teaching skills and reinforcing the other qualities that we hope to see in participants. He/ she has authority similar to that of a teacher in the classroom. Likewise, students and their parents also have an obligation to conduct themselves appropriately.

Participation in extracurricular activities is a privilege provided by the District, there is no such thing as a "right" to participate in interscholastic athletics. As such, the school has the authority to establish the parameters for the expectations for ALL those involved in the activities. The school holds these expectations for their athletic programs, and other extracurricular activities, in the interest of maximizing the programs' benefits to students and for their smooth operation.

The "Tutoring and Rules/consequences" section of the code of conduct below, is a set of principles and standards designed to guide the ATHLETE/PUPIL in taking acceptable and approved actions. In all cases, a student must pursue a curriculum defined and approved by the principal which meets the PIAA standards for eligibility in extracurricular activities.

TUTORING:

- Students declared ineligible have the right to appeal before the high school principal and the faculty member assigning the failing grade. The final decision regarding eligibility rests with the high school principal.
- Students involved in extracurricular activities who are failing a subject must spend a minimum of two hours per week in a tutoring session.
- Students who continue to fail on either three separate or continuous occasions during a nine week grading period will be evaluated to determine participation.
- Under NO circumstances will the tutoring process be a substitute for regular attendance in the classroom.
- A conference with parents could be scheduled for students receiving an "F" in a core subject for a nine week grading period.
- Tutoring will occur from 3:25pm to 5:45pm in rooms designated by the administration.
- Students declared ineligible may continue to practice and participate in their activity if all tutorial sessions are attended within that week. Administration will monitor these requirements.

RULES/CONSEQUENCES:

- 1) The use of snuff or tobacco, in any form, could result in the following:
 - a) shall not practice or participate during the suspension determined by the coach/administration.
 - b) cut from the team.
- 2) Any use of drugs and/or alcohol will result in the following:
 - a) refer to Athletic Drug / Alcohol Policy in Student Handbook.
 - b) refer to Voluntary Drug Test Policy in Student Handbook.
- 3) Any infraction of school policy while representing the school in any extracurricular activity will result in disciplinary action by the advisor, coach and/or administration.

We expect participants to:

- Respect the position and requests of the coach.
- Always exemplify the very best courtesy, manners and sportsmanship when representing your school and community.
- Adhere to and willingly follow the rules imposed by the coach.
- Be faithful in attending practices, contests and /or performances. Arrange your schedule to prevent conflicts with athletic schedules. Being excused from practice should be at the discretion of the coach.
- Cooperate fully with the coach and teammates in striving to achieve the TEAM'S goals.
- Give the very best effort and performance possible, both in practice and in contests.
- Be a student first, grades and behavior MUST be maintained both on and off the field, court, mat, etc.
- Be well groomed and neat at all times.
- Support TEAM functions.
- Follow the school's attendance policy. In order to participate in any after-school contest, a student must be at school by 11:20am. of that day.
- Refrain from using alcohol, tobacco and drugs (unless prescribed by a physician). Use of alcohol, tobacco and /or drugs shall result in the student being expelled or suspended from the team. The above include admittance of use ON and/or OFF school property to a coach, school personnel, faculty or administration.
- To understand that administration reserves the right to revoke the privilege of participation at any time for disciplinary reasons. Flagrant misconduct, poor sportsmanship, excessive absenteeism or failure to meet scholastic standards are some examples.

- Be responsible for the care and upkeep of issued equipment.
- Be aware that students are not permitted to drive to the field house for practice for any reason.

We expect parents to:

- Support the position and authority of the coach/advisor as the person in charge of the activity.
- Realize that the coach/advisor has the authority with the team similar to that of the teacher in the classroom.
- Help their child fulfill the expectations stated above.
- Realize that participants may be disciplined or removed from the team for such acts as missing practices, unacceptable behavior and failure to follow team or school rules.
- **Arrange a private meeting with the coach/advisor apart from the time prior to, during or after practices or contests. This allows discussions to be less confrontational in a non-public forum.**
- Realize that participants may be expected to involve themselves in fund-raising projects in support of the activity.
- Expect and encourage their son/daughter to ALWAYS exemplify the best effort and performance possible.
- Respect the coach’s decisions regarding their son’s/daughter’s playing time and game time strategies.
- Conduct themselves in a courteous manner when dealing with a coach, opposing players or fans.
- Realize that parents and others are not permitted in the locker rooms before, during or following a contest/practice except by the invitation of a coach/administrator.
- Remember that a ticket to a school event is a privilege to observe that event.
- Be a positive role model through behavior while attending events.

Complaint Policy

The Meyersdale Area School District has taken great steps to hire quality individuals to direct our extracurricular programs of the district. The Board feels that these individuals are extremely competent and should perform their duties with limited distractions.

However, the Board recognizes that concerns do arise between parents and coaches/advisors. The Board, therefore, has created an organized, sequential complaint process to address these concerns. The Board feels that strict adherence to this policy will bring proper and immediate closure to any such concerns.

The procedure for processing complaints will be as follows:

1. Parent(s) will request a face to face meeting with the coach/advisor.
2. In the event that the parent(s) are not satisfied with the results of step 1, the parent(s) may arrange a meeting with the athletic director (for athletic programs) or the principal (for other extracurricular activities) and the coach/advisor.
3. In the event that the issue is not resolved in the above steps, the parent(s) shall schedule a meeting with the principal, athletic director and coach/advisor to discuss the concerns.
4. If the issues are still not resolved, the superintendent may meet with the parent(s) to discuss these concerns.

Issues of game strategy, lineup and playing time will NOT be addressed by a parent to a coach or advisor; nor may they be addressed through the complaint procedures.

MEYERSDALE AREA’S ATHLETIC CODE OF CONDUCT SIGNATURE FORM

So that ALL persons might be aware of these expectations, participants and their parents MUST sign this document prior to the student participating in the first athletic activity of the season. The signatures of the participant and the parent(s) indicate acknowledgement of the terms of the Athletic Code of Conduct.

Students who violate these expectations are subject to discipline. Parents who are not able to meet these expectations may be banned from attending future Meyersdale Area School District athletic events . As applicable, both parents are to sign below.

Participant	Date
Parent	Date
Parent	Date

**** Sign and return this form to your head coach.**

ANABOLIC STEROID VIOLATION

(Refer to Controlled Substances Policy)

Violations: No physician, or other person regulated by the act of December 10, 1985 (P.L. 457, No. 112), known as the Medical Practice Act of 1985, or any other school employee, shall dispense, inject or prescribe an anabolic steroid for the purpose of hormonal manipulation intended to increase muscle mass, strength, weight without a medical necessity to do so, for the intended purpose of improving performance in any form of exercises, sport or game. To do so will mean immediate termination of employment from the school district.

DRUG & ALCOHOL GUIDELINES & PROCEDURES – STUDENT ATHLETES

If a student-athlete is CAUGHT using drugs and/or alcohol, he/she will be dismissed from the team immediately.

If a student-athlete SELF-REPORTS himself/herself as having used drugs and/or alcohol to a coach, athletic director, or school administration, he/she will be placed on an immediate two-week suspension from the team, which includes all scheduled contests. If no contests are scheduled during that time, the student-athlete will be suspended from participation in the next regularly scheduled game or competition that follows the initial two-week suspension.

In addition to the suspension, the student-athlete will be referred to the district's Student Assistance Team through which he/she must submit to an evaluation and follow through according to the recommendation of the appropriate agency and two week suspension from athletic activities.

If a student-athlete is guilty of a second offense he/she shall be suspended from participation for the remainder for the school year.

RANDOM DRUG & ALCOHOL TESTING

1. PURPOSE

The Meyersdale Area School considers extra-curricular activity participation to be a privilege and to be voluntary to every student. Students volunteering to participate are expected to accept the responsibilities associated with this privilege.

As a representative of the school district, students involved in extra-curricular activities are examined by the public, become role models for young children, as well as peers, and are special representatives of the community. They have chosen to accept this role and, with it, the responsibility of a drug and alcohol-free lifestyle.

All students have a responsibility to themselves and others to set a good example and to conduct themselves in a way that will not cause harm to themselves or others through the use of drugs or alcohol. Administrators, teachers and coaches recognize that drugs and alcohol have a deleterious effect on motivation, memory, judgment, reaction time, coordination, and performance. These effects, in conjunction with other health and safety factors have led to the development of this policy. This policy is viewed as a viable drug and alcohol-free school prevention program.

2. PROCEDURES

Every member of a Meyersdale Area School District extra-curricular program (as designated by the Principal and/or the Middle School Head Teacher) whose parents consent to drug and alcohol testing shall be a participant in this drug and alcohol testing program. For students involved in extra-curricular programs, testing will be done during the activity season/school year in which the student is participating. Other students whose parents consent shall also be participants in the program. Each year a parent(s) or guardian(s) consent ("permission to test") form may be signed authorizing the school district to request, at any time and without prior warning during the season or school year, that the students submit a urine sample for drug and alcohol screening. The sample will be evaluated by an independent laboratory of the School District's choosing, and the laboratory shall follow strict chain of custody procedures.

The Administration of the Meyersdale Area School District shall designate a member of the Student Assistance Team (SAT) to be the Student Assistance Team Drug Testing Coordinator (SATDTC).

All costs associated with the drug and alcohol testing shall be paid by the district. Prescription medications that the student is taking must be identified by the student and verified by a copy of the prescription or a written doctor's statement.

All test results will be provided to the district within a timely manner of the test administration time. The SATDTC will receive a confidential report of the test results in writing from the chosen laboratory.

If the sample tests positive, a second test will be done within forty-eight (48) hours to confirm the results. The second test will be done utilizing the original sample. If the second test is negative, no further action is taken. The building principal and/or the middle school head teacher will provide written notice to the parents/guardians of those students who successfully test negative.

If the student's second test is also positive, a medical review physician designated by the school district or testing facility as they may determine will confirm all positive test results, as provided in paragraph 4.g. The medical review physician will investigate any medication taken by the student who has tested positive and will decide on any affect the medication taken or other legitimate circumstances had on the student's test result, as provided in paragraph 4.g.

If the medical review physician confirms the positive results, the principal/middle school head teacher or his/her designee and the SATDTC will hold a parent conference to make the parent/ guardian or student provide additional information relevant to interpretations of the test result, the principal or his/her designee may contact the medical review physician for further confirmation of the results. Should the parent/guardian or student provide additional information relevant to interpretations of the test result, the principal or his/her designee may contact the medical review physician for further confirmation of the results.

Students who test positive for drugs or alcohol will complete the following:

- a. The student must participate in the student assistance program. The student will be required to participate in a drug and alcohol assessment with a certified drug and alcohol evaluator's recommendation will result in the student being prohibited from further participation in the competitive extra-curricular activities.
- b. The student with a first confirmed positive test will be suspended from participation in competitive extra-curricular activities (does not include practice) for a period of two weeks, including all competitions during the two week period. If there are not two weeks remaining of that activity for which the student was tested, the remainder of the suspension will be recalculated and applied toward the next season or activity in which the student participates. (If no competitions in a competitive activity for which the student was tested are scheduled during the two weeks the student will not be permitted to participate in the next scheduled competition.) The student must be re-tested and test negative prior to his/her return to extra-curricular activities. For students who do not participate in extra-curricular activities, parents, with cooperation of school officials, will be responsible for initiating appropriate follow-up action.
- c. The student will be required to be re-tested before the start of another activity in which they will participate. (Students will be subjected to future testing at any time at the discretion of the district.)
- d. The student who retests and is found to have a positive test, qualifying as a second offense (a second confirmed positive test), will be suspended from participation, practice and competition in all extra-curricular activities for the remainder of the school year. The student must be re-tested and must test negative prior to his/her return to extra-curricular participation.
- e. A student who accumulates three confirmed positive tests will be barred from all extra-curricular activities for the remainder of the school year and the next two school years.

Students will be randomly selected to participate in the screening from each extra-curricular activity and from a pool of those not involved in extra-curricular activities. Selection will be done by a designated school employee not involved in the particular activity to be tested. The percentage of students to be selected from each activity or pool will be from 10% to 100% depending on the activity and circumstances. Should any student, at any time, refuse to submit a sample for testing, this shall result in the student's disqualification from participation and the student will not be permitted to participate on any athletic team or any other extra-curricular activity until he/she submits to a drug and alcohol test and tests negative. The student will comply with the extra-curricular suspension guidelines as described in this policy. For example, a first refusal will result in non-participation for the remainder of the current year and the next two school years. For purposes of the scale of suspension, if a student refuses to submit a sample for testing, this action will be considered a confirmed positive test and will be counted as such.

If a student fails to follow the directions for testing or violates any requirement thereof, the student will be deemed to have refused testing and the provisions above will apply. School Board Policy on Drugs and Alcohol concerning the use, possession, or distribution of illegal substances on school premises and possessing, using or distributing on non-school time shall remain unaffected by this policy

3. CONFIDENTIALITY

- a. All test results will be confidential and access to results shall be limited to the medical review physician, the student, parents of guardians, persons authorized by the student or parents or guardians, or as directed by any subpoena or court order, the principal of his or her designee, the superintendent, and to the extent necessary for them to perform their duties, the coach or activity advisor, the guidance counselor, school nurse, Student Assistance Program personnel, certified drug and alcohol evaluators or drug and alcohol counselors, and others approved by the superintendent as needing the information to implement and enforce this policy and otherwise carry out their duties.
- b. This policy is directed toward prevention and treatment and shall not result in suspension from school, expulsion, or referral to police. However, this policy does not limit the scope and extent of other laws, regulations or school policy dealing with drugs and alcohol.

4. TESTING PROTOCOL

- a. A list of eligible students will be prepared by the advisors/coaches of each activity and by the principal, middle school head teacher and/or the SATDTC with respect to the pool of students not involved in an activity. This list will be forwarded to the SATDTC with respect to the pool of students not involved in an activity. This list will be forwarded to the SATDTC for the random selection of students who will be asked to submit urine specimens for testing.
- b. The principal will use a system to assure that students are selected in a random fashion. Student ID numbers will be used in the selection.
- c. Urine testing is unannounced. The day and date are selected by the building principal/middle school head teacher and confirmed with the Windber Medical Center. Random testing may be done weekly.
- d. Competitive Season begins the date of the official practice/organizational meeting for that activity and continues until that competitive season concludes. For other activities, the beginning and ending of the season will be fixed by the principal/middle school head teacher.
- e. Form Completion-the Windber Medical Center is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the Policy for Random Urine Drug and Alcohol testing for the Meyersdale Area School District. A student number will be used for identification with the student's number only appearing on the copies that go to the donor, Medical Review Physician, and school official. Students will complete a form that will list their ID number and their name, with that form remaining with the SATDTC. The purpose of this form is for the students to verify, by their signature, that this is the ID number they are using.
- f. Collection Process-Selected students report from class to the collection site. A specimen of urine is collected following this process:
 - c. Student is brought to the collection site.
 - d. No purses, bags or containers may be taken into the collection area with the students. All extra coats, vests, jackets, sweaters, etc. are to be removed before entering the collection area.
 - e. The drug testing custody and control form is completed by the student and collector.
 - f. Students are first asked to wash their hands with soap and water and dry them. (If water is unavailable, a non-alcoholic wipe may be used instead.)
 - g. The collector adds a bluing agent to the water in the urinal or toilet.
 - h. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
 - i. The student enters the stall to collect the specimen and then hands the container to the collector. The student may rewash their hands after watching their specimen being sealed.
 - j. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the principal will be notified.
 - k. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.

- l. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- m. The sealed bottles are placed inside the transport bag and the top sealed as directed.
- n. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
- o. The student may now rewash their hands and then be sent back to class.
- p. The collector distributed the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRP in a timely manner.
- q. The principal will be notified immediately of any student who refuses to give a urine sample.

MEDICAL REVIEW PHYSICIAN (MRP) RESPONSIBILITIES

The MRP will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances after a second test on a portion of the original sample will be handled in the following manner:

- a. The MRP determines if any discrepancies have occurred in the Chain of Custody.
- b. Depending on the substances found in the urine, if necessary, the MRP will contact the designated school official for information needed to contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician or if there are any other legitimate circumstances that might have affected the test result.
- c. If the student is on prescription medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. If there are any other circumstances presented, the parent shall also finish appropriate documentation within five (5) working days. Failure to provide such requested information will be considered a positive result.
- d. The MRP will then determine if any of the prescribed medications or other legitimate circumstances presented resulted in the positive drug screen.
- e. Finally, the MRP based on the information given, will certify the drug test results as positive or negative and report this to the building principal, initially reporting positive results by phone. The MRP will also notify the Prevention Coordinator of the testing facility that a drug test returned positive giving only the dates of the collection and reporting.
 - For example, a drug screen positive for codeine may be ruled negative by the MRP when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
 - Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRP
 - Drug screens positive for illicit drugs (amphetamines, cocaine metabolite, marijuana metabolite, opiates-heroin, phencyclidine, barbiturates, benzodiazepines, methadone, methaqualone, propoxyphene and alcohol) and not explained by the taking of prescribed medicines or other legitimate circumstances would automatically be considered positive by the MRP.
- f. The MRP may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substances from the body. If the MRP feels the quantitative levels determined to be above the established cutoffs do not reflect current use by natural decay, then a negative result may be reported.
- g. The MRP will complete the final review on the drug testing custody and control form and return the appropriate copy to the building Principal in a confidential manner.
- h. Pickup Process: Meyersdale Medical Center is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.
- i. Procedures in the Event of a Positive Result: (See above – 2. Policies and Procedures.)

5. EXCEPTIONS

If a student participates in more than one extra-curricular activity and if the student is randomly selected for drug testing in more than one activity at or about the same time, the appropriate principal shall have the right to excuse a student from repetitive testing if he or she deems an excuse warranted.

6. REQUESTED TESTING

In addition to random testing, students may be tested, at the principal's discretion, upon parent request. Such testing will not be part of or reduce the random pool and student consent is not required unless the student is 18 years of age or older.

7. OTHER TESTING

In addition to testing on a random basis as described above, the principal or his or her designee may require testing on a non-random basis when there is a specific reason or reasonable basis to suspect that there may be a problem.

8. PARENTAL CONSENT

Participation in the drug and alcohol testing program requires parental consent. Once consent is given, it shall be valid for the balance of the school year. School years begin July 1 and end the following June 30.

**DIRECTIONS TO STUDENTS
DRUG AND ALCOHOL TESTING FOR STUDENTS**

You have been randomly selected to participate in a drug and alcohol screening:

- a. of students involved in extra-curricular activities under the District Random Testing Policy or who are part of the pool of students not participating in extra-curricular activities but whose parents consent, or
- b. have been designated for testing by parental request, or
- c. because of a specific reason or reasonable basis to suspect that there may be a problem (in such a case, you will be told what the reason is.)

Please follow these steps:

- 1. If you have questions regarding the screening, ask the technician prior to the testing.
- 2. Do not eat, drink, or alter your body chemistry after you have been notified of your selection.
- 3. Follow the procedure as described by the medical technician or person in charge.
- 4. Do not, in any way, try to dilute, discolor, alter, or mask the specimen.
- 5. Please sign off on all paper work following the testing.
- 6. If you are taking any specific medication at this time, please notify the technician before screening.
- 7. Get a note and return to your classroom.
- 8. If you test positive, you will be notified and a parent/guardian conference will be scheduled with the building principal.
- 9. If you refuse the drug and alcohol screening after being selected or if you fail to follow the above directions or instruction from the technician or person in charge, you will be disqualified from participating in extra-curricular activities as outlined in the Board Policy on Drug and Alcohol Testing for Students. You will be required to follow the policy provisions with respect to any future participation in extra-curricular activities.

Thank you for your cooperation

TO: Parents and Students Involved in Extra-Curricular Activities at Meyersdale Area School District
The Meyersdale Area School District has adopted a policy for random (except where a specific reason or reasonable basis for non-random testing exists) drug and alcohol testing for students in grades 9—12 whose parents consent.

We request that you help us to maintain a drug- and alcohol-free school by consenting to have your child participates.

Students who are selected will provide a sample that will test for amphetamines, cocaine metabolite, marijuana metabolite, opiates-heroin, phencyclidine, barbiturates, benzodiazepines, methadone, methaqualone, propoxyphene and alcohol. The screening will be co-supervised by Windber Medical Center personnel and Meyersdale Area School District personnel. We will observe all legal rules for chain of custody at both the collection and analysis sites. (Chain of custody refers to the security of handling the

obtained sample from the point of collection to the final destination for the laboratory including identification, labeling, sealing, and testing.)

The SATDTC will receive a confidential report of the test results. The principal/middle school head teacher and the SATDTC will promptly notify the parents of the students upon receipt of test results. If the sample tests positive, a second verification test is done on the original sample within forty-eight (48) hours to confirm the results. If the second test is negative, no further action is taken. The principal will provide written notice to the parents of those students who successfully test negative.

The test is to be used as a deterrent rather than as a disciplinary tool. However, those who test positive will be notified by the principal/middle school head teacher and the SATDTC and will be:

1. Required to meet with the principal/middle school had teacher, the SATDTC and his/her parents/guardians.
2. Required to participate in the District’s Student Assistance Program and complete a drug and alcohol evaluation.
3. Required to comply with the drug and alcohol evaluator’s recommendations as failure to comply will result in exclusion from participation in the activity. For students not involved in an activity, the school will cooperate with parents to determine appropriate follow-up action.
4. Disqualification from further participation in the activity as outlined in Board Policy regarding Drug and Alcohol Testing for Students.
5. Required to be re-tested before the start of another extra-curricular activity in which they will be a participant and to test negative prior to his/her return to the activity.

Involved students will be randomly selected by an individual not associated with the particular extra-curricular program. A student may also be called for testing if there is a specific reason to suspect that there may be a problem. Should any student refuse to submit a sampling for testing, he/she will be disqualified from participation in the activity as specified in the policy.

We will select a percentage of students from each extra-curricular activity during each activity season and periodically from the pool of students not involved in extra-curricular activities. The percentage may vary from 10% to 100% depending on the activity and circumstances. The test will not be announced prior to the actual date of screening. Testing results will be held in strict confidence as provided in the policy. We will continue to follow our School District Board Policy on Drugs and Alcohol concerning the use, possession, or distribution of illegal substances on school premises and possessing, using or distributing on non-school time.

Parents may request, through the high school principal, middle school head teacher, or the SATDT that their child be tested. (Such a test will not affect the random sampling percentage for an activity or testing pool.) These students will still be subject to the drug testing provision of the policy. Cost of this testing will be paid for by the school district.

We thank you for your support and assistance in keeping drugs and alcohol out of our school. This letter summarizes our policy, but you are encouraged to read the policy itself.

We urge you to consent to having your child participate in this program. Please complete the Consent/Referral Form (whether you consent or are refusing) and return to your child’s teacher through your child or, if you prefer, mail to:

**High School Principal
Meyersdale Area High School,
1349 Shaw Mines Road
Meyersdale, PA 15552**

or

**Middle School Head Teacher
Meyersdale Middle School
1345 Shaw Mines Road
Meyersdale, PA 15552**

CONSENT/REFUSAL FORM
DRUG AND ALCOHOL TESTING FOR STUDENTS PERMISSION TO TEST
(If you are refusing, please complete the bottom of this form)

The Meyersdale Area School district is committed to providing a safe, drug and alcohol free school district. The district appreciates your support, encouragement, and cooperation. The cost of the test, and if necessary, the drug and alcohol evaluation, will be covered by the Meyersdale Area School District. The selection process will be done by a random sampling process as provided in the policy. In some cases, 100% of participants in a particular activity may be tested. Testing may also be done if a parent or guardian requests it. The district may also require a test if there is a specific reason or reasonable basis to suspect that there may be a problem.

Please fill out the bottom of this page and return it to your son/daughter's teacher/coach advisor. If you prefer, you may mail to the school district. Please print your name, address and your son/daughter's name. Results may be mailed to the address below.

I hereby give permission for the Meyersdale Area School District and the Windber Medical Center to perform drug and alcohol tests on my son/daughter. I realize the purpose and ramifications of the testing and will follow the guidelines set forth in board policy for positive tests.

I understand that my son/daughter will not be punished by suspension or expulsion for a positive test result; however, they will be disqualified from participation in the activity as outlined in board policy on drug and alcohol testing for students. I also understand that my son/daughter will be required to comply with specific requirements of the board policy for further athletic/extra-curricular participation as set forth in the policy. I acknowledge that I have reviewed a copy of the policy.

You are () You are not () authorized to contact the family doctor listed below for further information if needed.

Please Print: Date: _____ (consent valid until following June 20.)

Student's Name _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Address _____ Phone _____

Family Doctor _____ Pharmacy _____

Current Medications _____

REFUSAL TO PARTICIPATE

I received the information of the District's Random Drug and Alcohol Testing Policy and I **DO NOT** want my child to participate in the program.

Please Print: Date: _____

Student's Name _____

Parent/Guardian Name _____ Grade _____

Parent/Guardian Signature _____

ATTENDANCE POLICY
ADOPTED: September 3, 2008

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.
2. Quarantine.
3. Recovery from accident.
4. Required court attendance.
5. Death in immediate family.
6. Family educational trips.
7. Educational tours and trips.
8. Impassable roads.
9. Inclement weather.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction. All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event. The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, and family emergencies. The Board shall excuse the following students from the requirements of attendance at the schools of this district:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in part-time attendance in this district.
3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.
3. Students enrolled in special schools conducted by the Appalachia Intermediate Unit or the Department of Education.

Educational Tours and Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term. The Superintendent or designee shall develop procedures for the attendance of students which:

1. Ensure a school session that conforms with requirements of state regulations.
2. Govern the keeping of attendance records in accordance with state statutes.
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.
4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

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

REGULATIONS GOVERNING ABSENCES, EXCUSES, PERMITS

(Refer to Attendance Policy)

Absences

- A. Students absent from school are required to bring a written excuse, signed by the parent, upon returning to school. This excuse is to be presented to the principal's office for a proper admission-to-class form.
- B. If an excuse from home is not presented at the office within three days after the absence occurs, an unexcused or illegal absence will be issued, depending upon the age of the student.

Absences & Excuses Guidelines & Procedures

- A. Absentees are required to present their excuse at the attendance office immediately upon their return to school. Here the legality of the absence will be determined.
- B. If for some reason, excuses for absences are not turned in immediately upon a student's return to school, a grace period of three school days will be granted. (Example: A student misses Monday and returns Tuesday. The excuse is due Thursday.) If the excuses for absence have not been returned by the end of school for the third day, those days of absence will be marked as unexcused or unlawful. Restricted extension may be granted to the three day grace period when human error, irresponsibility of elementary children or peculiar circumstances cause difficult communications between the school and the parent or guardian. The school shall exercise the right to penalize (as stated above) those who chronically fail to comply with, or those who show irresponsibility to abide by, the three-day-grace-period ruling.
- C. When a student accumulates ten days of total absence on three or more distinct occasions, a form letter, "notice of Irregular Absence to Parents" is mailed to the home.
- D. When a student accumulates fifteen days of total absence on five or more distinct occasions, the home is notified in writing that a physician's statement must accompany all subsequent claims of illness to be ruled excusable.

Unlawful or Unexcused Absences

(The Meyersdale Area School District recognizes all provisions of Act 29 of Special Session 1 of 1995 with regard to truancy.)

- A. When a student has one day of unlawful absence, a first official notice of unlawful absence will be delivered by mail or in person by the principal or his/her designee.
- B. If a student accumulates two additional days (consecutive or non-consecutive), of unlawful absences following the first notice, a second notice will be delivered by certified mail.
- C. Upon accumulation of the fourth day of illegal absence, a notice is filed with the District Justice for issuance of a summons and hearing. For each illegal absence over three days teachers are required to allow that student a reasonable opportunity to make up all missed work for that absence, within three days of returning to class. However, this work will be for zero credit.
- D. If a student is unlawfully absent a single session following the parents' arrest and conviction of violating the compulsory attendance law, prosecution may be instituted again without a second written notice.
- E. A student in the category of thirteen years of age or older and who fails to comply with the provisions of the Act, or who is habitually truant from school without justification, commits a summary offense, and shall upon conviction be sentenced to pay a fine not exceeding \$300 or be assigned to an adjudication alternative program pursuant to 42 PA.C.S. 1520.
- F. A student in the category of thirteen years of age or older who is convicted of a summary offense relating to habitual truancy, is subject to a 90-day suspension of his/her operating privileges by the Department of Transportation. A second conviction will require a six-month suspension period.
- G. When a student in the category of seventeen years of age or older has one day of unexcused absence, the first official notice of unexcused absence will be delivered by mail.
- H. When a student in the category of seventeen years of age or older accumulates two additional days (consecutive or non-consecutive) of unexcused absence following the first notice, a second notice of unexcused absence will be delivered by certified mail. In this letter the parents will be informed that if their child misses one more day for an unexcused reason, it will be necessary for the parents and student to appear before the Attendance Committee made up of the principal, guidance counselor, and curriculum director/superintendent. Based upon the findings of this committee, recommendations will be made.

(Example: 1. Dropping the student from our academic and attendance rolls may be recommended. 2. Detention may be assigned for each period of each school day that was unexcused.)

For each unexcused absence over three days teachers are required to allow that student a reasonable opportunity to make up all missed work for that absence, within three days of returning to class. However, this work will be for zero credit.

- I. Section 1343 of Act 29 grants state, municipal, port authority, transit authority, housing authority, and school police with the same arrest powers as attendance officers and home and school visitors, with regard to the arrest or apprehension of a child who fails to attend school in compliance with the provisions of the Act. (Effective 1/16/96)

Release Time

- A. The state Board of Education, in its regulation Chapter XI, Section 11:26 provides that upon receipt of a written request from the parents of a pupil involved in an educational tour or trip, the pupil may be excused from school attendance to participate in an educational tour provided during the school term at the expense of the parents when such a tour or trip is evaluated by the district's superintendent as educational, and that the pupil will be under the direction and supervision of an adult acceptable to both the superintendent and the pupil's parents.
- B. Further consideration to this type of an excuse shall also include a mutually agreed upon assignment arranged for from among the child and members of his/her family and the members of the school personnel and submitted in reasonable time after the return of the trip. If the agreed upon work is not completed, the grade will be considered failure and the excused absence will become unexcused. The student is responsible to make arrangements to make up all work missed in scheduled classes.
- C. Early dismissal of students will be granted upon written request from parents, delivered to the attendance office. Telephone calls from parents will be acknowledged as an official request. Parents must come to the attendance office to get the student.
- D. Students who are excused during the forenoon or afternoon session but do not return to school within an hour or two depending upon appointment location, will be considered absent for on-half of the school day. An excuse for absence will be required under this condition.
- E. Tardiness is absence of a pupil at the time any forenoon or afternoon session begins, provided the pupil is in attendance before the close of that session. Excessive tardiness will be dealt with on an individual basis with the school exercising special, but reasonable restrictions. Students that drive to school and are tardy may have their driving privileges suspended.
- F. Preliminary requirements for granting release time:
 1. Must be free time (Example: study halls)
 2. Reason for employment must be identifiable needs. (Example: financial, family, vocational inquiry). Need shall be determined by a consensus reached by the high school principal and guidance counselor.
 3. Written parental request for released time prior to approval.
 4. Legally required working papers must be on file.
 5. A satisfactory academic standing must be maintained. (Example: weekly eligibility slips signed by three academic subject teachers.)
 6. Students must have reached their 17th birthday to be eligible. In extreme cases the age requirements may be waived at the discretion of the administration.
- G. It is the student's responsibility to abide by the following:
 1. All released time must be at the place of employment, or a place designated by the employer.
 2. If a student is to return to school prior to the end of the school day, he or she must return at the agreed upon time.
 3. The school must be immediately informed if employment is terminated. Failure to comply with established policy may lead to withdrawal of released time privilege.

Properly written excuses submitted promptly to the attendance office should not create a hardship for any parent of the Meyersdale Area School District. The above attendance policy will meet the requirements of the Pennsylvania Department of Education and the local school district.

PARENTAL REQUEST FOR EDUCATIONAL TRIP GUIDELINES & PROCEDURES

(Refer to Attendance Policy)

- A. The State Board of Education, in its regulation Chapter XI, Section 11:26 provides that upon receipt of a written request from the parents of a pupil involved in an educational tour or trip, the pupil may be excused from school attendance to participate in an educational tour provided during the school term at the expense of the parents when such a tour or trip is evaluated by the district's superintendent as educational, and that the pupil will be under the direction and supervision of an adult acceptable to both the superintendent and the pupil's parents.
- B. Further consideration to this type of an excuse shall also include an assignment arranged for by school personnel and submitted within three days after the return trip. If the agreed upon work is not completed, the excused absence will become unexcused. The student is responsible to make arrangements to make up all work missed in scheduled classes.
- C. The following will be taken into consideration in granting permission for the trip:
 - a. Will the trip broaden the student's understanding of social, cultural or geographical values and concepts?
 - b. The student's academic standing
 - c. The effect the absence will have on the student's educational welfare

TARDY/ABSENCE TIMES:

A student is considered tardy at 7:55 a.m.

If a student is late to school and arrives before 9:00 a.m., that student is tardy.

If a student is absent, arrives after 9:00 a.m., but before 11:25 a.m., the student is considered absent ½ day.

If a student is absent, but arrives after 11:25 p.m., the student is marked absent for a full day.

If a student leaves early from school prior to 1:45 p.m., the student is considered absent ½ day.

If a student leaves early from school after 1:45 p.m., the student is not counted absent, but the student is considered p.m. tardy.

If a student is present at school, leaves during the school day for an approved reason, and then comes back to school, the student is marked present for the school day.

Special attendance circumstances apply to S.C.T.C. students.

TARDINESS:

Tardy to School

Tardy students are required to report to the high school office for a tardy slip prior to reporting to homeroom. Students are due in homeroom at 7:55 a.m. Students participating in breakfast programs are not permitted to go to the cafeteria after 7:45 a.m., with the exception of a late bus. Breakfast students will be issued a breakfast pass to permit entry into their homeroom. The breakfast pass will be initialed and the dismissal time from the cafeteria will be noted on the back of the pass. All students will be dismissed from breakfast at 7:50 a.m. to insure a timely arrival to homeroom.

Habitual tardiness will not be tolerated. After a student has been tardy to school on five (5) occasions, detention will be assigned. Repeated offenses will result in the following actions: Three additional days, two days lunchtime detention; another three additional days, one day of in-school suspension; an additional three days will result in an out-of-school suspension.

Tardy to Class Homeroom

Students are considered late to class if they are not in the assigned room when the bell rings. After students are late to class on three (3) occasions, a detention will be assigned. Repeated offenses will result in the following actions: Three additional tardy offenses (6 total), two days lunch-time detention, three additional tardy offenses, (9 total), one day of in-school suspension. Further disciplinary assignments will be made in a progressive manner and may include out-of-school suspension.

Permission to Leave School

Students are required to attend all classes and study halls and are not to be excused for reasons: i.e., to go home for gym clothes, etc.

No permit to leave school will be issued to any student unless it is accompanied by a written statement by the parents and provided that the parents call at the school for the student. The only exception to this may be in the event students have a permit to bring their cars to school. They may then be issued permits only with their parents' permission.

Students who are excused to go to the dentist or doctor are required to return to the office, the dismissal slip signed by the dentist or doctor, otherwise the time missed will be considered illegal.

School Trips

Students are not permitted to make school trips unless they present a permit signed by their parents. The student will be permitted to participate in the field trip only at the discretion of the faculty advisor and with the approval of the Principal. Student participation in field trips can be restricted or prohibited based on (but not limited to) grades, attendance and discipline.

Permits/Hall Passes

Students are required to have in their possession a permit slip signed by the teacher before being permitted to go from one room or class to another. The time the student leaves the room should be placed on the permit.

Truancy

Any student absent from school without permission or knowledge of the parent will be considered truant.

Truancy will be reviewed by the principal and will be subject to possible school detention and/or suspension.

There is no justifiable reason for playing truant, and pupils should be aware that the penalty is severe. Pupils who are truant have by that act made themselves liable to suspension from school. In order to lift the suspension it will be necessary to bring one of the parents to the school for a conference. Parents will be notified of the truancy.

A truant may forfeit all rights to school awards, honors and activities and may be required to serve detention. Unexcused and/or illegal absences at the review of the principal may carry the same penalties as the truant.

STUDENT RIGHTS AND RESPONSIBILITIES

The State Board of Education adopted a document which is referred to as a STUDENT RIGHTS AND RESPONSIBILITIES. Officially this document is PENNSYLVANIA CODE TITLE 22-EDUCATION CHAPTER 12. STUDENTS; REGULATIONS AND GUIDELINES ON STUDENT RIGHTS AND RESPONSIBILITIES.

Two of the requirements of the document are that Boards of School Directors define their policy on corporal punishment and list those offenses for which a student may be suspended or expelled.

The Meyersdale Area School Board at its regular meeting February 12, 1075 adopted the entire document with the proper explanations relative to corporal punishment and suspension and expulsion.

On December 3, 2005, the State Board of Education amended the Corporal Punishment provision to read:

- a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. **USE OF CORPORAL PUNISHMENT IS PROHIBITED.**
- b) Teachers and school authorities may use reasonable force under the following circumstances:
 1. to quell a disturbance; or
 2. to obtain possession of weapons or other dangerous objects; or
 3. for the purpose of self-defense; or

4. for the protection of persons or property

If you have any questions concerning this matter, please contact the elementary principal (634-8313); the high school principal or the school superintendent (634-5123).

The law requires the school to show guardians its Student Rights and Responsibilities Policy. If you have a special request, please submit it in writing to the proper school person.

In accordance with Section 12.6, **Exclusions from School** (Suspension and Expulsion) the board lists as required in part (a) that following offenses which could lead to suspension and/ or expulsion.

1. Violation contained within the Crime Code of Pennsylvania.
2. Vandalism and destruction of school property and contracted property used in the operation and maintenance of the school.
3. Fighting or assault in any form.
4. Use of tobacco, alcohol, and other dangerous drugs.
5. The use of obscene language or gestures.
6. Threatening or intimidating school personnel, school guests or fellow students.
7. Persistent violation of school rules and regulations.

Expulsion would be used only when the offense is severe in its initial enactment or when lesser offences are repeated with such persistence that they are detrimental to the learning climate or threatening to property, employees, or other students.

The Board reserves the right to add to or delete any of the above offenses to allow for the better and more efficient operation of the schools so long as they are within the limits of State and Federal Statutes.

SUSPENSION AND EXPULSION POLICY

ADOPTED: September 3, 2008

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student. Every principal or teacher in charge of a public school may temporarily suspend any student for disobedience or misconduct.

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.

Informal hearings under this provision shall be conducted by the building principal. The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses. Due Process Requirements For Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.

2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions. The district shall provide for the student's education during the period of in-school suspension.

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing. Expulsion Hearings

A formal hearing shall be required in all expulsion actions.

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines. Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.

The Superintendent or designee shall develop rules and regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

REGULATIONS CONCERNING SUSPENSION/EXCLUSION

(Refer to Suspension and Expulsion Policy)

State Board of Education and Pennsylvania Department of Education requirements for suspension and exclusion of exceptional students:

Title 22 Pennsylvania Code:

Chapter 12: Student Rights and Responsibilities – Applies to all students.

Chapter 13: (State Board Regulations) 13.62, Requirements for PARC v. Commonwealth – Applies to mentally retarded students.

Chapter 351: (Special Education Standards) 341.9, Requirements of Kenneth J. v. Kline – Applies to learning disabled, socially and emotionally disturbed students.

SUSPENSION/EXCLUSION PROCEDURES

(Refer to Suspension and Expulsion Policy)

These procedures supersede procedures outlined in “Student Rights and Responsibilities”.

Suspension of Mentally Retarded Students

- The SCHOOL determines whether to suspend considering:
 - Student’s behavior
 - Threat of student to self and others
 - School discipline policy
 - Other options
 - Student’s handicap
 - Student’s individualized Education Program (EP) and placement
 - Relation of handicap to student’s behavior
- When suspension is recommended, the SCHOOL must:
 - Issue the Notice of Recommended Assignment* (NORA) and
 - Obtain written approval, and then implement the suspension
- When parent approval cannot be obtained, i.e., parent is not available, and an emergency exists, the SCHOOL may request approval from the Director of the Bureau of Special Education.
 - The request may be by telephone
 - Must include the reason for suspension
- The BUREAU OF SPECIAL EDUCATION
 - Reviews the request, and
 - May approve the suspension if criteria are met
- The SCHOOL
 - May suspend student, if approved by Bureau, but still issue NORA and conduct hearing if requested.

SUSPENSION OF OTHER EXCEPTIONAL STUDENTS

- Requirements of “Student rights and Responsibilities” apply; no other requirements applicable.

EXCLUSION FOR MORE THAN 10 DAYS OF MENTALLY RETARDED, SOCIALLY AND EMOTIONALLY DISTURBED, AND LEARNING DISABLED STUDENTS

- The SCHOOL determines whether to exclude, considering:
 - Student behavior
 - Threat of student to self and others
 - School discipline policy
 - Other options
 - Student’s handicap
 - Student’s IEP and placement
 - Relation of handicap to student’s behavior
 - Priority order of placement
 - When exclusion is recommended, the SCHOOL must:
 - Issue the Notice of Recommended Assignment (NORA)
- * NOTICE OF RECOMMENDED ASSIGNMENT informs parent of the school recommendation and outlines the parent’s right to a special education hearing.

FROM: Richard H. Frazer, Director of Special Education – Intermediate Unit 08.

SUBJECT: ANNUAL NOTIFICATION OF RIGHTS OF PARENTS OF EXCEPTIONAL STUDENTS TO REVIEW THEIR CHILD’S SCHOOL RECORDS.

Out of School Suspension and Cutting Class

(Refer to Suspension and Expulsion Policy)

If a student has been suspended out of school or cuts class, teachers are required to allow that student a reasonable opportunity to make up all missed work for that absence, within three days of returning to class. However, this work will be for zero credit.

ANNUAL NOTIFICATION OF RIGHTS OF PARENTS OF EXCEPTIONAL STUDENTS TO REVIEW THEIR CHILD'S RECORDS

LOCATION OF STUDENT RECORDS—(TO PARENTS)

As part of the Intermediate Unit 8 Guidelines for Collection, Maintenance, Dissemination and Purging of Student Records, parents are notified annually of your right to inspect these records. If you wish to review your child's educational record and/or a copy of the Records Policy, please call the Intermediate Unit 8 office listed below:

313 West High Street
Ebensburg, PA 15931
Phone: (814) 472-9821 Fax: (814) 472-8466

A record of parties who have obtained access to these records is available for you to inspect, and have the opportunity to amend the records and to request a hearing as a part of that procedure.

If you have any questions, please feel free to call the Intermediate Unit 8 Office, your child's program supervisor, or you child's teacher.

GUIDELINES FOR STUDENT RECORDS

The Meyersdale Area School District shall adhere to sound practices in the compilation, maintenance, and dissemination of student records and the protection of the right of privacy of the students and parents.

DEFINITIONS

"Act" – The General Education Provisions Act, Title IV of Pub. L 90-247, amended.

"Directory Information" – Student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.

This information may be released without parental or student consent. This includes students eighteen years old and older and/or emancipated students. Parents have the right to review all directory information and delete any such information they feel is detrimental to their child. Parents have ten (10) days to inform the Meyersdale Area School District if they do not wish to have "Directory Information" released.

"Disclosure" – Permit access or the release, transfer, or to her communication of education records of the student or the personally identifiable information contained therein, **orally or in writing**, or by elective means, or by any other means to any party.

"Education Records" –Those records which:

1. Are directly related to a student and
2. Are maintained by the Meyersdale Area Schools or by a party acting of the school district serving as the students "home" district. This term does not include records of instructional, supervisory and administrative an educational personnel or records of eligible students which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity. Records of the Meyersdale Area School district which contain only information relating to a person after that person is no longer a student at the Meyersdale Area School District are not classified as "Education Records".

"Eligible Student" –A student who attained eighteen years of age, is attending an institution of post secondary education or, has been classified emancipated. The rights accorded to and the consent required of the parent of the student shall therefore only be accorded to and required of the eligible student. Students who are dependent on their parents, regardless of age, are not to be considered "Eligible Students".

A student eighteen years of age will have the right to inspect his or her education records. Release of records to students eighteen years of age or older will still require parental signature while the student is in attendance at Meyersdale Area School District.

"Parent" –Includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian. Meyersdale Area School may presume the parent has the authority to exercise the rights inherent in the Act unless the Meyersdale Area Schools had been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding instrument which provided to the contrary.

"Personally Identifiable" –That data or information which includes:

- a. the name of a student, the student's parent, or other family members,

- b. the address of the student,
- c. a personal identifier, such as the student's social security number or student number.
- d. A list of personal characteristics which would make the student's identity easily traceable.

“Record” – Any information or data recorded in any medium, including, but not limited to: handwriting, print, tapes, film, microfilm, microfiche, and digital documents.

A. Collection of Student Information

Meyersdale Area Schools shall not collect information from students without prior informed consent of the child and his parents, be it individual or representational. In all situations where individual consent is to be obtained, it shall be in writing. In situations where representational consent is sufficient, students and their parents shall be informed in advance at the beginning of each school year.

Student information collected by the Meyersdale Area School District for record purposes will be classified according to the type of information collected into the following three categories:

Category A (Liberal Access)

Category B (Limited Access)

Category C (Restricted Access)

For further definition and information, call the school guidance counselor at 634-8311.

OFFICIAL TRANSCRIPTS

Official transcripts are released to post secondary institutions or scholarship programs at the request of students and parents. Many colleges and scholarship programs require transcripts to be sent directly from Meyersdale School District to their institution or program. It is recommended to bring college applications or scholarship applications to the high school guidance office to be sent with official transcripts.

If a student must secure an official transcript for scholarship or program purposes, the following information is necessary:

1. A written request by the parent must be sent or brought to the school.
2. If an official transcript is being picked up at the school, the student or parent must sign and provide the specific reason for the official transcript to be released. Example: Scholarship name or College name.
3. Students must be eighteen years of age or older to receive official transcripts or parents or guardians must sign and document reason.

STUDENT DISCIPLINE POLICY

ADOPTED: September 3, 2008

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Corporal punishment - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.

Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

Any student disciplined by a district employee shall have the right to notice of the infraction. Suspensions and expulsions shall be carried out in accordance with Policy 233.

Corporal Punishment

The Board prohibits the use of corporal punishment to discipline students for violations of district policies, rules or regulations.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office. The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline Statement

Students in the Meyersdale Area School District are guaranteed the right to a free, public education. It is the responsibility of the school system and community to create an environment in which education can take place most safely and effectively, and in which students can take advantage of the educational opportunities made available to them. The basic human freedoms are best enhanced where each person respects the rights of others. Such an environment can be fostered and sustained only through the cooperative efforts of

parents, students, and staff. The primary objective is to assist and support each student in the development of responsible, self-controlled behavior that will provide the basis for a meaningful and productive role in society.

The district's Student Code of Conduct procedure recognizes the dignity and worth of each student and embraces the principles on humaneness and caring. When it is necessary, in the course of events, to seek corrective measures, the action taken is to be based on accepted principles of human growth and development and constructive practices leading toward educationally sound solutions. When it is necessary to enforce school rules, discretion shall be used in avoiding undue disruption of the educational process. When violations occur and restrictions or penalties must be imposed the student involved will be treated as an individual, and the primary intent of the action taken will be corrective rather than punitive. It is therefore essential that students, parents, teachers and staff know all the rules pertaining to individual classrooms and buildings. The environment of the school should, as a result of these rules, create an atmosphere in which a student's skill development, social adjustment, and respect for rights of all can come to full potential.

Public schools serve a very heterogeneous student body. Students, in public schools come from homes that vary significantly in the views parents hold about the proper methods to use in developing self-discipline and self-restraint. In addition, teachers and administrators have differing views and standards about the type and intensity of punishment appropriate to discourage conduct that is harmful to self and/or others.

It is not the intent of the district through its policies to infringe upon the rights of students in the responsible exercise of constitutionally granted freedom. It must be clearly understood, however, that when behavior threatens the rights of others or becomes disruptive, discipline shall be administered according to school board policy. Use of Corporal punishment is prohibited; however, Corporal punishment shall not include acts of reasonable physical force in maintaining discipline such as using reasonable physical force to detain a student or remove him/her from class when such action is warranted. Therefore, a coherent approach to discipline requires that certain minimum standards as stated will be applicable to all employees and to all students. In accordance with the goal of creating an environment for aiding students in becoming responsible, self-directed individuals the following statements are enacted to recognize and protect the rights and responsibilities of the school-community as well as those of the individual student, parent and staff member.

Discipline Procedures & Guidelines

A. Level 1 Misbehaviors classified in this level represent relatively minor infractions of established procedures which regulate the orderly operation of the school and its educational progress. The frequency of their occurrence shall determine the appropriate disciplinary response and their reclassification at a higher level.

Infractions:

1. Neglecting to return required forms
2. Tardiness to school or class
3. Failure to be prepared with class materials and supplies
4. Non-defiant failure to complete assignments, carry out teacher directions, or adequately prepare for class
5. Abuse of hall, locker, or restroom privileges
6. Disruptive behavior in school, or campus, or on the school bus
7. Immodest or indecent dress
8. Defacing of school property (writing on desks, books, walls, etc.)
9. Possession on non-instructional items (radios, squirt guns, cards, etc.)
10. Public display of affection
11. Abusive/foul language

Procedures:

1. There is immediate and consistent intervention by the teacher who is supervising the student or observing the misbehavior. An anecdotal record of the date(s) of the offense(s) and the disciplinary action is maintained by the teacher
2. use of Classroom Behavior Management Form

Optional Responses:

1. Verbal reprimand
 2. Isolation
 3. Seat Change
 4. Guidance referral
 5. Parental contact (phone, letters)
 6. Parental conference
 7. Detention
 8. Special written assignment based on ideas and concepts rather than on repetition
 9. Clean-up and/or payment of damage
 10. Behavioral contract
 11. Grade point penalty (class participation, classroom work, homework)
 12. Withdrawal of classroom privileges (elementary)
- (This list is not all inclusive, but it is meant to serve as a guide.)

B. Level II In this level are included misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and to affect seriously the student's own education. Some of these infractions may be the result of a continuation of misbehaviors which remain unmodified by disciplinary actions under Level 1. Because of their frequency or seriousness, the principal assume the major responsibility for corrective action.

Infractions:

1. Continuation of Level I misbehavior
2. "Cutting" scheduled periods or detention
3. Continual harassment of other students
4. Petty theft or gambling
5. Use of language and gestures
6. Possession or distribution of pornographic materials including electronic devices with inappropriate content
7. Leaving school without permission
8. Truancy
9. Defiance and insubordination
10. Forgery (passes, records, etc.)
11. Use of tobacco
12. Cafeteria/activity disturbance
13. Misbehavior at a school sponsored activity
14. Willfully defacing school property (scratching or carving on desks, lockers, walls, etc.)
15. Cheating/lying
16. Sexual harassment

Procedures:

1. The teacher or observer reports the infraction or refers the student to the principal for appropriate disciplinary action. (Use of Classroom Behavior Management Form)
2. The principal meets with the student and/or the teacher, determine the most appropriate disciplinary response, and then informs the teacher of the action taken.
3. the parent is notified
4. The principal maintains a record of the offense and the disciplinary action

Optional Responses:

1. Continuation of the more stringent Level I options
2. Referral to outside agency (counseling, probation, magistrate)
3. Parental conference
4. Temporary or permanent withdrawal of certain privileges or participation in school activities
5. In-school suspension
6. Out-of-school suspension
7. Removal from class
8. Detention
9. Clean-up after school (work)

- C. Level III** These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. While some might be considered criminal acts, for the most part their remediation can be undertaken through the disciplinary mechanism of the school. However, in some cases law enforcement officials may have to be contacted or notified.

Infractions:

1. Continuation of Level I or II misbehavior
2. Chronic truancy
3. Organized gambling
4. Stealing (attempt or actual act)
5. fighting
6. Physical or verbal threat, assault, and/or battery of student or school personnel
7. Indecent exposure
8. Vandalism
9. Possessing, using or being under influence of unauthorized substances (drugs, alcohol) on school property or on school sponsored activities
10. Extortion
11. Violation of the vehicle code
12. Sexual harassment

Procedures:

1. The infraction reported or detected, the principal investigates further and confers with staff members on the circumstances and immediate needs
2. The principal meets with the student and confers with the parent about the misbehavior, the extent of its consequences, and the subsequent disciplinary action
3. The principal contacts law enforcement officials
4. The principal makes an accurate record of the infraction and the disciplinary response
5. Student makes restitution for any loss or damage resulting from the misconduct

Optional Responses:

1. Continuation of appropriate Level II options
2. Full withdrawal of participation in school activity
3. Restitution of damages
4. Referral to outside agency
5. Temporary out-of-school suspension
6. Full suspension
7. Charges under criminal code
8. Parental conference

- D. Level IV** Represented in this level are acts which are clearly criminal. Included are those which present a direct and immediate threat to the welfare of others or may result in violence to persons or property. So serious are they that in most cases they require administrative action which calls for the immediate removal of the student from school and the intervention of police.

Infractions:

1. Unmodified Level III misbehavior
2. Tampering with the fire alarm; pulling false alarms
3. Major vandalism
4. Grant theft
5. Possession and/or use of firecrackers or explosives
6. Arson
7. Providing, selling, and use of illegal chemical substances and/or alcohol or school sponsored activities
8. Bomb threat

9. Assault and battery
10. Possession, use, transfer of lethal weapons on school property or on school sponsored activities
11. Harassment of school personnel
12. Leading or participating in a riot
13. Engaging in any other conduct contrary to the criminal code or ordinances of the community on school grounds or at school sponsored activities
14. Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which create a clear and present danger to the health and welfare of the school community
15. Sexual harassment

Procedures:

1. Having verified the offense, the principal meets with all those involved
2. the principal initiates procedures according to established policy for excluding the student from school and notifies the parents immediately
3. The principal informs the superintendent
4. School officials contact proper authorities and assist in prosecuting the offender
5. The principal submits a complete and accurate report to the Superintendent for possible board action
6. In the event of expulsion, the student receives a full due process hearing before the Board of Education

Optional Responses:

1. Full restitution of damages
2. Full suspension
3. Referral to outside agencies (psychological, drug/alcohol, law enforcement)
4. alternative school
5. Expulsion
6. Any student who accumulates three suspensions for any reason will be scheduled for a conference with the Superintendent of Schools. Any student who is suspended four times for any reason will be scheduled for a hearing before the Board of Education
7. Use or possession of tobacco
 - 1st Offense: (Level II) three days in-school/out of school suspension (principal discretion)
 - 2nd Offense: (Level III) five days in-school/out of school suspension (principal discretion)
 - 3rd Offense: (Level IV) ten days in-school/out-of-school suspension (principal discretion)

Detention Procedures & Guidelines

Assignment of Detention

Detention is assigned during 7th period for minor discipline infractions. Misbehavior in detention will result in suspension. Failure to report to detention will result in additional detention and/or suspension.

Suspension from Class

All students are required to conduct themselves properly in each class so that the class may operate efficiently. Teachers dismissing students from class shall send a dismissal not to the office with another student or bring it personally.

Suspension from School

Students acquiring five detention incidents will at that time receive a suspension, which may be either in-school or out-of-school.

BULLYING/CYBERBULLYING POLICY

ADOPTED: December 3, 2008

Purpose The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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

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

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend

necessary revisions to the Board. District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available. The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

BULLYING PREVENTION

In an effort to improve peer relations and make our school a safer and more positive place for students to learn and develop, the Meyersdale Area School District has implemented the Olweus Bullying Prevention Program (OBPP). This program recognizes bullying as repeated exposure to negative actions on the part of one or more students with an imbalance in power or strength. Our school rules against bullying will be:

- We will not bully others.
- We will try to help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Conflict is an inevitable part of interaction. As children learn the give and take of relationship, of group cooperation, and of social interaction, conflict naturally occurs. The following table highlights the main difference between normal peer conflict and bullying:

Table 1 Recognizing the Difference	
Normal Peer Conflict	Bullying
Equal power or friends	Imbalance of power; no friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious with threat of Physical or emotional harm
Equal emotional reaction	Strong emotional reaction from victim and little or No emotional reaction from bully
Not seeking power or attention	Seeking power, control, or material things
Not trying to get something	Attempt to gain material things or power
Remorse—will take responsibility	No remorse-blames victim
Effort to solve the problem	No effort to solve the problem
Isolation of victim is not intent	Isolation of victim is intentional

Bullying is harassment

UNLAWFUL HARASSMENT POLICY - STUDENTS

ADOPTED: September 3, 2008

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

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

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

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

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

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or designee as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer. The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws. If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

HARASSMENT

(Refer to Unlawful Harassment Policy)

Harassment – Smallest Summary Offense

This is handled thru the Magistrate's office. It has three distinct separations:

1. If you strike, shove, push, or kick someone to attempt to annoy or alarm them.
2. If you follow them about in a public place, annoying them or alarming them.
3. If you engage in a course of conduct that serves no legitimate purpose.

Simple Assault – Misdemeanor

This is directly related to the amount of injury. It is handled through the court system as either juvenile court or adult court.

Aggravated Assault

This is where an instrument is used such as a club, baseball bat or knife and causes excessive injury, life threatening, or serious bodily injury.

SEXUAL HARASSMENT – INFORMATION**(Refer to Unlawful Harassment Policy)**

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

No employee or student, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment lowers morale and is damaging to the work environment; it also is illegal. Therefore, the district will treat sexual harassment like any other form of employee misconduct, and it will not be tolerated.

The district will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's or student's refusal to submit to sexual advances will adversely affect the employee's or student's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment, career development, classroom evaluation or school experience. This discipline can include termination.

The district recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in each case.

The district will act positively to investigate alleged sexual harassment claims and to effectively remedy them when an allegation is determined to be valid.

Given the nature of the type of discrimination, the district also recognizes that false accusations of sexual harassment can have serious effects on innocent male and female. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

HAZING POLICY

ADOPTED: September 3, 2008

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy. Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal. The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, verbal instructions by the coach or sponsor at the start of the season or program, or posting of notice/signs.

Complaint Procedure

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

WEAPONS POLICY

ADOPTED: September 3, 2008

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon - the term shall mean any instrument or implement for the infliction of or capability of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nunchaku stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, tazer, shocker or stun gun, any explosive device, firearm (including pellet guns and BB guns), gun, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable. The term weapon shall include weapon look-a-likes, including any instrument or implement designed to look like a weapon.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act. SC 1317.2 The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed for the possession of weapons in conjunction with a lawful purpose. Weapons under the control of law enforcement personnel are permitted.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

Weapons - Procedures & Guidelines

(Refer to Weapons Policy)

As stated in the Weapons Policy, “the school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.”

Modifications may include one or more of the following actions depending upon the specific violation and intent:

1. Suspension from school for ten (10) days.
2. Mandatory hearing before the Board of School Directors (or, as authorized by the Board, a committee of the Board or hearing examiner). The Superintendent may exclude the student from school pending the hearing. The standard penalty will be a) expulsion from school of not less than a semester or the equivalent or b) permanent expulsion from school when one or more of the following aggravating circumstances exist:
 - a. Possession of firearm.
 - b. Possession of a knife or cutting instrument, the blade of which is exposed in an automatic way by push-button, switch, spring mechanism or otherwise.
 - c. Possession of a bomb or similar explosive device, the use of which could cause serious bodily injury or property damage.
 - d. By use of a weapon, attempt to cause or intentionally or recklessly causing bodily injury to another.
 - e. By use of a weapon attempt to put another in fear of imminent bodily injury.

Violation of this policy shall require that the proceedings for the expulsion of the student involved shall be initiated immediately by the building principal. In all cases, parents will be notified, students will be reported to the local and/or state police, and legal charges where applicable will be filed.

Staff members and students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation shall report the same to the administration immediately. Administrators shall report individuals suspected of possessing weapons on school property, at school activities, or on school transportation to the appropriate law enforcement officials immediately, such duty to report being subject to review by the district’s Solicitor. Staff members shall cooperate with law enforcement officials in the detection and prosecution of all violators of this policy.

School personnel who supply information relating to this policy are immune from prosecution as defined in Commonwealth law. This immunity is guaranteed even if the information is determined to be inaccurate, if the information provided was given in good faith and with the best interest of the school community in mind.

To the greatest extent possible, information which is supplied by students shall be kept confidential to protect the students making the reports.

SEARCHES PUPILS - POLICY

ADOPTED: September 3, 2008

The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes. It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers. No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population.

The Board authorizes the administration to conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population. Students, parents/guardians and staff shall be notified at least annually or more often if deemed appropriate by administration, concerning the contents of this policy and district procedures. The Superintendent or designee shall develop procedures to implement this policy. The principal or designee shall be present whenever a student locker is inspected based on reasonable suspicion. The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.

The principal shall be responsible for promptly recording in writing each locker inspection: such record shall include the reason(s) for the search, persons present, objects found and their disposition. The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy or school rules. School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

Students shall assume responsibility for maintaining the security of their lockers. Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning. Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding. Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

LOCKER INSPECTION AND INSPECTION OF SCHOOL GROUNDS

(Refer to Searches Pupils – Policy)

RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE MEYERSDALE AREA SCHOOL DISTRICT PROVIDING FOR THE INSPECTION OF STUDENT LOCKERS AND THE USE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS OF TRAINED DOGS TO SNIFF FOR DRUGS OR OTHER SUBSTANCES OR THINGS WHICH STUDENTS, BY LAW OR BOARD POLICY, ARE NOT PERMITTED TO POSSESS.

WHEREAS, the use of drugs, alcohol, or controlled substances by students is already prohibited by law and policy; and,

WHEREAS, the search or inspection of student lockers had been conducted in the past when deemed necessary; and,

WHEREAS, the reinforcement of the right to search or inspect lockers is appropriate at a time when eliminating drugs, alcohol, and controlled substances is a major concern of school administrators and boards; and,

WHEREAS, in the effort to eliminate drugs, alcohol, and controlled substances from school property it would be helpful to use trained dogs to “sniff” for the presence of such contraband.

NOW THEREFORE BE IT RESOLVED and it is hereby resolved by the Board of School Directors of the Meyersdale Area School District as follows:

1. **SCHOOL LOCKERS**

- a. School lockers are school property provided as a convenience to students for their use. Students who accept lockers from the school must understand that such lockers are subject to inspection by school authorities. The use of a locker shall constitute the student’s consent to such inspection.
- b. The locker must not be used for or contain illegal drugs, alcohol, or controlled substances, tobacco or tobacco products, guns, knives or other weapons, or any other items, matter or thing the possession of which is illegal under the law or school policy, rules or regulations. Lockers should be kept clean and neat and should be free of materials which would be commonly considered indecent or obscene. Upon inspection, any materials not permitted in a locker may be seized by school authorities and may be used in any proper manner against the student.
- c. The following provision of the Regulations of the State Board of Education of Pennsylvania, 22 PA code 12;14 shall apply:

School authorities may search a student’s locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search the students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

- d. Lockers shall be cleaned out at the end of the school year and at other times in accordance with instructions given to students by school authorities. After any clean-out date and before reassignment of lockers or authorization to students to reuse the lockers, they shall be open to full inspection, cleaning and use by school authorities without notice to students and anything found in said lockers may be removed by school authorities and disposed of as they see fit with no responsibility to students thereof.
- e. Students should not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that random, periodic, or sweeping searches of all lockers will be conducted by school officials. Locker searches will be conducted without regard to any individualized suspicion.

2. **CANINE SEARCH**

School administrators are authorized to request and/or permit, at such time or times as they deem appropriate, the Pennsylvania State Police and/or law enforcement agencies with certified sniff dogs, to use on school property and in school buildings, at no cost to the District, dogs specially trained to “sniff” for drugs or other controlled substances or illegal substances or things. Such dogs may be used to examine school buildings or property and anything on or in school buildings or property, except that such dogs shall not be used to examine individual students or other persons on school property, provided, however, that this prohibition shall not invalidate any information gathered because of the incidental interaction of the dogs and students or to others when the dogs are on school property or in buildings.

Any vehicle entering the school grounds is subject to search at the direction of school authorities. Search may be conducted without warrant for any reasonable purpose. Search of vehicle includes all compartments and components thereof. Once notified of intent to search, the student in control of the vehicle will not be permitted to remove the vehicle from the premises until search is completed.

CONTROLLED SUBSTANCES/PARAPHERNALIA POLICY

ADOPTED: September 3, 2008

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

Delegation of Responsibility

The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

All incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized. No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

The Board prohibits the use of anabolic steroids by students involved in school related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a **first** violation, suspension from school athletics for the remainder of the season.
2. For a **second** violation, suspension from school athletics for the remainder of the season and for the following two (2) sports seasons. Ex. If suspended during track season, the athlete would be suspended for the remainder of that season and the following fall and winter seasons.
3. For a **third** violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

TOBACCO USE POLICY - PUPILS

ADOPTED: September 3, 2008

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The

Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, Code of Student Conduct, and other efficient methods. The Superintendent or designee shall develop procedures to implement this policy. Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year. A student convicted of possessing or using tobacco in violation of this policy may be fined up to the maximum amount allowable by law plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

TOBACCO LAW: USE AND/OR POSSESSION

Senate Bill 1315 became Act 145 of 1996 when signed into law by Governor Ridge on December 4, 1996. This new law amends Title 18 (Crimes and Offenses). The law clarifies the School Tobacco Control Act in 35 P.S. Section 1223.5 for school districts and local district justices. The major changes are: possession is now included, unlighted tobacco is added and such possession or use is identified as a summary offense. The definitions differ from the School Tobacco Control Act by adding "pupil" and changing the definition of tobacco to include lighted or unlighted material and smokeless tobacco. These new definitions supersede the definitions in 35 P.S. Section 1223.5.

The law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine of not more than \$50 for the benefit of the school district, in which such offending pupil resides, and to pay court costs, or be assigned to an adjudication alternative. Conviction of this offense cannot be placed on a criminal record.

This law became effective February 3, 1997, 60 days after the Governor signed it.
The relevant parts of the law follow:

ACT 145 OF 1996

Section 6306.1 USE OF TOBACCO IN SCHOOLS PROHIBITED

(A) Offense defined-A pupil who possesses or uses tobacco in a school building, a school bus or on a school property owned by, leased by or under the control of a school district commits a summary offense.

(B) Grading-A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized under 24 PA.C.S. Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine.

(C) Nature of offense-A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.

(D) Definitions-As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Pupil." a person between the ages of 6 and 21 years who is enrolled in school.

"School." A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with the Act of March 10, 1949 (P.L. 30, No. 14), known as the Public School Code of 1949, including area vocational-technical schools and intermediate units.

"Tobacco." A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

Smoking

RESOLUTION OF THE MEYERSDALE AREA SCHOOL DISTRICT PROHIBITING TOBACCO USE ON SCHOOL PROPERTY BY STUDENTS OR OTHER PERSONS UNDER 18 YEARS OF AGE AND PROHIBITING TOBACCO USE BY ANY PERSON IN SCHOOL BUILDINGS AND OTHERWISE IMPLEMENTING ACT 168 OF 1988 AND OTHER PROVISIONS OF LAW.

1. The Board of School Directors of the Meyersdale Area School District hereby finds:
 - a. That the dangers of smoking and other tobacco use have become matters of general public knowledge;
 - b. That the Surgeon General of the United States has long warned of the dangers of tobacco use;
 - c. That the Pennsylvania Legislature has prohibited tobacco use by pupils in school buildings and school buses and on school property owned by, leased by or under the control of a school district;
 - d. That this Board is directed by law to establish a policy to enforce the statutory prohibition on tobacco use;
 - e. That the teachers of a school district and other employees of the district are observed by students and influence students by their actions as well as their words;
 - f. That it is inconsistent with sound educational philosophy to teach the dangers of tobacco use in the classroom while at the same time allowing students to observe teachers and employees using tobacco in school buildings.
 - g. That the nature of school buildings is such that tobacco smoke cannot be effectively confined to certain area and the use of tobacco in school buildings by teachers and other employees necessarily affects the health of students as well as other teachers and other employees;
 - h. That this Board has not only the right but the duty to provide proper and healthful accommodations for pupils and to otherwise provide for the health, safety and welfare of the students and employees of the District; and
 - i. That this Board has the power under 510 of the Pennsylvania Public School Code of 1949, as amended, to adopt and enforce reasonable rules and regulations regarding the conduct of teachers and other employees when engaged in their duties to the District and regarding the conduct and deportment of pupils during the time they are under the supervision of the Board of School Directors and teachers, including the time necessarily spent in coming to and returning from school.
2. As used herein:
 - a. "Tobacco use" includes smoking and the use of smokeless tobacco in any form.
 - b. "Smoking" includes possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment.
 - c. "Pupil" or "student" shall mean the same thing and, for purposes of this resolution, shall include all persons under 18 years of age in school buildings and school buses and on school property owned by, leased by or under the control of this School District and all persons regardless of age who are enrolled as pupils or students at this School District or in any school of this Commonwealth, public or private, or, if a non-resident, would be so enrolled if a resident. For purposes of this resolution, school buses or other vehicles hired or contracted for by this District transporting students enrolled in this District shall be covered by this policy even though operated by independent contractors of the District.
 - d. "Employee" shall mean teacher, administrator, superintendent, secretary, maintenance employee or any other appointee, employee or officer of the District, and shall also include the members of this Board
3. Tobacco used by students as above defined is prohibited in school buildings and school buses and on school property owned by, leased by or under the control of this District, including all school buses which transport students enrolled in this District. Tobacco use by students is also prohibited during the time necessarily spent coming to and returning from school.
4. Tobacco use by employees and all other persons is prohibited in school buildings and school buses.

5. During the time school is in session for students, tobacco use by employees and other persons on school grounds is prohibited if the area is adjacent to a building and at a location readily visible to students. Tobacco use by employees and other persons is also prohibited at all times at any location on school grounds which is posted or designated as a non-smoking area.
6. The Superintendent is directed to notify employees, students, parents, and others of this policy by publishing appropriate notices in any student handbook or parent newsletter and by appropriate posters and by such other means including the general media as he shall determine to be appropriate.
7. Violations of this policy shall result in appropriate disciplinary actions as to any student of this District or employee of this District. Such persons and any other violator may be removed from school buildings, buses, property or grounds. The penalties prescribed in act 168 of 1988 shall also be applicable.
8. This policy applies at all times, including at athletic events.
9. As used herein the singular shall include the plural, and the use of any gender shall be applicable to all genders.
10. The provisions of this resolution are severable. If any provision or portion thereof shall be declared illegal or unenforceable, it is declared that this resolution would have been adopted without the offending provision or portion thereof which is found to be illegal or unenforceable.

ALCOHOL - UNDERAGE DRINKING PENALTIES

(Refer to CONTROLLED SUBSTANCES/PARAPHERNALIA POLICY)

On May 24, 1988, tough penalties went into effect in Pennsylvania for various alcohol related offenses committed by persons under 21. The penalties were enacted by the legislature and signed into law by Governor Casey on March 25, 1988. The major change requires suspension of the offender's driver's license.

The common offense of purchase, consumption, possession or transportation of alcoholic beverages by a person under age 21, alcohol violation by a minor, adds a 90-day license suspension to the fine not exceeding \$300.00 and jail sentence not to exceed 90 days. For the second offense the maximum fine is \$500.00 and jail sentence not to exceed 90 days. For the second offense the maximum fine is \$500.00 and the suspension is one year. Subsequent offenses result in a two-year suspension. In all offenses, the police are required to notify the parent or guardian of the offense.

The offense of misrepresentation of age to procure alcoholic beverages results in a fine not exceeding \$500.00 and the same jail and license suspension provisions as alcohol violations by minor. A second offense becomes a misdemeanor of the third degree and a maximum fine of \$250.00 and the license suspensions applicable.

Penalties for knowingly selling or furnishing alcoholic beverages to a person under 21 were also increased. The offense is a third-degree misdemeanor with minimum fines of \$1000.00 for the first offense and \$2500.00 for each subsequent offense.

Persons under 21 who falsify an identification card commit a second degree misdemeanor and are subject to a mandatory \$1000.00 fine for the first offense and \$250.00 for each subsequent offense. A person under 21 who carries or uses a false identification card to obtain alcoholic beverages commits a summary offense with a fine not exceeding \$500.00 and the same jail and license suspension provisions as for alcohol violations by a minor.

DRESS AND GROOMING POLICY – PUPILS

ADOPTED: September 3, 2008

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard. Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student. The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming. The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality. Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

DRESS CODE - STUDENTS

An individual's grooming, the way he/she dresses, and how he/she behaves does have a bearing on how others react to him/her.

Dress and grooming should be clean and not unkempt. Hair and dress should satisfy sanitary and safe conditions. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the safety and health of oneself or others, or is in violation of any statute, it will not be permitted in school. Garments that are perceived to cause disruption to the learning process in the classroom are not permitted. These include but are not limited to:

1. Vulgar language or vulgar innuendo.
2. Clothing which is too tight or too revealing. (spandex, for example)
3. Shorts, skirts, dresses, etc. that are shorter than the distance above the knee determined by the position on the leg of the middle finger on each hand while standing upright. Shorts will not be rolled. The principal shall determine what is unkempt, inappropriate and extreme. Within these limits, the decision regarding attire and grooming shall be left to the good judgment and responsibility of the individual and his/her parents.
4. Chains larger than fine jewelry are not permitted; in addition, jewelry that causes disruption is not permitted. Chain wallets are not permitted.
5. Pants/garments must not be unreasonable on dragging on the floor and not create a safety hazard.
6. Underclothing must be covered.
7. Belly/midriff shirts (where the body can be seen when arms and body are moving) are not permitted. All shirts and blouses must be of length to be able to be tucked in and remain tucked in when arms are raised above head or when seated.
8. Shoulder/tank tops are not permitted unless constructed with a three-inch strap.
9. Athletic jerseys worn on the day of the event require the approval of the coach or the principal.
10. Trench coats/raincoats, etc., cannot be worn during the school day.
11. Low-cut blouses are not permitted.
12. No ripped or torn clothing is permitted. This includes shirts with cut-off sleeves. An exception to this rule is an allowance for jeans that are factory ripped or torn if the holes are at knee length or below. Tears or rips above the knee will absolutely not be tolerated.
13. Any form of hair covering is not permitted. (hats, caps, scarves, bandannas, etc.)

Students, however, may be required to wear certain types of clothing while participating in physical education classes, or in extracurricular activities such as band, school sponsored trips or events.

Educational disruptions caused by violations of the above will lead to removal of the student until said student is properly attired as determined by the administrator of his designee. Dress policy concerns observed by staff should be addressed and reported to office immediately.

REGULATIONS JUNIOR-SENIOR PROM

1. Prom Hours: 6:30 p.m. to 10:30 p.m.
 - Doors open at 6:00 p.m.
2. Prom Style of Dress: Semi-formal
 - Girls: Evening dresses
 - Boys: Tuxedo/ Suit/ Jacket & Trousers ; with dress shirt and tie
3. The prom is open to all approved Senior and Junior class members and their guests, if they are registered.
 - Guests must be in grades 10, 11 or 12 or be out of school. **No exceptions.**
 - All guests that are not students of M.A.H.S. themselves must be pre-approved by both the Prom Advisor and the High School Principal.
4. Prom Registration
 - You must register for yourself and for your guest if you plan to attend. Students must be registered within the time frame established by the Prom Committee. Students not properly registered will be refused admission.
5. Prom Conduct
 - Students are not permitted to leave and then return to the prom. Students and guests are requested not to leave the building during the prom; however, students may go to their car/the parking lot if and only if they are accompanied by a chaperon. Any student that does not abide by these stipulations will not be re-admitted in the building and will be asked to leave the school premises.
 - No smoking is permitted on school grounds or any part of the school building.
 - Use of alcohol or any illegal substance by students or guests will be reported to the proper authorities by security guards on duty and chaperones present.
 - The school reserves the right to exclude anyone guilty of unbecoming conduct. Such people will be asked to leave. Students, you are socially responsible for the conduct of your guest.

FIRE EMERGENCY

At the ringing of the bell:

1. Stop work immediately.
2. Close all windows.
3. Leave the room in single file and go to the place for your particular class room.
4. Refrain from talking while leaving the building.
5. Return to your class when the bell rings.

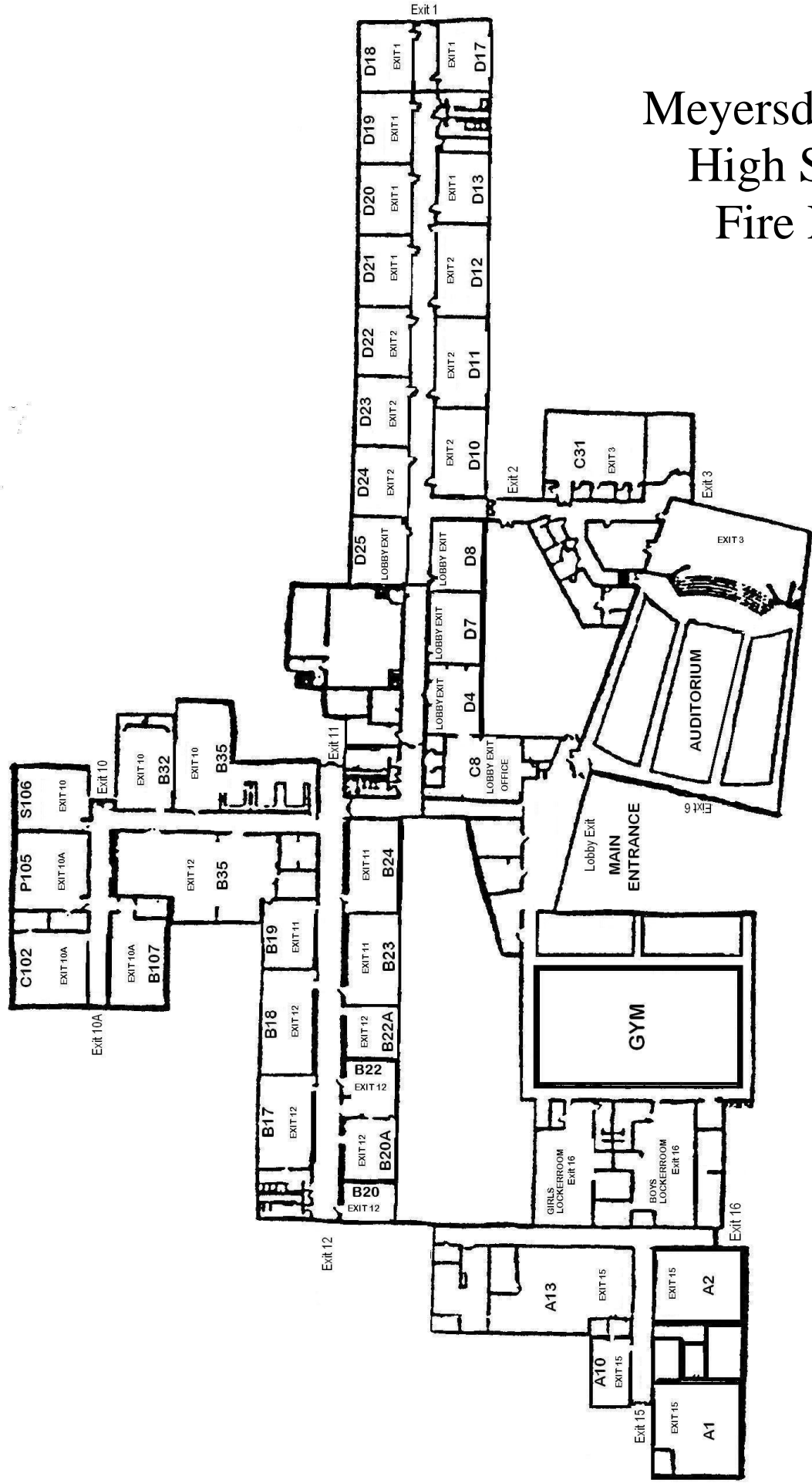
Each room is provided with a notice giving the directions to follow when there are fire drills. Become familiar with these exits so that at a moment's notice you will be able to leave the building quietly and orderly.

Inclement Weather

During the winter months schools are occasionally closed because of hazardous road conditions. For information, listen to your radio. School closings will be reported on:

WKGO 106.1 FM
WYSN 1330 AM
WFRB 560 AM, 105.3 FM
WUZZ, 97.7 FM
WQZS 93.3 FM
WJAC TV 6
M.A.S.D. Automated Calling System

Meyersdale Area High School Fire Exits



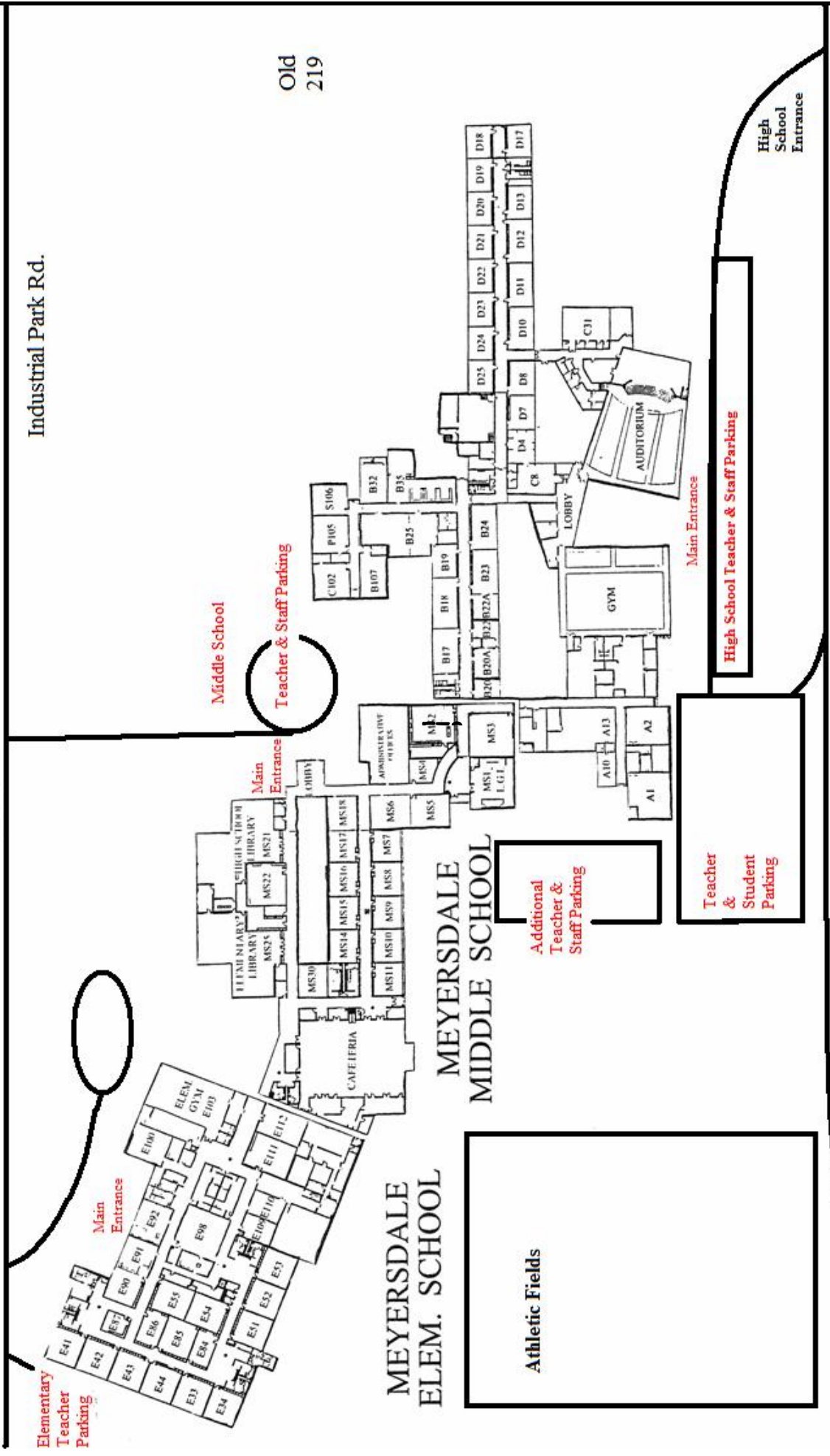
MEYERSDALE HIGH SCHOOL

MEYERSDALE AREA SCHOOL DISTRICT

New 219
By-pass

Industrial Park Rd.

Old
219



Shaw Mines Rd.

MEYERSDALE
HIGH SCHOOL

High
School
Entrance