

# **Mountain View Jr/Sr High School Parent-Student**



**2024-2025**

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WELCOME

This handbook is designed to give parents and students a current picture of the policies and procedures of Mountain View High School. This handbook will detail for you the rules, regulations, and information that is essential for the efficient operation of our school. It is your responsibility to read and follow these guidelines. We believe that education originates in the home. The parent/guardian is the first teacher of his/her child and should develop in him/her good behavior habits and a good attitude toward school.

Good self-discipline is the norm for the majority of students at Mountain View Jr/Sr High School. Most students have already learned to respect the rights of others and to take seriously the educational opportunities our school affords. This handbook is designed to ensure a safe and positive school environment in which to learn and teach.

For those students who have yet to develop the self-control and character needed for good citizenship, this handbook provides a series of guidelines, suggestions, and policies. The guidelines will assist students to more clearly understand the rights of others and citizenship. Positive, effective behavior is a series of choices. It is our hope that students will make those positive behavioral decisions and productive choices that will lead to self-discipline and productive citizenship.

Our handbook is written with the intent of emphasizing Respect and Responsibility in every phase of the educational process.

#### DISTRICT MISSION

The mission of the Mountain View School District is to provide our students with a safe, welcoming environment for developing skills to become committed contributors to their community.

#### DISTRICT GOALS

1. Provide diverse learning opportunities to challenge and support all members of the school community.
2. Create a collaborative, safe school environment where all voices are heard, respected, and valued.
3. Empower ALL to explore and develop individual potential for future career opportunities and to discover a sense of purpose.
4. Build a strong community spirit through local and global partnerships.

### **WELCOME TO MOUNTAIN VIEW JUNIOR / SENIOR HIGH SCHOOL**

#### MOUNTAIN VIEW SEL VISION OF THE GRADUATE

Mountain View High School graduates will develop the skills that will allow them to be exceptional learners, leaders, and committed members to their community.

Mountain View Junior / Senior High School develops students who are:

##### **Self-Aware**

- Develop self-confidence and self-efficacy.
- Identify emotions.
- Develop an accurate self-perception, including recognizing strengths.

##### **Self-Managing**

- Display self-discipline and impulse control.
- Set goals and utilize organizational skills to achieve them.
- Able to self-motivate and utilize appropriate stress management methods.

##### **Socially Aware**

- Recognize their own and other perspectives to enrich their learning.
- Demonstrate respect and empathy for others.
- Understand and appreciate diversity.

##### **Skilled in Developing Relationships**

- Communicate ideas in compelling and impactful ways.
- Develop relationships with others and is able to function effectively as part of a team.
- Actively participate in community and society.

##### **Responsible Decision Makers**

- Identify and solve problems.
- Analyze situations to make responsible decisions.
- Evaluate and reflect on decisions.
- Display ethical responsibility in decision-making.

#### IN LOCO PARENTIS

Designated professional employees are given *in loco parentis* status by Section 1317 of the Pennsylvania School Code. In Loco Parentis shall mean:

Every administrator and teacher in the public schools shall have the right to exercise the same authority to conduct and behavior over the pupils attending the school as the parents or guardians of such students may exercise over them. This policy of In Loco Parentis applies to the time the students are in attendance in school, as well as the time required to go to and from the school, so long as the students ride in district-provided transportation.

## **TITLE IX REGULATIONS**

The Mountain View School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and Age Discrimination Act. The Director of Special Services oversees this regulation and can be reached at 434-2181 Ext. 439 or 539.

Pa School Code-Chapter 12

A complete copy of the Pennsylvania School Code –Chapter 12 can be found on the Mountain View School District website at [mvsd.net](http://mvsd.net).

The Pennsylvania School Code lists the following student rights and responsibilities:

## **STUDENT RIGHTS AND RESPONSIBILITIES SUMMARY-STUDENT CODE OF CONDUCT**

### **12.1. Free education and attendance**

- (a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
- (b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from public schools or from extracurricular activities because:
  - (1) The student is married.
  - (2) The student is pregnant.
  - (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
  - (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

### **12.2. Student responsibilities**

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible for sharing with the administration and faculty a commitment to developing a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
  - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered, or repealed in writing, it is in effect.
  - (2) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - (3) Dress and groom to meet standards of safety and health and not to cause substantial disruption to the educational processes.
  - (4) Assist the school staff in operating a safe school for the students enrolled therein.
  - (5) Comply with Commonwealth and local laws.
  - (6) Exercise proper care when using public facilities and equipment.
  - (7) Attend school daily and be on time for all classes and other school functions.
  - (8) Makeup work when absent from school.
  - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
  - (10) Report accurately in student media.
  - (11) Do Not use obscene language in student media or on school premises.

## **BOARD OF EDUCATION POLICIES**

For the purpose of this handbook, school district policies have been summarized. Complete policies may be reviewed on the district website at [www.mvsd.net](http://www.mvsd.net); click on District Offices, Board of Education, and Board Policy Manual.

## **GENERAL INFORMATION**

### **ACADEMIC INTEGRITY**

The Mountain View School District expects its students to demonstrate honest and ethical behavior when submitting all research papers, reports, tests, quizzes, and other classroom assignments. All graded work must be a representation of each student's ability. Any use of another person's words, ideas, or research findings must be formally acknowledged according to acceptable standards of documentation.

Definitions - Collaboration is the act of sharing information. It is allowed only when specified by the instructor. Unauthorized collaboration includes but is not limited to copying homework and sharing project information.

Cheating is the deliberate use of unauthorized notes, calculators, computer programs, cellular phones, smart watches, or other printed materials expressly forbidden by the instructor during testing. Cheating includes but is not limited to copying answers from another student's answer sheet or providing questions or answers to students.

Plagiarism is defined as using another person's words and/or ideas without proper credit to that person.

Involvement - Students should understand the definitions of plagiarism, cheating, and collaboration. Furthermore, they should understand that certain procedures will be followed and appropriate consequences administered when the Academic Integrity Guidelines have been violated. Parents are encouraged to inquire about student assignments and to check on student progress. Parents should also be familiar with the Academic Integrity Guidelines.

### Artificial Intelligence

Artificial intelligence tools are not to be used to aid in, complete, or plagiarize any assignment. Using A.I. tools without express and explicit permission from the classroom teacher will result in the same disciplinary action as an occurrence of cheating on an assignment would incur.

### Offenses

All offenses are cumulative and will be tracked by the individual teachers, counselors, and administration.

#### Collaboration/Cheating/Plagiarism

##### First Offense

1. Grade of "0" on assignment.
2. Parental notification from the teacher or administration.
3. One after-school detention.

##### Second Offense

1. Grade of "0" on assignment.
2. Parental notification from the teacher or administration.
3. Required parent meeting with the classroom teacher, school counselor, and administration.
4. One day assignment to In School Suspension.

##### Third Offense

1. Grade of "0" on assignment.
2. Parental notification from the teacher and administration.
3. Parent meeting with classroom teacher, school counselor, and administration.
4. 3-day assignment to In School Suspension.
5. Exclusion from participation in extracurricular activities, athletics, and field trips **for a time determined by building administration.**

##### Subsequent Offenses

1. Same consequences as the third offense with the addition of notification to the superintendent, possible alternative placement, or expulsion from school.

Policies and Rules of Mountain View School District groups and organizations will be imposed on students who are part of those groups. Academic integrity violations may affect a student's membership in the National Honor Society and/or class officer status.

Students who are members of the National Honor Society or National Junior Honor Society may receive a disciplinary letter or have their membership revoked from these organizations for committing academic integrity violations.

### AFTER SCHOOL ACTIVITIES

Students will not be allowed to stay after school without the presence of an advisor or coach. Any students who remain after school without permission or without an appropriate sponsor will be subject to disciplinary consequences that may include suspension from a team or activity. Students choosing to use the outdoor school facilities outside of the regularly scheduled school day must go home and return with a parent/guardian. Unsupervised minors using school facilities will be asked to leave. Students, who choose not to leave when asked, may be subject to further discipline or legal consequences.

### ACTIVITY BUSES

Activity buses are provided by the district to help transport students to different locations around the district in an effort to help parents/guardians with transportation and to help encourage student participation in after-school activities. The buses leave the high school at 5:45 PM. For a list of the stops these buses will make, please call the main office.

### ATHLETICS

Mountain View School District athletes and fans are representing our school at sporting contests. Therefore, it is expected that Mountain View School District athletes and fans will conduct themselves with the highest sense of dignity and decorum both when winning and when losing. Any person found harassing students, players, coaches, or officials from our school or the visiting school may be removed from the gym or field during competition and may be banned from future athletic activities. Also, arrest and prosecution for disorderly conduct may take place.

The Mountain View Parent-Student Handbook takes precedence over the Parent-Student Athletic Handbook in cases of conflict between the two books. Athletic policies at Mountain View School District are governed by the Mountain View Board of Education in accordance with all P.I.A.A. rules and regulations consistent with the provisions of the Constitution and By-laws of the P.I.A.A. Coaches at Mountain View High School will inform all athletes of the responsibilities of participation in regard to P.I.A.A. rules, Mountain View High School rules, as well as the coaches' personal team rules. In a case where an athlete requires discipline or suspension from the team, the coach may impose the consequence after conferring with the athletic director and/or the administration.

**Suspension:** Suspended students are prohibited from participation in athletics or attendance of team practices/contests/events during the term of the suspension. This also includes away contests.

**A modest admission fee will be charged at home Varsity/J.V. games for Volleyball, Basketball, and Wrestling matches.**

Mountain View School District's Athletic Program includes the following activities:

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Golf (9-12)	Basketball (7-12)	Softball (7-12)
Soccer (7-12)	Wrestling (7-12)	Baseball (7-12)
Girls' Volleyball (9-12)	BB Cheerleading (7-12)	Track (7-12)
Cross Country (7-12)		Boys' Volleyball (9-12)

Note: All participating athletes and cheerleaders are required to have a P.I.A.A. physical and complete concussion protocols before they may practice.

**ELIGIBILITY FOR ATHLETICS** - In order for a student in the Mountain View School District to be eligible academically to participate in the P.I.A.A. sponsored interscholastic program, *he/she must be passing at least four credits and failing no more than one credit worth of core courses. Core courses for the Mountain View School District include math, English, science, and social studies. Athletes must pass Physical Education classes.* This policy applies to all participants in interscholastic competitions and cheerleading. Athletes that violate this policy will be ineligible to participate in scrimmages and interscholastic competitions during their suspension. *Students are required to attend the two days per week of Mountain View's tutoring/homework sessions during each week of ineligibility. Students may participate in practices during their suspension as long as those practices do not interfere with their mandatory attendance at the tutoring/homework sessions. Those students that do not attend tutoring will be suspended one additional day for each missed session once their eligibility is restored. Those suspension days will occur on the next tutoring/homework session day(s), and the student will be ineligible to practice or participate in a game on those days of suspension.* Students that are ineligible for three weeks in any one season may be dismissed from their team for the remainder of that season in order to focus on their academic studies. Students are required to get all missing work documented on the tutoring athletic form prior to commencing tutoring sessions. For further information regarding athletic eligibility, please refer to the Parent-Student Athletic Handbook.

#### **PARTICIPATING IN AFTER SCHOOL EVENTS**

Students must be in attendance for at least five class periods and/or arrive by 10:00 a.m. in order to be eligible to participate in any after-school curricular activity or extracurricular activity unless prior administrative approval was given for arriving late. This includes but is not limited to after-school practices, competitions, or performances. Students leaving school early due to illness and students' absence from school due to illness are not allowed to participate in any extracurricular activity after school on that day. Students must arrive by 10:00 a.m. and provide an appropriate excuse to the attendance office before commencing their school day.

Please note:

- Arrive before 11:00 a.m. - considered tardy
- Arrive after 11:00 a.m. - 1/2 day absence a.m.
- Arrive after 12:30 p.m. - absent full day
- Leave before 11:00 a.m. - absent full day
- Leave after 11:00 a.m. - absent 1/2 day
- Leave before 2:00 p.m. - absent 1/2 day
- Leave after 2:00 p.m. - no absence

#### **ATTENDANCE POLICY SUMMARY**

The complete policy may be found at [mvsd.net](http://mvsd.net), Board of Education, Policy Manual, policy #204 –

The Board of Education requires that school-aged students enrolled in district schools attend school regularly in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation, either in-person or through synchronous instruction, 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 may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence.

#### **WRITTEN EXCUSES**

Students are allowed three (3) days following an absence to submit a written excuse to the attendance office. Excuses must be written and signed by the student's parent/guardian. Students may not write their own excuses. **Failure to submit an excuse will result in the absence being recorded as unlawful or unexcused, and the parent/guardian will receive a truancy notification letter.**

#### **TRUANCY- ALL STUDENTS**

Parents/Guardians of a student accumulating two (2) unlawful/unexcused absences will be notified by letter of the possible consequences for being truant pursuant to the Pennsylvania School Code. Parents/Guardians of a student accumulating three (3) unlawful/unexcused absences will be notified with both a registered letter and a regular mail letter of the possible consequences for being truant pursuant to the Pennsylvania School Code. Any unlawful/unexcused absence following the second notice will require the school to offer, in writing, the student and parent/guardian the opportunity to participate in a meeting to create a Student Attendance Improvement Plan (S.A.I.P.) according to Pennsylvania Compulsory Attendance Guidelines.

#### **STUDENTS UNDER FIFTEEN (15) YEARS OF AGE**

For any student who has not attained the age of *fifteen (15)* who fails to comply with the compulsory attendance requirements and is habitually truant, the school must refer the student to *either*: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (C.Y.S.) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child in a magisterial district court.

#### **STUDENTS FIFTEEN YEARS OF AGE OR OLDER**

For any student who has attained the age of *fifteen (15)* who fails to comply with the compulsory attendance requirements and is habitually truant, the school **must either**: (1) refer the student to a school-based or community-based attendance improvement program **or** (2) file a citation against the student and parent in a magisterial district court. If the student incurs additional absences after a school refers that student to an attendance improvement program or the student refuses to participate in an attendance improvement program, the school **may** refer the student to the local C.Y.S. agency for possible disposition as a dependent child under the Juvenile Act.

#### **STUDENTS AGE 17 OR OLDER**

The principal will follow the procedures noted under the "All Students" section.

If the SAIP plan is not effective:

- Ten or more consecutive unexcused absences –Principal may drop from the rolls any student who has clearly failed to demonstrate any serious intent to graduate from high school.
- Eighteen or more unexcused, unexplained, or unauthorized total absences- Principal may drop from the rolls any student who has clearly failed to demonstrate any serious intent to graduate from high school.
- Fifteen unexcused, unexplained, or unauthorized total absences **may lose** credit for the school year and may be required to repeat the school year.

- Students who miss 15 or more unexcused, unexplained, or unauthorized absences may be prohibited from attending extracurricular and athletic activities, including school dances, etc.
- Seniors with ten unexcused, unexplained, or unauthorized total absences who have met the academic requirements will be issued a diploma but will not participate in commencement exercises.

### **30 OR MORE TOTAL ABSENCES**

Students of any age who have reached a total of thirty (30) days of absence in one school year may be required to repeat the school year.

### **Excessive Lateness**

Unexcused Lateness:

1. After three (3) unexcused lateness' the student may be subject to disciplinary action.

a. Disciplinary action may include:

- Conference with student
- Parent/guardian contact
- Detention(s)
- Referral for counseling
- SAP referral
- Attendance Meeting

2. After the ninth (9) unexcused lateness, the student may be subject to disciplinary action, and a parent/guardian conference with an administrative committee will be required to

ascertain their legitimacy. Additional action will be taken as needed.

a. Disciplinary action may include any actions listed above and:

- Loss of parking permit
- Suspension from extra-curricular activities

3. After further unexcused lateness, the student will receive disciplinary action, and a parent/guardian conference with an administrative committee will be required to ascertain their legitimacy. Additional action will be taken as needed.

4. Unexcused late arrivals that extend beyond homeroom and into instructional time may be coded as an illegal class absence (cut) and could impact a student's grade.

5. An accumulation of unexcused late arrivals could result in a notice of unlawful absence if the student is of compulsory school age.

### **EXCUSED REASONS FOR ABSENCE**

The state of Pennsylvania considers the following conditions to constitute reasonable cause for absence from school:

1. Illness (doctor's verification will be required after ten absences).
2. Quarantine.
3. Death in the immediate family (parent/step-parent, grandparent, or sibling).
4. Religious holidays or instruction.
5. Court appearance with appropriate verification.
6. Impassable roads.\*
7. Inclement weather.\*

\*The last two (2) reasons for absences shall be determined by the school buses' inability to operate.

Examples of Unexcused/Illegal absences may include, but are not limited to:

1. Babysitting.
2. Visiting Relatives.
3. Missing the bus.
4. No transportation.
5. Senior Skip Day.
6. Any skip day, as an individual or as a group.
7. Personal reasons.
8. Other reasons are specified in Parent-Student handbooks and as established by the district.

### **EARLY DISMISSALS**

All notes for early dismissal must be presented to the attendance office before homeroom. Early dismissal notes will not be recognized after homeroom. In order for students to leave the school premises during the school day and be considered excused, they must have written permission from their parent/ guardian and administrative approval. The Mountain View School District must have a parent/guardian's signature in order to release a student from any building/class at any time. The note should include the reason for the early dismissal, the name of the doctor/dentist, if applicable, and a phone number where the parent/guardian may be reached if there is a question regarding the early dismissal. The school reserves the right to randomly check early dismissal requests. Phone calls will not be accepted as permission for early dismissal. A doctor's note must be presented upon return to school. A student may use no more than one-half school day for the acquisition of a driver's examination.

### **EDUCATIONAL FIELD TRIPS**

Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip in accordance with state regulations.

- Approval of these trips shall be requested in writing on forms provided by the district. Request forms for educational trips shall be available in the school office and on the Mountain View home page. Requests must be submitted at least three (3) school days before the date of departure and should be completed in detail. Forms shall not be accepted after the trip has been completed.

- The request must include the destination, date of departure, date of return, and a brief statement explaining the trip and its educational benefit(s) to the student. The student must be under the direction and supervision of a parent/guardian or another adult who is acceptable to the parent/guardian. The completed request form shall be submitted to the building principal. When requests are denied, parents/guardians will be notified by letter or telephone. The following conditions shall apply:
- The trip must be of educational value and not merely a matter of convenience to the parent/guardian or student. A written report of the educational field trip must be submitted to the building principal within five (5) school days upon return. Failure to submit this report will result in those days being counted as illegal/unexcused.
- Educational trips will not be approved if they conflict with mid-term exams, final exams, or the PSSA and Keystone Exam testing windows.
- Students will be limited to a maximum of five (5) school days per school year for educational trips. The number of student absences per school year prior to the trip will be examined. If the student has three (3) or more unexcused/unlawful absences at the time of the trip request, the building principal will not approve it. If absences to date and the current field trip request combine to more than fifteen (15) days of absence, the building principal will not approve the educational field trip in its entirety. Each day of an educational field trip that exceeds the limit of fifteen (15) combined absences will be considered unexcused/unlawful.
- All trip request approvals are contingent on the fact that the student's absenteeism at the time of the trip has not exceeded the outlined parameters within this policy. If, at the time of the trip, the student's attendance exceeds the parameters set forth in this policy, then all days missed over the allowed combined total of fifteen (15) days will be considered unexcused/unlawful and subject to the procedures set forth in this policy in regards to illegal/unexcused absences.
- Students of any age must make up missed work or receive zeros for that work as per school policy. Schoolwork for the time of absence must be acquired prior to the time of the absence and be completed by the time of the return.
- Absences due to unapproved trips shall be counted as unexcused/unlawful absences and be subject to the procedures set forth in this policy in regards to illegal/unexcused absences.

#### **TARDINESS/LATE TO SCHOOL**

Parents/Guardians and students are responsible for being on time for school. Reasons such as, but not limited to, oversleeping, missing the school bus, or riding with a parent/guardian or friend are not acceptable reasons for tardiness. If a student arrives at school after the start of school, he/she must report directly to the Attendance Office to be issued a class admission slip. Students who accumulate three unexcused "lates" to school will receive a lunch detention. Every additional unexcused late to school will result in an assigned lunch detention. On the ninth unexcused late to school, students will be issued after-school detention. Each additional unexcused late to school will result in after-school detention. When a student has received (4) four unexcused latest, driving privileges will be suspended for five (5) school days, and the student may face other disciplinary consequences, as outlined in the Student Driving Policy.

#### **BEGINNING OF THE SCHOOL DAY**

The Mountain View High School lobby is open to all students participating in our breakfast program at 8:00 a.m. Students reporting to school between 8:00 a.m. and 8:15 a.m. are to report to the cafeteria. At 8:15 a.m., students will report to their homeroom. Attendance will be taken at 8:21 a.m., opening exercises will be conducted, and brief announcements will be read. Any student arriving after the stated start time of 8:21 a.m. will be considered tardy and must enter the building through the main office entrance and sign in with the attendance clerk. (Refer to the attendance policy for tardy information.) Students will be dismissed at 3:12 p.m.

#### **PARENT PICK-UP AND DROP-OFF**

Students may be dropped off in front of the building (prior to bus arrival) or in the circle parking lot in the morning. For the safety of our students, all students must be picked up at dismissal in the circle parking lot or on that side of the building to reduce interference with exiting traffic on the left side of the building.

#### **BACKPACKS, PURSES, AND LUNCH BAGS**

All backpacks, purses, and lunch bags are subject to searches. These items cannot create safety issues in the classroom based on size. All backpacks and large purses must be stored in lockers.

#### **BUS REGULATIONS**

Bus transportation to and from school in the Commonwealth of Pennsylvania is a privilege. Failure to comply with the bus regulations may result in this service being denied to your child. Students must conduct themselves in a manner consistent with school standards. School authorities reserve the right to assign students to specific seats on any or all buses when deemed necessary. All disciplinary consequences for violations, after consultation with the bus driver, will be determined by the administration within a reasonable time.

It is a violation of state law for any adult to enter a school bus without the prior authorization of the bus driver. (PA CC 18-5517)

Suspension of bus privileges does not relieve the student nor the parents/guardians of their responsibilities for compulsory attendance. Absence from school for the above reason will be considered an unexcused/unlawful absence.

#### **BUS TRANSFERS**

Students will not change buses permanently without the permission of the administration. If a one-day bus transfer is necessary, a written request from the parent/guardian stating the date, the bus to be transferred to, and the location where the student is getting off must be submitted to the Main Office prior to 9:30 a.m. on the day of the request. Students who submit their request in the morning may receive their bus pass from the main office before dismissal if approved.

#### **CAFETERIA**

Point of Purchase –Mountain View School District has a program that utilizes a PIN number to access an account for purchasing lunches in the high school cafeteria. Checks payable to the Mountain View Food Service will open the account. Students may deposit checks to their accounts on a weekly, monthly, or yearly basis. Quarterly reports will be distributed to students and parents/guardians indicating account balances and/or obligations due. The complete Point of Purchase procedure is given to the students on the first day of school.

Free and Reduced Lunches - Children from families whose incomes are below federally established levels are eligible for free or reduced-priced lunches. For more information, contact the Cafeteria Manager, Erin Kyrlyuk at 570-434-8527. Forms are available in the Main or Guidance office.

Lunch Procedure - All students must eat in the cafeteria whether they buy their lunch or bring them. Students are responsible for keeping their lunch area clean. Students must be respectful to all cafeteria workers, lunch duty faculty, and lunch monitors. Cafeteria lunch is just like an assigned class, and proper behavior is expected.

Students who need to use the lavatory may use the facilities near the cafeteria. **FOOD, DRINK (Except water in approved clear container), OR SNACKS ARE NOT ALLOWED OUTSIDE THE CAFETERIA.**

### **CELL PHONES/HEADPHONES**

Student cell phone use for 7th and 8th-grade students is not permitted at any point of the school day once it begins(homeroom). Students in grades 9-12 may use cell phones during lunch. No phone calls are permitted via cell phones. Taking photos or videos is prohibited during the school day. Any student taking photos or videos in the school building will receive disciplinary action. **If a student repeatedly uses a cell phone inappropriately, they may be banned from on-campus use of cell phones.** Cell phone use is not permitted in the hallways, nor is listening to music (AirPods/wireless earbuds).

**Headphone use in the hallways is considered cell phone use. If a student is using headphones in spaces where cell phone use is prohibited, they have violated the cell phone policy.**

The consequences for not complying with the cell phone policy are as follows:

- Confiscation of Cell Phone to be held in the main office until the end of the day
- Repeat Offenders will receive additional consequences (Detention)
- Continued Prohibited Cell Phone use will result in further consequences and a parent meeting.

### **CLASS ELECTIONS**

#### **Class Nominations and Elections**

During the month of September, class officers are elected for grades 10, 11, and 12. Students interested in being a class officer will be self-nominated after the initial class meeting. Students may run for only one office. This will be the only time for a potential candidate to run. Students will be notified of the duties of the class office at this time.

Potential candidates will have five school days to hand in a signed petition. The student must then return the signed petition to the administration or designated class advisor(s). Students may be excluded at this point for poor academic performance, excessive absences, and/or extensive disciplinary records. The students will campaign and make a formal speech in front of their classmates detailing their qualifications and plans for their potential term in office. Prior to the class meeting, each candidate must review his/her speech with a class faculty advisor and receive written approval for it. Voting will take place in the designated history classes the day after the speeches are conducted. Winners will be announced when the Election Committee certifies the results. In the event that there are no candidates for an office, that office shall remain vacant for the school year.

#### **Requirements of a Class Officer**

Class officers are encouraged to maintain active participation in the Student Government Association for the entire school year. They will be responsible for making decisions based on the needs of their class. Class Officers may not be failing more than one (1) class. Class officers must abide by the criteria given by the class advisors. They must actively participate in planning and coordinating activities that will lead toward senior graduation.

Removal of a class officer may take place for the following reasons:

- The student is not participating in the Student Government Association regularly.
- The student is not fulfilling his/her class obligations as stated by class advisors.
- The student is failing more than one class.
- The student is seen by the administration for repeated discipline issues.
- The student is caught cheating/plagiarizing schoolwork.
- The student has extensive absences, which cause the student to be unable to fulfill the duties of the position.

The process used for the removal of class officers includes a probation phase and then an expulsion phase. Initially, the student will meet with the Election Committee, and he/she will be placed on probation for 15 school days. Terms the student must meet in order to continue in his/her position will be presented at this meeting. Any further violations will result in expulsion from his/her position as a class officer and member of the Student Government Association. (Additional consequences may apply depending upon the infraction). Depending upon the severity of the situation, the committee may expel a student from his/her position without a probationary period.

### **COMMUNICATION WITH PARENTS/STUDENTS**

- Our student information system is called Sapphire. You may access all student information at [sapphire.mvsd.net](http://sapphire.mvsd.net). You will be asked to update all information for your student during the first week of school. The parent portal will allow parental access to all current student grades, attendance data, academic assignments, and discipline information. If you need assistance with accessing Sapphire, please call the main office.
- Our website at [www.mvsd.net](http://www.mvsd.net) includes all updated information on school events and school district information. Parents/Guardians may access the link to Meal Magic to check current cafeteria balance information.
- Parents will be notified by phone concerning upcoming school events or emergency school closings, school delays, or early dismissals. In order for this system to work effectively, we must have the correct parent addresses and phone numbers on record.
- We encourage you to contact school personnel by email. Staff email addresses will be their first name initial, last name @mvsd.net. (e.g., Tom Jones would be [tjones@mvsd.net](mailto:tjones@mvsd.net))

If you wish to contact a faculty member during the school day, you may call 570-434-8510 or 570-434-8512, and you will be connected to their voicemail.

### **COMPUTER ACCEPTABLE USE POLICY – [www.mvsd.net](http://www.mvsd.net) policy #815**

The Mountain View School District provides employees, students, and guests with access to the district's network and to the internet, whether wired or wireless, in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration. We firmly support access by students to this rich supply of information resources, guided by our staff, offering appropriate skills to analyze and evaluate such resources.

Students 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. Loss of access and/or disciplinary actions shall be consequences for inappropriate use. For complete information on the acceptable use policy, please refer to the school district web page or stop by the main office for a paper copy of the policy.

#### **Borrowing Electronic Equipment**

The Mountain View School District has a number of pieces of portable equipment that may be checked out by individual teacher requests and NOLA students. This equipment includes but is not limited to digital cameras, digital video cameras, and **laptop or Chromebook** computers. Anyone who checks out this equipment takes personal responsibility for its care. Loss, in whole or in part, obligates the person who checked out the equipment to pay for replacement. Damage, in whole or in part, obligates the person who checked out the equipment to pay for repair or replacement. Therefore, students must meet several requirements in order to borrow this equipment.

1. The student must have parent/guardian permission to borrow electronic equipment. This permission is given by signing the appropriate section of this Acceptable Use Policy (see the sign-off form with this document). If a parent/guardian gives this permission, they agree to be liable for the equipment. Therefore, if a student damages or loses (part or all) of any borrowed equipment, the student and their parent/guardian must pay to replace/repair it.
2. The student must have signed and returned an Acceptable Use Policy Agreement form with their parent(s)/ guardian(s) signature.
3. The student must have the written permission of the teacher/administrator that indicates the academic purpose for which the equipment is being used.
4. The checkout period is **OVERNIGHT** only. If the equipment is needed for a longer period, it still must be checked in and back out every day. Failure to comply with this provision will result in future requests to borrow equipment being denied.
5. This equipment is in very limited supply. If equipment is needed for a particular date or for an extended period of time, it should be reserved ahead of time. The district makes no guarantees about the availability or working condition of this equipment; it is provided on an "as is, as available," basis.

#### **STUDENT CHROME BOOKS**

All students in grades 7-12 will be provided with a Chromebook and case for use during school and at home. The student will be responsible for the safekeeping of this equipment and is responsible for the use of it according to the District's Computer Acceptable Use Policy #815. **The student will be responsible for bringing their Chromebook to and from school on a daily basis and keeping it charged and in its protective case at all times.** All students will be assigned a specific Chromebook and case for the school year after a user agreement is signed by their parent/guardian and returned to the school. Students/parents/guardians will be held responsible for any damages beyond normal wear and tear. Insurance for accidental breakage is available for a nominal fee.

#### **DRINKS IN SCHOOL**

Water may be carried by the students for consumption during class. All water bottles are subject to inspection upon request of a teacher and/or administrator. Failure to allow the bottle to be inspected will result in a discipline referral to the office and the possible loss of the privilege to carry water in school.

#### **CTC**

**Attendance:** Excessive absenteeism from either school will result in a possible suspension from the CTC program. Excessive absences will result in a meeting with the student's parents, counselor, and administration to determine the future of the student's attendance of the CTC program.

**Behavior:** Excessive referrals at either school will result in possible suspension or removal from the CTC program. Excessive behavioral issues will result in a meeting with the student's parents, counselor, and administration to determine the future of the student's attendance in the CTC program.

**Driving:** CTC students are not permitted to drive to CTC unless expressly authorized by the administration. Although the administration of the CTC can authorize a student to drive to the CTC, permission must also be granted by Mountain View administration. Students permitted to drive to CTC **cannot** bring passengers with them for any reason. Violation of the driving policy will result in a meeting with the student's parents, counselor, and administration to determine the future of the student's attendance in the CTC program.

**Grades:** If a student is failing two or more courses at Mountain View, the student will be held back from CTC until the student is in good academic standing. The student will work in the ISS room during the time they would attend CTC to work on their assignments. If a CTC student must be held back more than two times, a meeting will take place with the student's parents, counselor, and administration to determine the future of the student's attendance in the CTC program.

#### **DRIVING (Complete Driving Policy is posted on mvsd.net)**

Registration forms, including the Driving policy, will be issued to all 11th and 12th-grade students.

The use of motor vehicles by secondary students is a **privilege** permitted in accordance with district rules, provided that such students are licensed drivers and have followed established procedures, and have registered the vehicle(s) in the high school office. The District is not responsible for motor vehicles that are stolen or damaged. The administration shall establish standards for granting permits, which contain the warning that infractions of rules may result in revocation of the permit. Mountain View School District is not responsible for the automobile or its contents.

- Registrations are limited to students in grades 11 and 12. General registration will occur on a rolling basis throughout the school year. *Registration forms, including the complete driving policy, will be issued to every junior and senior on the first day of school.* Students must present a valid driver's license, proof of insurance, and registration for each vehicle registered. All registered drivers will be given a parking permit and assigned a specific space for the school year. Fire lanes are to be kept completely open at all times. Cars occupying fire lanes may be towed away at the owner's expense. Students are required to obey all signs posted, follow directional and traffic flow indicators, and comply with all laws of the Commonwealth of Pennsylvania. In addition, the speed limit on school grounds is ten (10) miles per hour.
- For any moving violation on school property, students shall be subject to immediate report by school authorities to the local magistrate or state police for appropriate legal action, and driving privileges will be revoked. Bus traffic supersedes student traffic.
- All bus drivers and other school personnel are asked to report immediately to the principal's office any violation on school grounds.
- General school rules apply to the parking areas. The student parking lot is off-limits except for the arrival and departure from school.
- The parking lots are the property of the Mountain View School District. Students should not assume or expect privacy when they utilize the parking lot. The administration reserves the right to search any and all cars at any time. Cars are subject to random safety inspections or searches. Such searches may be conducted based on individual suspicions and may be sweeping in nature. The administration or the state police may search a student's car and seize any illegal materials. Such materials may be used as evidence in disciplinary proceedings. Prior to a car search, a student shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that a car contains materials, which pose a threat to the health, welfare, and safety of all persons in the school, student cars may be searched without prior warning. This would include any car parked on the road (s) running through school property.
- Vehicles may not be moved during the school day unless permission is granted by the administration. Unlicensed vehicles are not permitted on school property (dirt bikes, etc.).

- **Student drivers who are late to school more than three times will have their driving privileges revoked.**
- **If a student drives to school and parks on school grounds during a time period in which their driving privileges have been revoked, the car in question may be towed at the owner's expense.**
- The school district provides bus transportation for all students enrolled at the high school. Granting a vehicle registration permit does not authorize the student to take passengers in his/her motor vehicle; the District does not authorize or assume any liability for passengers riding in private vehicles.
- CTC students may **NOT** drive to CTC unless expressly authorized by the administration. Failure to comply may result in revocation of driving privilege as well as removal from CTC.

The administration reserves the right to revoke student-driving privileges at any time for any violation of this policy.

Complete policy at mvsd.net - district offices - Board of education - board policy manual.

#### **DRESS AND GROOMING POLICY SUMMARY (POLICY #221 - REVISED 8/12/2019)**

Complete policy at mvsd.net, District Offices, Board of Education, Board Policy Manual

The Board recognizes guidelines concerning dress and grooming can facilitate the process of education and promote the district goal of respect and responsibility among students and adults. Although each student may have different tastes in attire, reasonable guidelines can preserve aspects of those tastes among the student body and promote a positive learning environment. The purpose of a dress code is not to inhibit any person's taste in attire but rather to better facilitate the process of education through reasonable guidelines in dress. The Mountain View School District has adopted the following dress code policy for grades K-12.

The school policy for dress and grooming will be strictly enforced as per the discipline guidelines, which follow. The Mountain View School Board may amend this policy at any time and must approve all changes to this policy. Each student is expected to maintain good personal hygiene. All school clothing must be appropriately sized for the child and worn properly. Clothing must not be excessively loose or tight.

#### **The following guidelines apply:**

All clothing must maintain modesty expectations. Any articles of clothing that are excessively form-fitting and/or expose bare midriff, shoulders, back, or chest are prohibited. The final determination of conformity to this dress policy shall be made by the administration and/or designee.

**Spirit wear:** Mountain View spirit wear may be worn any day (K-12). Both long and short sleeve crewneck T-shirts of any color are permitted. Shirts with Mountain View logos or relating to any school-affiliated events are permitted. Special Spirit days will be approved by the administration.

**Sweatshirts:** Hooded, crewneck, and zip-up sweatshirts in solids and patterns are acceptable. Zip-up Sweatshirts must be zipped to the bottom of the collarbone unless an approved shirt or turtleneck is worn underneath. Sweatshirts may not display inappropriate or offensive graphics of any kind. Hoods must remain down at all times when wearing a hooded sweatshirt.

**Shirts:** Button-down, dress, golf, Henley, turtleneck, short or long sleeve T-shirts in any color or pattern are permitted. Approved shirts must have long or short sleeves and may not have more than two buttons unbuttoned at the neck. T-shirts may not display inappropriate or offensive graphics of any kind. Cropped tops and bare midriffs are not permitted. The administration has the final determination of what is inappropriate or offensive.

**Pants:** All pants must be secured at the waist by a belt, snap, button, elastic, Velcro, zipper, or the like. Excessively baggy or tight pants, extra-wide or long pants, military pants (fatigues), wind pants, yoga pants, leggings, are **NOT** permitted. Pants with manufactured or self-made holes, tears, or rips are **NOT** permitted. Leggings may only be worn under approved skirts, skorts, long shirts, and dresses

**Skirts, Skorts, Rompers & Dresses:** Skirt, skort, romper, and dress lengths must extend to a length that is greater than the arms and hands fully extended at the sides to lengths no longer than to the ankle. These clothing items are permissible in solids, stripes, plaids, and patterns. A dress does not need to have a collar, but it must adhere to the modesty expectations of this policy and have shoulder straps that are at least three fingers wide.

**Shorts:** All shorts must be of a formal/cargo style and must extend to a length that is greater than the arms and hands fully extended at the sides. Shorts may be solid colors, stripes, plaids, or patterns and must be secured at the waist by a belt, snap, button, elastic, Velcro, zipper, or the like. **Gym shorts, spandex, jean cut-off shorts, fatigues, or the like are not permitted.** \*\*Elementary students (Grades 3-6 may wear gym shorts on gym days only.)

**Sweaters:** Crew and turtleneck sweaters where the collarbone and shoulders are covered are acceptable to wear. V-neck sweaters, cardigan sweaters, and sweater vests are only acceptable if an approved shirt is worn underneath.

**Shoes:** Students shall wear sneakers, dress shoes, boots, or sandals with an ankle strap. Shoes that are deemed to pose a safety hazard are not permitted, for example, slides, shower shoes, flip-flops, and slippers.

**Other articles of noncompliance:** sunglasses, winter jackets, coats, other outerwear (**in the classroom or hallway during the instructional day**), hats, bandanas, sweatbands, large chains, dog collars, spiked accessories, sheer or see-through clothing or clothing displaying undergarments.

#### **VIOLATION OF POLICY**

The purpose of school is to promote and foster a positive and constructive learning environment. Students are expected to dress in a manner that encourages this purpose. Violation of this policy will result in parent/guardian notification and appropriate school action through the Code of Conduct and through the consequences noted below.

**Consequences of Noncompliance:** The administration reserves the right to elevate the level of an offense dependent upon its severity. Regardless of the level or consequence, the student may not return to class unless he/she conforms to the policy. Students whose dress and/or grooming are not in compliance with this policy will be subject to the following consequences:

**First Violation** – Warning. Students will correct the infraction. The parent/Guardian will be contacted **by the student or administration** if appropriate clothing is needed from home. Alternative articles of clothing may also be provided by the administration or their designee. If the student refuses or cannot correct the infraction, his/her parents will be contacted, and he/she will be assigned to ISS for the remainder of the school day or until his/her dress is corrected.

**Second Violation** – Students will correct the infraction. Students will be assigned **lunch detention**. Parent/Guardian will be called. Students will receive a written notice to be signed by his/her parent/guardian and returned on the next school day. If the student refuses or cannot correct the infraction, he/she will be assigned to ISS for the remainder of the school day or until his/her dress is corrected. This ISS will be above and beyond the assigned detention.

**Third Violation** – Students will be assigned an ISS for the day of the infraction **and after-school detention on the next detention day**. (High School Only) Parents/Guardians will be called and required to attend a meeting for the purpose of creating a plan to comply with the policy. Students may return to class after an ISS only after conforming to the student dress code policy, and a parental confirmation of a scheduled parent/guardian meeting has been obtained by the administration or their designee. (Elementary- In-school will be scheduled as needed)

**Fourth & Subsequent Violations** – Students will be assigned an ISS for the day of the infraction and a subsequent OSS on the next school day. Parent/Guardian will be called. Students may return to class after the OSS by conforming to the student dress code policy and attending a post-suspension meeting with a parent/guardian and administration or their designee.

## **EMERGENCY DRILLS**

### **Fire and Weather Drills**

Fire drills are conducted regularly throughout the school year. Fire drill routes are posted in each room. **Led by the teacher**, students will leave the classrooms when the alarm is sounded and exit the building via the route designated. Teachers will direct students to return to class once the clear signal is sounded from the commanding officer. Students are fully expected to proceed quickly, quietly, and in an orderly fashion. Horseplay will not be tolerated. Additional drills will be conducted to prepare students for other emergencies, including severe weather.

### **Modified and Emergency Lockdown Drills**

The Mountain View High School will practice emergency lockdowns. This drill will help faculty, staff, and students to respond to situations in a quick, appropriate manner to maintain their health and safety. In the event of a real building emergency, students and faculty will know it is a lockdown and not a drill. During a true emergency, the decision to Hide, Run, or Fight must be determined by each teacher or staff member, depending upon the situation.

## **EMERGENCY SCHOOL CLOSINGS**

The School Messenger system will notify all staff and parents in the event of any weather emergencies that cause school closings, delays, or early dismissals. Radio stations and television stations WYOU-TV, WNEP-TV, and WBRE-TV will be notified; the bulletin will be broadcast as soon as possible. Rapid communications must be maintained; therefore, you are asked to tune your radio or television to one of the named stations and not to call the homes of the faculty, administration, or the school.

## **LAVATORY REGULATIONS**

Students may use the lavatories before and after school, between class periods, during lunch periods, and during class with a pass. Abuse of lavatory passes; **vaping**, smoking, loitering, or vandalism may result in restrictions of lavatory privileges in addition to other disciplinary action. Students are required to use the lavatory nearest their classroom.

## **LIBRARY**

The library will be open daily from 8:30 a.m. to 3:12 p.m. Students will be admitted to the library with the proper pass from the sending teacher. Proper behavior is expected. Materials taken from the library must be checked out at the circulation desk. Damaged books and overdue books will require restitution. Reference books are to be used in the library only. Students will be restricted from the library if obligations become outstanding or are deemed outstanding by the librarian. Students are responsible for all books drawn in his/her name.

## **LOCKS AND LOCKERS**

All students must use the locker assigned to them on the first day of school for the entire school year. Students are not permitted to share lockers, give their locker combinations to others, or enter the lockers of other students. Students are accountable for the contents of their assigned locker at all times. Students are strongly encouraged to have their lockers locked at all times during the school day. The school district does not assume responsibility for money or contents missing from a school or gym locker. If an assigned gym lock is lost, damaged, or stolen, the assigned student will be required to replace it at a cost of \$10.00.

## **SEARCH AND SEIZURE**

The Board of Education has authorized school administrators to inspect and/or search students' lockers, their person, their possessions, and/or their vehicles. Students should not assume or expect privacy with regard to their assigned locker. The administration reserves the right to open and search any locker at any time. Lockers are subject to random safety inspections or searches. Some searches will be conducted based on individual, reasonable suspicion or may be sweeping in nature. School authorities may seize any illegal materials. Such materials may be used as evidence in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that a locker contains materials that pose a threat to the health, welfare, and safety of people in the school, students' lockers, possessions, and vehicles may be searched without prior warning or a student's presence. All objects, contraband, or other items confiscated during searches will be secured and delivered to the proper authorities in a timely fashion. The Superintendent and/or the Board of Education may authorize the use of trained police dogs to **search lockers and vehicles at any time**. In addition, any other illegal materials that are or may be confiscated may be used in any disciplinary action(s). Note: Student rights and due process procedures will be strictly maintained throughout the search and seizure process.

To safeguard students and staff from the potential presence and threat of weapons in our schools, administration may utilize hand held metal detecting wands to detect firearms, knives, other weapons, and contraband (Vape Devices)

Handheld metal detecting wands may be used:

- 1) On school grounds or at any school sponsored activity, function or event.
- 2) During, before or after school hours.
- 3) Traveling to or from school or a school sponsored activity, function, or event.

### **LOST AND FOUND**

Lost or found articles are to be turned in or reported to the main office staff. Articles not claimed within a reasonable period of time will be disposed of.

### **PASSES**

Students must use the online pass system at all times when moving through the building during classes. Teachers requesting students to their room or sending students on errands will sign a pink pass. If a student is to leave a study hall or another class to report to the teacher making the request, the sending teacher must also sign the request.

### **PROHIBITED ITEMS**

Non-school-issued electronic devices of any kind, cards, trading cards, laser pointers, skateboards, scooters, aerosol spray cans, other entertainment devices, and cell phones are not to be on or used during the school day. Audio or video recording is prohibited on school grounds without prior approval by the administration. The administration assumes no responsibility for items that may be lost, stolen, or damaged. Any item that may be considered a weapon, any form of alcohol, tobacco, vaping paraphernalia, and any medication or drug, including any over-the-counter medications, such as Tylenol, Advil, Midol, etc., is not permitted on school property at any time.

### **STUDY HALL**

Classroom rules are in effect. Students will report on time and sit in their assigned seats. Students are expected to bring schoolwork and supplies to their study hall. Supervising faculty are authorized to give assignments to any student who is obviously not working on his/her own. Students who are disruptive may face disciplinary consequences. Cell phones may not be used during study halls.

### **STUDENT OBLIGATIONS**

All forms (Health, Attendance, Guidance, etc.) must be returned as requested. Students will be held responsible for all financial obligations. Disciplinary actions are also considered an obligation. Students will be notified of outstanding obligations through the main office. Anyone who continues to ignore his/her obligations may face disciplinary action(s).

### **SCHOOL ISSUED TEXTBOOKS & EQUIPMENT**

Students are responsible for the care of school-issued text books and equipment. Teachers will periodically check the condition of items issued to their pupils. If a student loses or destroys school property, he/she will be charged replacement costs before promotion or graduation is granted.

### **SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES**

A variety of activity programs are offered in the school. Each student has the privilege of being involved in these activities. All members of the activity must follow the rules and regulations for each activity. Listed below are some of the activities offered:

Students Against Destructive Decisions (SADD)	Scholastic Team	National Junior Honor Society	ESports
National Honor Society	Envirothon	Yearbook	
Future Business Leaders of America (FBLA)	Ski Club	Art Club	
Student Government Association (SGA)	Drama Club	Foreign Language Club	

All activities require an advisor. If an appropriate advisor is not available, the activity may be suspended for the year.

### **SCHOOL DANCES**

All regulations according to the Behavior/Discipline policy are in effect during a school dance. Students are allowed one pre-registered guest unless the administration determines that the dance is only for Mountain View students. School dances are typically held several times throughout the school year. Students, who are suspended/expelled, absent from school, or on the restricted privilege list are not allowed to attend dances. Students who have been suspended in or out of school for multiple days prior to a school dance or have received multiple disciplinary referrals prior to a school dance will not be allowed to attend that dance but will have the opportunity to attend subsequent dances. In the event that a school-sponsored dance is scheduled for a Saturday, including the prom, students are required to be in school on the previous day or will not be allowed to attend.

### **SCHOOL- SPONSORED EDUCATIONAL TRIPS**

Field trips are considered an important educational opportunity and a privilege, not a right, for students. Full or partial cost of these trips may be paid for from district funds. Hence, a student is expected to be with his/her class on the trip, in school, or to return to school the following day with a parent note or doctor's verification of illness. A field trip is an extension of the school day. All rules of conduct in school will carry over to any field trip, regardless of the length (i.e., disrespect to a staff member may draw a suspension; therefore, disrespect to a guide could draw a similar consequence). Any student in violation of the Discipline Policy or the Drug and Alcohol Policy during a field trip will face disciplinary consequences similar to in-school violations. Any student who violates major field trip regulations could jeopardize all future attendance on field trips for the remainder of the student's career at Mountain View Junior/Senior High School. This will be an administrative decision. If a student has been issued disciplinary action leading up to a trip, that student may be removed from attending the trip based on administrative discretion. Circumstances that would lead to removal include but are not limited to, behavior, grades, and/or attendance.

### **STUDENT GOVERNMENT ASSOCIATION**

The focus of this group is to provide students with opportunities to develop leadership potential through the planning and coordination of a variety of service, social, and school spirit-related events. It will also serve as a liaison for the student body with the faculty, staff, administration, and Mountain View School District Board of Education.

### **TELEPHONE CALLS**

Telephone calls to the high school office requesting that messages be delivered to students should be restricted to emergency situations ONLY. If a student must call home during the school day, he/she may use the main office courtesy phone after signing the logbook. Faculty may not interrupt instruction to take parent/guardian phone calls. Faculty will make every effort (via note, e-mail, or phone) to contact parents/guardians who have made them aware of questions or concerns during non-classroom time.

### **VISITORS TO THE HIGH SCHOOL**

Visitors are always welcome to our school. When visiting for other than a scheduled conference, arrangements must be made in advance with the building principal through a written request submitted at least 48 hours in advance. Visitors must always report directly to the main office when entering the building. School Gate Guardian will require all visitors to present a state-issued photo ID in order to access the building. Visitors will be issued a visitor's photo badge identifying them as such. Individual conferences with teachers must be scheduled by appointment. Teachers will not be asked to leave their classroom for "on-the-spot" meetings.

### **VOLUNTEER PROGRAM**

Mountain View High School encourages parents and/or community members to volunteer their time within our school. Anyone interested in serving in this capacity is asked to contact the high school office for further information regarding the process required to become an approved volunteer.

### **WORKING PAPERS**

Working papers are issued to students between the ages of fourteen and eighteen years of age for summer or after-school employment.

To procure these papers, a student must take the following steps:

1. Have a promise of employment.
2. Parent/Guardian must bring an official proof of age (birth certificate, baptismal certificate, passport, or any other documentary record of age other than school records) to the main office and sign the application form.
3. Working papers will be issued for the employer.

## **PUPIL SERVICES**

### **HEALTH OFFICE**

Students who wish to leave school early because of illness **must** go to the Health Office for observation/evaluation. After determining the seriousness of the illness, the school nurse may call the parent/guardian. A parent/guardian must come for his/her sick child. Students with unusual health problems (for example, epilepsy, heart condition, diabetes) should inform the Nurse. All records are confidential. Students to be excused early from class for some impediment or students who wish to be excused from physical education classes for an extended period of time must bring a doctor's excuse and file it with the Nurse. Students who wish to be excused from physical education or other classes for the day because of illness must obtain an excuse from the Nurse.

### **WELLNESS SERVICES**

The Mountain View School District provides the following yearly routine services: Physical examinations for eleventh-grade students; vision, height, and weight examinations for all students; hearing examinations for all seventh and eleventh-grade students; dental examinations for seventh-grade students; Scoliosis screening for seventh-grade students; and a PIAA physical for any student-athlete prior to their participation on any athletic team. **In addition, the school nurse will notify the student's parent / guardian of any abnormal health screening results via mail and the student's height and weight (BMI) results via the Sapphire portal.**

### **USE OF MEDICATIONS POLICY – [www.mvsd.net](http://www.mvsd.net) policy #210**

The Board of Education 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 drugs prescribed by a licensed physician and/or dentist and any patent over-the-counter drugs.

Before any medication may be administered to a student during school hours, the Board of Education shall require:

1. The written request of the parent/guardian, giving permission for such administration and relieving the Board of Education and its employees of liability for the administration of Medication.
2. The written order of the prescribing physician shall include the diagnosis, name of the Medication, dosage, time at which or special circumstances under which the Medication shall be administered, length of period for which the Medication is prescribed, and possible adverse reactions or side effects of the Medication.

The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration of students' medications.

The documents required in this section shall be kept in the nurse's office. When all of the stated conditions are met, the school nurse, or the designee of the Mountain View School District, shall administer the medications where the family physician so directs. When the Medication is administered, the person shall enter the following information into the record:

1. The name of the student.
2. Time and date.
3. The dosage is given of specified Medication.

The district shall inform all parents/guardians, students, and staff about the policy and procedures governing the administration of medications.

All Medication shall be securely stored and kept in its original labeled container in the health office. All Medication should be brought to the school by the parent/guardian as required and shall be picked up at the end of the school year or at the end of the period of Medication, whichever is earlier.

### **Student Self-Administration – Inhalers – Board of Education Policy #210**

Inhalers that need to be carried by the student during the school day must be ordered by the physician and include the signature of a parent/guardian.

**The administration and nurse must give written notification for a student to carry and administer his/her own inhaler during school hours.**

### **CHILD FIND**

Annual Public Notice of Special Education Services and Programs, Services for Gifted, Homeless, Migrant Students and Services for Protected Handicapped Students, To Parents who reside in one of the Twenty Constituent School Districts of the Northeastern Educational Intermediate Unit: Mountain View School District.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district (see Contacts) and request an explanation.

**Notice to Parents:** According to state and federal special education regulations, an annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs), and charter schools (CSs) are required to conduct child-find activities for children who may be eligible for services via the Individuals with Disabilities Education Act, Chapter 14, Section 504 of the Rehabilitation Act of 1973, McKinney-Vento Homeless Assistance Act, Education for Homeless Youth 42 USC 11431. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child-find activities for

children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence. This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure the confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services, including youth incarcerated in adult facilities and/or residential/detention facilities, homeless and migrant children, wards of the state, and private school students. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice. Children aged three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional, and self-help. For additional information on early intervention services, you may contact CONNECT Services (toll-free: 1-800-692-7288) or the local Early Intervention program via Gena Bensinger, NEIU Early Intervention Supervisor at (570) 343-6200.

#### **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and district contacts can be found at the end of this notice. Parents of preschool-age children, ages three through five, may request an evaluation in writing by addressing a letter to Colleen Penzone, NEIU Early Intervention Supervisor, NEIU Learning Campus-Dunmore, 185 E. Pine Street, Dunmore, PA 18512.

#### **Consent**

The public school cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. A public school may override the lack of consent for an initial evaluation by requesting the approval of an impartial hearing officer or judge following a hearing. If the parents fail to respond to a written request for permission to reevaluate, however, the public school may proceed with the proposed reevaluation without consent. A public school may not seek a hearing to override the refusal of a parent to consent to an initial placement in special education. For additional information related to consent, please refer to the Procedural Safeguards Notice, which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

#### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. The written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

#### **Confidentiality of Information**

The S.D.s, IUs, and C.S.s maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at the collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. Uninterrupted Scholars Act, which became law in January 2013, allows a district to disclose education records of a student to an agency caseworker or representative from the state or a local child welfare agency or to a tribal authority if that person is determined to have a right to access, and the agency/tribal authority is legally responsible for the student's care and protection. For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities; children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below:

**For preschool-age children: information, screenings, and evaluation requests may be obtained by contacting the Director of Early Intervention and Special Education at the Northeastern Educational Intermediate Unit 19: (570) 876-9215**

**For school-age children: information, screenings, and evaluation requests may be obtained by contacting the Director of Special Services of the Mountain View School District, 11748 State Route 106 Kingsley, PA 18826 Phone: (570) 434-8439**

#### **Homeless Students**

A homeless person is an individual without permanent housing who may live on the streets; stay in a shelter, mission, single-room occupancy facilities, abandoned building or vehicle; or in any other unstable or non-permanent situation. [Section 330 of the Public Health Service Act (42 U.S.C., 254b)] An individual may be considered to be homeless if that person is "doubled up," a term that refers to a situation where individuals are unable to maintain their housing situation and are forced to stay with a series of friends and/or extended family members. To report Homelessness, contact the Director of Special Services at 570-434-8437.

#### **SPECIAL EDUCATION AND RELATED SERVICES**

In compliance with state and federal law, notice is hereby given by the Mountain View School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the Mountain View School District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially-designed instruction due to the following conditions:

1. Autism/pervasive developmental disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Mentally gifted
6. Mental retardation
7. Multi-handicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the Mountain View Director of Special Services. In compliance with state and federal law, the Mountain View School District will provide to each protected handicapped student without discrimination or cost to the student's family those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

#### LICENSED SCHOOL PSYCHOLOGIST

Our school psychologist evaluates the need for and develops educational programs for students with learning limitations and/or physical limitations. As part of a team, he/she evaluates the students to determine the need for specially designed instruction. He / She collaborates with parents/guardians, teachers, and students in developing a plan.

#### DIRECTOR OF SPECIAL SERVICES

Our Director of Special Services manages and evaluates existing programs for students requiring specially designed instruction. He / She coordinates services required by students to succeed and is the contact for parent/guardian concerns relating to their child's learning potential. In addition, he/she may interpret Special Education Standards and Regulations and advise school administration concerning special education standards and laws.

#### SCHOOL COUNSELING DEPARTMENT

The services of our School Counseling Department are available to all students who seek assistance in making choices or in making adjustments to situations as they arise (academic, behavioral, college preparation, etc.). The School Counseling Department seeks to provide individual attention to each student in order that he/she may be assisted in attaining his/her optimum personal development. Information used in providing this assistance is sometimes obtained from data such as standardized tests, academic grades, teacher reports, parent/guardian reports, and or appropriate external sources.

Pupils may obtain help in many areas, some of which are listed below:

- Planning their high school schedule (7 - 12)
- Study skills
- Occupational choices
- College or other post-secondary school career preparation information
- College planning/application/scholarship/financial applications
- Testing to determine aptitudes and achievements
- Exploring educational issues
- Exploring personal issues
- Making referrals to outside agencies for further assistance
- Making referrals for tutoring

Students who wish to make an appointment with the School Counseling Office may do so in the morning before homeroom, during lunch, or during a study hall. Students will be issued a special School Counseling Office Pass for every appointment, except in case of an emergency. In cases of emergency, the hall pass may be used. Regularly scheduled appointments with the guidance office may only be made for a free period, not during a class period, except in the case of an emergency. Parents/Guardians are encouraged to visit, call, or write the counselors regarding a student's development.

#### CONFIDENTIALITY

All information gathered about students is subject to the confidentiality provisions contained in federal and state law. The Mountain View School District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information; for information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, your child's school guidance counselor or any member of the Administration.

#### CONFIDENTIAL COMMUNICATIONS OF STUDENTS

The Mountain View School District Board of Education recognizes that certain written and oral communications between students and school personnel must be confidential. The Board of Education directs school personnel to comply with all federal and state laws, regulations, and Board of Education policies concerning confidential communications of students. Information received in confidence from a student may be revealed by the staff member who received the information when the health, welfare, or safety of the student or other persons clearly is in jeopardy. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings.

In qualifying circumstances, a staff member may reveal confidential information to the administration and other appropriate authorities. In qualifying circumstances, the building principal may reveal confidential information to a student's parent or legal guardian and other appropriate authorities, including law enforcement personnel.

### SCHOOL RECORDS

Parents/Guardians should consult the Family Education Rights and Privacy Act of 1974 (F.E.R.P.A.) for questions regarding the collection, access, inspection, review, maintenance, and copying of their child's records. A copy of this Act may be obtained at the Superintendent's Office.

### TEACHER CONFERENCES

Parent/Teacher Conference days are built into the school calendar. There will be two days in November and another two days in February. Conferences are scheduled from 3:45 PM – 7:45 PM on one day and 1:30 PM – 4:00 PM on the following day.

Parents/Guardians may call the School Counseling Office (434-8525) to arrange additional teacher conferences.

### CURRICULUM/SCHEDULING INFORMATION

The Mountain View School District has a well-planned, comprehensive curriculum that is aligned with the Pennsylvania Core Standards. Our course selections are designed to build one upon the other as a foundation developed for post-secondary education or career opportunities.

The Mountain View School District curriculum is reviewed each year by a competent team of educators. Data-driven decisions are made when altering or upgrading our curriculum. A list of required courses for each student, along with a list of available electives, will be sent home to each parent/guardian. Parents/Guardians must sign and return the course request form by the deadline listed to ensure that your student will be prepared for their individual guidance meeting.

Individual scheduling meetings with students in grades seven through eleven will be scheduled. Possible career plans and post-secondary options will be discussed with students in grades eight through eleven.

Parents/Guardians and students are reminded that many electives are offered; however, your choice may not be available due to scheduling conflicts with a required course, availability of courses, and faculty recommendations.

Final student schedules will be distributed on the first day of school.

### STUDENT STUDY HALL POLICY

The Mountain View School District Board of Education, administration, faculty, and staff believe that every student should take full advantage of the time he/she spends in school and the many opportunities to take enriching courses. All students should balance study time with the productive use of compulsory time in school. Therefore, any student in grades 9 through 12 who has an excess of six study hall periods in a six-day cycle must schedule at least one additional elective. Every effort will be made to provide the bulk of the study slots during the Resource Period.

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### INDEPENDENT STUDY

A student desiring to participate in a program of independent study should complete an application and submit that application to the Guidance Department. Based upon the recommendation of the administration and counselors, students will be allowed to participate in courses of independent study as an extension and/or variation of their learning experiences. With prior approval of the Mountain View Board of Education as delegated to the Superintendent of Schools, the student who participates in a program of independent study will receive credit toward graduation upon the successful completion of the course.

The Mountain View Board of Education reserves the right to disallow students from participating in independent courses that are not educationally profitable to the student. In addition, the Mountain View Board of Education has the right to disallow students from participating if the student has failed to demonstrate high academic achievement and self-discipline.

### PHYSICAL EDUCATION

A wide variety of skills and games are presented at the high school level. These activities are designed to promote physical fitness, coordination, skill development, and good sportsmanship. Physical Education is a class, and students are to be prepared to participate. The following is a list of requirements for physical education classes.

1. Students must dress appropriately to participate in physical education classes. All students must wear sneakers. Those students who are not wearing appropriate attire will not be allowed to participate. Shirts must be worn at all times.
2. Students are not allowed to wear any jewelry during physical education classes. This includes earrings, facial piercing jewelry, as well as watches, bracelets, rings, necklaces, and pins. Jewelry must be locked in lockers during class.
3. If a student is to be excused, he/she must bring a note signed by a parent or guardian to be given to the school nurse and PE teacher.
4. If a student is to be excused for two or more consecutive classes, he/she must have a note signed by a doctor.
5. **Students must pass physical Education in order to participate in extracurricular sports.**
6. **Physical Education is a graduation requirement in the Commonwealth of Pennsylvania.**

### HOMEBOUND EXCLUSION

Homebound exclusion is a documented temporary excusal from school for urgent medical or other reasons. A homebound excuse is to be provided on a limited basis when it is impossible for a student to attend any type of educational programming outside the home. If the student's school program can be modified to accommodate his/her needs, then homebound is not appropriate. Wherever possible, the District will provide eligible students with homebound tutoring when a request for a homebound excuse is approved, and the student can tolerate and benefit from some instruction. Unless pre-approved by the school administration, homebound exclusion should be completed during the regular school year.

### ACADEMICS

#### HOMEWORK

Homework requirements are left to the discretion of the individual teacher and can be found online through Google Classroom and/or Sapphire. It is recommended that a parent/guardian contact the individual teacher if there are concerns about the homework. Please be attentive to a student who consistently states he/she has no homework. Projects, research papers, oral, written, and other communication pieces are valuable and necessary. Homework is a valuable way for a teacher to assess student progress and for student practice. **The lack of homework completion will adversely affect your child's grades.**

#### INCOMPLETES / MAKE-UP WORK

Incompletes will be issued only for extended periods of lawful absences or as specified for cases of excessive absence when course credit could be withheld. Students legally absent from school and issued an incomplete will have two weeks from the end of the marking period to make up all missed work unless the administration

extends the deadline due to mitigating circumstances. If the work is not made up, the earned grade will be given on the report card. Work assigned prior to the absence must be made up on the day the student returns; work assigned during the period of absence should be completed in accordance with the number of school days missed due to absence. For example, if a student misses two school days due to absence, the student has an additional two days to complete assignments assigned during the period of absence. This does not apply to long-term activities or projects which are due well beyond the period of absence. Students are responsible for taking all missed exams on the day they return to school unless prior approval has been granted by the administration. Requests for assignments after three days of absence should be made by 10:00 a.m. to the Main Office. Classwork, tests, or examinations missed because of unexcused or illegal absences cannot be made up. The unexcused or illegal absences will result in a zero in all work for that period of unexcused or illegal absence.

#### EDUCATIONAL ASSISTANCE PROGRAM (EAP)

The purpose of the Educational Assistance Program is to increase the number of students obtaining proficiency on the Pennsylvania System of School Assessment (PSSA) for 7th & 8th-grade students and the Keystone Exams for senior high students in Literature, Algebra, and Biology and to also reduce the achievement gap in the subgroups as related to our district goal of attaining distinctive student achievement results that meet or exceed all similar schools.

Eligible students who have been identified through various assessments will be required to take an EAP class during the school-wide resource period in the subject areas in which they did not receive proficiency. This class is not to replace any other class the students would be required to take. Instead, it will provide them with the remediation they require to become proficient on the required Pennsylvania standardized tests.

Special education students who have scored below proficient on the PSSA or Keystone exams will receive additional support through their Individual Education Plan (IEP). EAP classes will be listed on each eligible student's schedule. Students who cut these classes will receive the consequences as listed in the Discipline Section of the Parent-Student Handbook.

#### PROGRESS REPORTS

Progress reports for all subjects are issued to parents/guardians (via students) at the midpoint of each marking period. Teachers will give a progress report to each student. These reports may indicate a possible failure, change in academic performance, general academic/behavioral information, and also positive growth/change. Progress reports only indicate performance for the first (22) twenty-two days of a marking period. Students will be issued one progress report for their entire schedule. Any student that is failing a course will have a copy of their progress report mailed home. Parents are always able to access their student's grades through the Sapphire Community Portal.

#### GRADING SYSTEM

The high school system is based on numerical grading. A passing grade is 70%. (See Graduation Requirements for class standing calculations).

Numerical grades equate to letter grades as follows:

93 – 100	=	A
84 - 92	=	B
77 - 83	=	C
70 - 76	=	D
0 -- 69	=	F

Calculation of final student average and value of final exams:

Marking Period #1 x 2 =	_____
Marking Period #2 x 2 =	_____
Marking Period #3 x 2 =	_____
Marking Period #4 x 2 =	_____
Final Exam Grade =	_____
Total	_____ divided by 9 = Final Average _____.

Final exams will represent 1/9 of the final (end of the year) average for each course.

#### HONOR ROLL & HIGH HONOR ROLL

In order to qualify for the Honor Roll, a student must have a minimum overall average of 88.0% in all courses. There shall be no grade of unsatisfactory or incomplete in any course(s), nor shall any numerically graded course be below 82.0%.

In order to qualify for the High Honor Roll, a student must have a minimum overall average of 93%. There shall be no grade of unsatisfactory or incomplete in any course(s), nor shall any numerically graded course be below 88%.

#### RETENTION / PROMOTION

For a student to be considered for retention in 7th or 8th grade, according to school district policy, he/she must fail at least two major subjects or one major subject and one or more developmental class(es). Decisions to promote and retain individual students will be made at a meeting in June. For students in grades 9-12, final course averages may not be lower than 55% to be eligible for summer school, with a maximum of two courses eligible to be taken during summer school. Parents/Guardians will be notified by letter if retention or other remedial actions are prescribed by the administration. For upperclassmen, homeroom assignments and driving privileges will be issued according to their grade level status.

A student must meet the following credit requirements to be promoted in high school:

A.	To become a sophomore	-	6.0 credits completed successfully
B.	To become a junior	-	12.0 credits completed successfully
C.	To become a senior	-	17.0 credits completed successfully

#### ADVANCED PLACEMENT COURSES

Mountain View School District offers Advanced Placement courses in Biology, Calculus, Computer Science, Literature and Composition, and United States Government and Politics. Students who take these courses will have the opportunity to earn college credit by attaining a passing score on the Advanced Placement exam in May. Advanced Placement courses require significantly more time and effort than other course offerings at Mountain View. **Students who enroll in Advanced Placement courses and wish to withdraw must do so by the end of the tenth school day of marking period one. Once this date passes, students will not be allowed to drop the course.**

#### CLASS STANDING FOR ADVANCED PLACEMENT CLASSES

The students will be rewarded by a system that recognizes the difficulty of such courses and encourages students to take them. With a weighted grading system, students who opt for nationally recognized Advanced Placement courses offered in the Mountain View Junior/Senior High School Course Pathways guide will have their

average weighted for the purpose of Honor Roll and class rank calculations. The grading factor will be 1.075, and it will be used for all four marking periods. Final exams will not be factored in.

Factoring will work as follows:

Marking period number -	1 average x 1.075 =
	2 average x 1.075 =
	3 average x 1.075 =
	4 average x 1.075 =
	Final exam grade x 1.075 (when applicable) =

Add the four marking period averages to the final exam score and divide by 5 to obtain the final average.

#### **REPORT CARDS**

Mountain View High School operates on a nine (9) week marking period system. Students will be issued report cards four (4) times per year.

#### **GRADUATION REQUIREMENTS**

The Mountain View School District requires that students complete a rigorous academic program of studies in order to be eligible for graduation. These requirements will include the following disciplines and the number of units required:

##### ***For the graduating classes of 2019 and beyond***

- English/Language Arts	4
- Social Studies	4
- Mathematics - (Grades 9, 10, and 11)	3
- Science – (Grades 9, 10, and 11)	3
- Physical Education	1
- Health	1
- Family and Consumer Sciences	0.5
- Business (SCCTC students are exempt)	0.5
- Electives	7
<b><u>TOTAL</u></b>	<b><u>24</u></b>

**GRADUATION WITH HONORS** -- In order for a student to graduate with honors, he/she must maintain a four (4) year average (9th - 12th grades) of 91 % in all full-credit courses and Health. Students maintaining an average of 91% to 92.999% during their high school year will receive the distinction of Cum Laude; 93% to 94.999 average will be distinguished as Magna Cum Laude; 95% and above will be distinguished as Summa Cum Laude.

#### **SENIOR OBLIGATIONS**

Class dues and all other financial obligations must be paid by the dates assigned. Senior dues are for the expenses of the senior class toward graduation. Any obligation, such as detention, failure to pay for cap and gown, name cards, announcements, class ring, yearbook, physical education bills, library books or fines, textbooks, shop bills, etc., will result in the graduation diploma being held until all obligations are met.

#### **CLASS STANDING AND FINAL AVERAGE**

This will be computed on or about the midpoint of the fourth marking period for marks up to and including day 157. To detect any change in class rank, teachers submit mid-point grades for the fourth marking period on Day 157. Any changes on Day 157 will result in a re-ranking of students. Graduation status and ranking will be based on this Day 157 average.

#### **COMMENCEMENT EXERCISES**

There will be ongoing communication with parents/guardians of students in jeopardy of failure. The administration will schedule a meeting with the parent(s)/guardian(s) of the student involved to create a plan for academic success. After the identification of students in jeopardy of failure, student progress will be monitored on a weekly/biweekly basis by the school counselor, teacher, and the administration. Students not eligible for commencement exercises will be notified by registered mail by the 170th day of school or as soon as possible. A diploma will not be issued unless all graduation requirements have been satisfactorily met by the stated deadlines.

#### **SENIOR ACADEMIC AWARDS**

Numerous academic awards are presented each year by departments and out-of-school organizations. Some scholarships or awards require applications. Specific details are available through the Guidance office.

#### **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to recognize, according to specific requirements indicated by the national headquarters of the society, these cardinal **principles of membership; high scholarship, constructive leadership, purposeful service, and worthy character.**

The constitution of the Medallion Chapter states that membership is extended to those students who “shall have a scholarship average of 91% or better, as the cumulative average for all the major subjects from the freshman year to the date of nomination for membership. This scholastic level of achievement shall remain fixed and shall be, for this chapter, the required minimum scholastic achievement for admission to candidacy for membership in this chapter. **Eligibility** shall then be considered on Service, Leadership, and Character. “Any member who falls below the standards which were the basis of his/her election shall be promptly warned” by the National Honor Society advisor. If a member of the Medallion Chapter does not meet the standards after this warning period, he/she will be dismissed from membership. Each year a formal induction ceremony is held for eligible sophomores, juniors, and seniors.

### NATIONAL JUNIOR HONOR SOCIETY

The Mountain View Chapter of the National Junior Honor Society recognizes those students who possess and demonstrate leadership, scholarship, service, character, and citizenship. Membership is open to 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup>-grade students who have a cumulative average of 91% on the day of induction in all one-credit courses and Health. Each potential member must also complete a student activity form listing his/her school and/or community activities. Any member who falls below these standards will be given a maximum of two (2) warnings by the advisor. If the problem is not solved after the warnings are given, the member will be dismissed from membership. Each year one formal induction ceremony will be held for eligible students.

### SUMMER REMEDIATION

Information on summer remediation programs will be available in the School Counseling Office.

### STUDENT HOMEWORK / TUTORING PROGRAMS

Student tutors are available upon written request to the Guidance Department from parents/guardians. This program is dependent on the availability of peer tutors. Peer tutors are monitored by the school counselors. **A Student Homework/Tutoring Program is available twice a week from 3:30 – 5:30. This program is run by certified teachers to provide tutoring, homework assistance, and/or a quiet place to complete assignments. Activity buses are available for students on these nights.**

### WITHDRAWAL FROM SCHOOL

- A. There are three (3) reasons for withdrawal of which a student should be aware:
  - Transferring to a non-public school.
  - Transferring to a public school in another district.
  - Withdrawing after passing required attendance requirements (at 17 years of age).
- B. Steps for withdrawal: (student's records will not be released until all steps are completed)
  1. All outstanding obligations must be resolved.
  2. Submit the name and address of your new school. (when appropriate)
  3. Complete all required forms.
  4. Meet with the administration to discuss future plans.

## **BEHAVIOR/DISCIPLINE**

### OVERVIEW

We firmly believe that effective behaviors and self-discipline originate in the home. ***The parent/guardian is the first teacher of his/her child and should develop in him/her good behavior habits and proper attitudes of respect for others, themselves, and the school.*** It is essential that parents/guardians recognize that the teacher, in accordance with PA school law, takes the place of the parent/guardian while the child is in school (in loco parentis). We expect that parents/guardians have taught their child respect for self, the law, authority, the rights of others, and private and public property. Parents/Guardians should realize that a disruptive student hinders not only his/her own educational progress but also the educational rights of every other student. Parents/Guardians are expected to work with the school members in carrying out recommendations, including discipline, made in the best interest of the student. The following guidelines outline the expected consequences for violations of our discipline policy. This outline may be modified if, in the judgment of an administrator, alternative or additional action will serve the best interest of the student and/or school environment. Also, the disciplinary policy, in general, is subject to change throughout the school year with the Board of Education's approval.

The Mountain View School District is committed to the belief that all students are entitled to the best education possible. The Mountain View Junior/Senior High School has developed the following discipline policies in order to ensure that all students receive their education in an environment that is safe, orderly, and conducive to learning.

Student discipline may range from but is not limited to a verbal reprimand, loss of privileges, detention, suspension or expulsion, and/or arrest. The classroom teacher will handle normal classroom discipline. All academic problems will be referred to the guidance counselors.

**Students who attend Mountain View High School are expected to conduct themselves in accordance with the following core values of Social and Emotional Learning:**

- Self-Awareness
- Self-Management
- Responsible Decision Making
- Social Awareness
- Relationship Skills

### BOARD OF EDUCATION POLICIES/DISCIPLINE

For the purpose of this handbook, school district policies have been summarized. Complete policies may be reviewed on the district website at [www.mvsvd.net](http://www.mvsvd.net); click on District Offices, Board of Education, and Board Policy Manual. You may access all discipline policies, including Controlled Substances #227, Tobacco #222, Fighting #218.4, Unlawful Harassment #248, Computer Acceptable Use #815, Terroristic Threats #218.2, Weapons #218.1, Hazing #247, Bullying/Cyberbullying #248, Dress and Grooming Policy #221, and Attendance Policy #204.

### REFERRAL PROCEDURE FOR STUDENTS

The classroom teacher will first redirect students who violate the classroom regulations. If the redirection fails, students will be asked by the teacher to have a brief conference to discuss the expectations of that student. A verbal or written agreement may occur at this time. If the student returns to class and the behaviors are not corrected, they will be referred to the administration. The student may be assigned a detention, a parent/guardian may be contacted, or the student may be sent to the in-school suspension room. For more serious infractions, an out-of-school suspension may be assigned.

Students whose behaviors are referred to the administration for general areas, such as the hallway, cafeteria, or lavatory, will be subject to the same consequences as those of the classroom violations.

### ALTERNATIVE ACTIONS

With each incident, the Principal/ Assistant Principal will decide on an individual basis if alternative action will best meet the needs of the student, the School District, and/or the employees of the School District.

Alternative actions may replace and/or accompany the action for each violation of the disciplinary policy. Alternative actions, which may be taken, include but are not limited to:

- A. Parent/guardian conference(s).
- B. Referral to a counselor, internal or external.
- C. Denial or restriction of privileges.
- D. Design of a student behavioral contract.
- E. Design of a special student educational program.
- F. Temporary in-school suspension.
- G. Referral to psychological service staff, internal or external.
- H. Referral to appropriate local, county, and/or state agencies and/or institutions.
- I. Liability for damages or financial loss.
- J. Civil and/or criminal prosecution.
- K. Lunch detention.
- L. Phone call to parent/guardian.
- M. Driving privileges revoked.
- N. Referral to STAR TEAM (SAP).
- O. Out-of-school suspension
- P. Expulsion

#### **DISCIPLINE PENALTIES:**

##### **DETENTION**

Detentions will be held during lunch, **before school** or after school, on an “as needed” basis. Students must report to detention with sufficient school-related work for the entire time of the detention. The refusal of the student to do the assignment will result in additional consequences. Any student who is disruptive in detention or who fails to follow specific instructions of the detention monitor will be subject to additional consequences.

Detentions missed because of absence from school must be served immediately upon return to school.

##### **AFTER SCHOOL DETENTIONS RULES:**

All detentions will be served on the week of assignment or on the following day if there is an acceptable and valid reason verified by the appropriate administrator. Any student who does not attend an assigned detention without a valid excuse will be subject to additional consequences which could include loss of privileges and possibly suspension. After school detentions will be held 3:15 – 5:00 PM on Thursday in a classroom.

Students must follow the detention rules and must bring appropriate reading materials and/or schoolwork to the assigned area. These rules include:

1. Students assigned after school detention should come to the main office at 3:15. Failure to arrive will be considered a detention cut.
2. Students must bring study materials or reading materials to detention.
3. There is no talking, sleeping, eating, use of electronic devices or communicating with other students permitted.
4. Students **MUST** work independently.
5. Students may not leave the room to go to their lockers.
6. Students should go to their lockers and the restroom before detention.
7. Violations of the rules will result in a dismissal from detention, subsequently being considered a detention “cut”.

**Any student who does not report to his/her assigned detention the first time will be re-assigned and issued additional consequences.**

##### **SATURDAY DETENTION**

Detention may be issued for Saturdays. Saturday detention will take place from 8:00 AM to 11:00 AM. Parents will be notified when a Saturday detention is issued. Transportation will not be provided by the district. Students will be allowed two weeks to fulfill their Saturday detention obligations. If Saturday detention is skipped, students will be issued an additional Saturday detention as well as In-School Suspension.

##### **IN-SCHOOL SUSPENSION**

In-school suspension provides an alternative to out-of-school suspension. Students assigned an ISS will report to their homeroom teacher upon entering the building to provide them an opportunity to be counted in attendance and collect their books needed for the day. At the beginning of 1st period, those students will report to the main office. **Students will turn in cell phones to secretarial staff/administration for the duration of their day in ISS.** They will be escorted to the ISS room, where they will complete the work assigned to them by their teachers. They will eat lunch in the ISS room. Refusal of a student to do the assigned work, follow specific instructions of the monitor, and/or disruptive behavior will result in further disciplinary consequences. Students may be assigned to in-school suspension during designated class periods if immediate removal from class is necessary.

##### **RESTRICTED MOVEMENT**

Students who have behaved in a fashion that resulted in numerous discipline referrals or have committed offenses such as repeatedly cutting class, abuse of a pass, or repeatedly being out of an assigned area may be placed on a restricted movement list. Students whose names appear on this list are restricted to classrooms and are not permitted to leave with a pass except in cases of emergency. In such cases, an administrator will be called immediately, and the student will be escorted. The restricted movement consequence will be removed after a period of time that will be determined by the administration/dean of students once behavior improves.

#### EXCLUSION FROM SCHOOL - SUSPENSIONS AND EXPULSIONS

A student will be excluded from school when, in the opinion of an administrator, the continued presence of the student represents a threat to the health, safety, morals, or welfare of others.

Exclusion from school can occur in the following forms:

- A. Suspension - exclusion from school for a period of up to ten (10) school days.
- B. Expulsion - exclusion from school by School Board action for a period of over ten (10) consecutive school days.

Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.

- A. An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of more than three days.
- B. An administrator will telephone a parent or guardian to inform them of the suspension. The administrator will attempt to answer questions or supply information requested by the parent or guardian.
- C. The parent(s)/guardian(s) will also be notified by letter of the suspension. A copy of the letter will also be issued to the student for immediate delivery to a parent/guardian.
- D. A parent/guardian conference may be requested before the student is readmitted to the regular school program following a suspension.
- E. Students who are suspended are not permitted to attend any school function during or after school hours. Any suspended student who is on school property without permission of the administration is subject to further disciplinary action.
- F. A suspension does not relieve a student from responsibility for any penalties previously incurred.
- G. Students who are suspended from school are expected to continue to complete assigned work while suspended.

#### TRANSFER STUDENTS UNDER SUSPENSION OR EXPULSION BY PRIOR SCHOOL DISTRICT

Prior to admission to the school district, the parent/guardian or other person having control or charge of a student shall, upon registration for admission, provide a sworn statement or affirmation stating whether the student was previously suspended or expelled from any public or private school in the Commonwealth of Pennsylvania or any other state for an act or offense involving weapons, alcohol, or drugs or the willful infliction of injury to another person or for any act of violence committed on school property. Such registration shall be maintained as part of the student's disciplinary record. Parents/Guardians shall be advised that any willful false statements made under this section shall be a misdemeanor of the third degree.

When a student transfers to this school district, a certified copy of the student's disciplinary record shall be requested from the school entity from which the student is transferring. This record shall be maintained as part of the student's permanent disciplinary record and shall be available for inspection as required by law.

It is the policy of the Mountain View School District to adhere to the decision of another school entity to suspend or expel a student for disciplinary reasons. Therefore, the Mountain View School District will honor and continue to impose all unfinished suspensions and/or expulsions that were imposed on each new student into the Mountain View School District. Each new student, whether by transfer or relocation, will serve the remainder of that discipline prior to physical entrance into the Mountain View School.