Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901
Phone (570) 544-1400
Fax (570) 544-5866

STUDENT HANDBOOK 2026-2027

SCHOOL BOARD MEMBERS

Name	Position
Mr. Kevin Wigoda	President
Mr. Michael J. Andruchek	Vice President
Ms. Sarah R. Newton	Secretary
Mr. Albert D. Marazas	Treasurer
Dr. Cynthia L. Lubinsky	Member
Dr. William Youry	Member
Mr. Timothy Sohosky	Member
Mr. James O'Brien, Jr.	Member
Mr. James T. Croley, II	Member

Principal: Mr. Joel Motuk
Dean of Students: Mr. Justin Frantz

DISTRICT ADMINISTRATION

Mr. Michael J. Maley
Superintendent

Ms. Brittany Doyle
Business Administration

Mr. Michael Hoptak
Technology Coordinator

Mrs. Jill Atkinson
Director of Special Education

Mr. Shane Spotts
Director of Curriculum and Instruction

The Minersville Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, or handicap in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and ADA.



Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

TABLE OF CONTENTS

SECTION	PAGE	SECTION	PAGE	SECTION	PAGE
CODE OF CONDUCT	3	STUDENT RIGHTS	17-20	COLLEGE INFORMATION	27
RESPONSIBILITIES	4	SAFETY DRILLS	21	DROPPING A COURSE	27
BREAKFAST/BUSES	5	SICKNESS PROCEDURE	21	SAP	27
TRANSPORTATION	6-7	STUDENT RELATIONSHIPS	21	SPECIAL EDUCATION	32
CAFETERIA	8	TEXTBOOKS/IPADS	21	TRANSCRIPTS	36
CELL PHONES	8	TOBACCO/NICOTINE	21	TRANSFER/WITHDRAWAL	36
CLUB PERIOD	8	VISITORS	21	TUTORING	36
DEBTS	9	WORKING PAPERS	22	VO-TECH	36
DRESS CODE	9-11	ACADEMIC HONESTY	22-24	EXTRACURRICULARS	37
DRIVING/PARKING	11	FINANCIAL AID	24	SCHOOL ATTENDANCE	40
DRUG/ALCOHOL POLICY	12	PROGRESS REPORTS	24	EXTENDED ILLNESS	40
SCHOOL CLOSINGS	12	GRADING POLICY	24-25	SIGN-OUT PROCEDURE	40
FIELD TRIPS	12	GRADUATION REQUIREMENTS	25-26	TARDINESS	45
HALL PASSES	13	CLASS RANK	26	EXCUSED ABSENCES	46
HAZING/BULLYING	13	HONOR ROLL	26	UNEXCUSED/TRUANCY	46
IMMUNIZATIONS	13	INCOMPLETE GRADES	26	DISCIPLINE	47-52
MEDICATION	13	MATRICULATION	26	INDEX	53
HEALTH SCREENINGS	14	PROMOTION POLICY	26		
HOMELESS	14	REPORT CARDS	26		
ILLNESS/INJURY	14	SENIOR AWARDS	26		
HOMEWORK	15	LUNCH	16		
LOCKERS/BACKPACKS	15	LOST & FOUND	16		
ABSENCES/MAKE-UP WORK	16	PHYSICAL EDUCATION	16		
ASSEMBLIES/PEP RALLIES	16	PREGNANCY	16-17		
UNAUTHORIZED OBJECTS	16				

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

Message from the Minersville Area High School Administrators

It is with great pride and pleasure that we welcome you to Minersville Area High School. This student handbook is published and distributed to all students and families to explain the expectations and policies that govern the daily operations of our school. It is essential that all students and families read the information contained in this handbook. This publication was created to assist in your academic success at Minersville Area High School and create a safe and secure learning environment for all students and staff. If you need additional information, please contact your principal, assistant principal, counselor, or a teacher for assistance.

The goal of Minersville Area High School is EXCELLENCE, and the striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents, and community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth the effort. Therefore, we urge you to become actively involved in your student's studies, co-curricular and extra-curricular activities, and the pride that Minersville Area High School offers.

CODE OF STUDENT CONDUCT

The staff of Minersville Area Junior Senior High School welcomes you to another school year. We are committed to do our best to help you meet the challenges of this year's school program as we help you prepare for the ever-changing demands of society around us.

There is also the expectation that you, the student, will share in this commitment by being dedicated to your education, developing good work habits and cultivating a wholesome attitude about yourself and your school.

One of the major goals of education is to help students learn self-discipline, to know how to act and how not to act in various situations, and to accept responsibilities. Meeting the expectations of the school is part of the educational process. The purpose of this code is to make known the responsibilities of each student, so that all students may realize their full potential, and so we may be able to provide the best possible learning climate.

However, these guidelines are not intended to be all inclusive as they do not always cover every situation and every condition. Therefore, if in the judgment of the high school administration, a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

Section 1317. Authority of Teachers, Vice Principals and Principals over Pupils. Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them (1317 amended July 25, 1963, P.L. 315, No. 169).

JURISDICTION OF STUDENTS

School officials have authority for the disciplinary control of students:

- while on school premises
- while walking, driving, or riding to and from school
- while on school buses to and from school, on school sponsored field trips/events, and while attending or participating in extracurricular activities
- while engaged in related school activities on or off school premises
- while off school premises, if misconduct or language is directed toward school personnel or Minersville Area School District students

Students charged with offenses in the community may be assigned alternative educational programs in order to maintain a safe and secure school environment for students and school personnel

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

ROLES AND RESPONSIBILITIES

All children have a right to be enrolled in the Minersville Area School District. In order for our children to maximize those opportunities provided through public education, everyone shares the responsibility of promoting behavior that provides an environment in which all children can learn. The healthy development of children requires the cohesive and consistent application of a common set of expectations. Thus, all members of society have a major role to play as positive models for respectful behavior. Respectful behavior is expected toward self, others and property.

The following roles and responsibilities for students, parents and guardians, school system personnel, community and family service organizations are offered for consideration in striving to create safe and nurturing communities of which schools are an integral part. In many instances, these roles and responsibilities are being fulfilled; in those cases, where they are not, these are offered as goals toward which to strive.

STUDENTS' RESPONSIBILITIES

Students who are positive in their actions assist and encourage teachers to maintain a classroom atmosphere that best meets the needs of all students. Students put forth their best efforts during the education process when they:

- accept responsibility for their actions and education while abiding by established school rules, regulations, and laws of the community, state and nation;
- come to school with positive attitude in order to realize opportunities for academic and personal growth;
- model positive behavior and language which reflect cooperation with all members of the school community;
- come to school prepared with your device charged, ready to learn, (bring only those items and materials which are appropriate for the educational program); being prepared for class reduces interruptions to the classroom procedure.
- arrive on time so that introductory instructions and materials will not be missed and class time can be used effectively:
- listen to what is said in order to acquire needed information and to avoid needless repetition by the teacher:
- participate in class activities in order to gain new knowledge, clarify vital information, and reinforce concepts learned;
- respect the rights and property of self and others, thus practicing good citizenship:
- exercise self-control and good manners in order to develop positive relationships with others;
- respect the authority of school personnel so as to maintain good working relations.

PARENTS' AND GUARDIANS' RESPONSIBILITIES

Parents are the first teachers who provide direction for our children. With the support of the community, they:

- provide their children with a warm, nurturing, and healthy environment, assuring support and the resources needed to be successful;
- support and reinforce behavior expectations and disciplinary policies of the school by assuming the primary responsibility for the discipline of their children;
- reinforce learning at home and support academic and extracurricular activities;
- ensure that their children attend school every day and arrive on time, but recognize there are extraordinary occasions when a student is lawfully absent or tardy; and
- teach their children to seek positive resolution to problems encountered in daily living and to handle confrontation non-violently.

MINERSVILLE AREA SCHOOL SYSTEMS' RESPONSIBILITIES

Each member of the school staff has the primary responsibility of providing for the educational needs of all students. The school staff members are responsible for:

- maintaining an atmosphere conducive to good behavior and developing good study habits;
- exhibiting a respectful and positive attitude toward students to encourage a positive, realistic self-image in each learner;
- implementing the accepted curriculum in a variety of ways to meet the needs of all learners;
- administering discipline in a fair and impartial manner to teach the principles of justice and citizenship by example; and
- promoting a friendly, yet professional, relationship with learners so they may see themselves as meaningful parts of the society in which we live.

SCHOOL PROCEDURES & POLICIES

BREAKFAST

Breakfast is available for students each morning from 7:15 a.m. to 7:35 a.m. Students may enjoy breakfast in the cafeteria, and a convenient breakfast cart is also available in the lobby for students who prefer to grab breakfast on their way to class. Only students eating breakfast are permitted in the cafeteria during this time.

All cafeteria expectations and lunchroom rules are in effect during the breakfast period and will be enforced accordingly. Students may also use this time to add funds to their cafeteria accounts. Throughout the school year, students may have opportunities to participate in extended breakfast periods as part of special events or school initiatives.

BUSES

Bus riding is a privilege that can be suspended due to continued and documented misconduct. Infractions of the rules will result in disciplinary action. These infractions include but are not limited to: disrespect to the driver, harassing the driver or other students, playing music or other noise from electronic devices, throwing objects, not sitting properly, and using banned or illegal substances and/or electronic cigarettes (vapes).

Students must ride their assigned bus and leave the bus only at their designated stops. Exceptions will be made only when a student gives the Transportation Secretary in the District Office a permission slip signed by their parent or guardian.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

Transportation Discipline Policy

The safety of students while riding the school bus is a responsibility that must be shared by all students. Students must obey all rules and regulations. The bus driver is in charge of the bus and the students riding it. The regulations that follow apply to anyone being transported by the Minersville Area School District during normal school hours, after-school activity runs and co-curricular trips. Violation of any of the regulations may result in the withdrawal of transportation privileges for a period of time and/or other disciplinary action to be determined by the seriousness or frequency of the offense. School authorities reserve the right to assign students to specific seats on the bus when deemed necessary.

Withdrawal of transportation privileges does not relieve the parent or the student of their responsibilities as school attendance applies. Absence from school due to withdrawal of transportation privileges is not an excused absence.

All persons being transported by the Minersville Area School District shall **NOT**:

1. smoke, eat or drink on the bus;
2. engage in scuffling, fighting or other unwarranted behavior;
3. use profane, foul or indecent language;
4. use the emergency exit unless directed to do so by the driver;
5. tamper with the bus or any of its equipment;
6. regulate windows unless permitted to do so by the driver;
7. extend any part or their bodies out of the window;
8. throw any object(s) on the bus or out of the window;
9. litter the floor of the bus or the seats;
10. stand, walk, change seats while the bus is in motion;
11. place any articles in aisles or in front of the emergency exit;
12. carry or use any potentially dangerous objects including, but not limited to knives, firearms, matches, lighters, fireworks, water guns, scissors, etc.;
13. transport any animal;
14. board or debark at any but their own designated bus-stop unless given written permission by a school official;
15. behave in any manner which would endanger the health, safety or welfare of other students or the driver by distracting the driver from his/her responsibility to operate the bus in a safe manner.

In the event of serious or repeated violations of bus regulations, the Minersville Area School District reserves the right to file a summary offense, misdemeanor or felony complaint with the local authorities.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

Discipline For Transportation Violations

The driver will maintain appropriate bus behavior, enforce safety rules and handle routine discipline issues. When a student's misconduct persists, the driver will complete and submit to the building principal and/or designee a Bus Conduct Incident Report. The principal will review the report, interview the driver and/or student if necessary, determine disciplinary action, and complete the form. A copy of the form will be sent to the parent/guardian and a copy will be retained and filed by the principal. The Transportation Department will inform the bus driver of any discipline that would be needed by the driver.

Disciplinary action will follow a general rule of increasing severity of consequences, including:

1. Warning/Assigned seating.
2. Detention/Suspension.
3. Suspension of bus privileges for one (1) to three (3) days.
4. Suspension of bus privileges for five (5) to ten (10) days.
5. A student who is a discipline problem on a school bus may have his/her riding privileges suspended by the building principal.

In such cases, the parents/guardians are responsible for seeing that the student gets to school on time, safely, and on a regular basis.

Violations By Large Groups of Students

The following procedure will be followed by the driver when a large number of students are violating student conduct rules:

1. Driver will proceed to school with all the students who are on the bus at the time s/he makes the decision.
2. Driver will contact the principal or designee and will remain on the bus until the administrator arrives.
3. Administrator will review the situation, determine appropriate action and subsequent discipline, and inform the Transportation Department.
4. The principal or designee will notify the Superintendent or designee regarding the incident.

Carry – On Policy

The Pennsylvania Department of Transportation mandates that the interior of a school bus must be free of any objects that could cause injury. All objects must be secured and the aisles, emergency exits and the driver's compartment must be free and clear of any object.

The following rules must be adhered to at all times – NO Exceptions.

1. No food in open containers (No eating or drinking is allowed on buses). Many students have allergies to certain foods and for their safety no one is allowed to eat while on the bus.
2. Students may not bring skateboards or any live animals (including animals for class projects) on board the buses**. Guide or trained companion dogs are the only exception.**
3. No student may bring any latex products, plants, or balloons on board a bus.
4. Without pre-approval students may not bring any unusually large object **unless it can be held on their lap or placed under the seat**.
5. **Musical instruments** may be brought on board if it can be held on their lap. If it does not fit on their lap, provided there is room, a student may place the instrument on the seat or on the floor between them and the window**.** In this manner it will not interfere with the access to the exits by other students, nor block any portion of the aisle. This exception does not apply if the seat is one with an emergency window exit.
6. Any object in the opinion of the bus driver that may endanger other students may not be allowed on the bus by the driver. Examples, but not limited to this list are glass bowls or Aquariums, look alike knives/guns, ice skates, cutting tools etc.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

CAFETERIA

A hot/cold lunch program is offered in the school. Lunch menus are posted throughout the building. Students who forget their lunch money may sign for and receive a limited lunch menu. Lunch is served during a 40-minute lunch period. Students must report to the cafeteria on time and should be seated at a table upon entrance. Students will form lunch lines as directed by cafeteria proctors. Students must eat lunch in an orderly manner. When finished eating, they should place trash, trays, dishes, and silverware in their appropriate receptacles. Students should also clean their table areas at this time. When leaving the cafeteria, students should place chairs under tables and check that the area is clean for the next lunch group. No food is allowed to be taken from the cafeteria. All students are expected to behave appropriately in the cafeteria. Any student who displays inappropriate behavior may be sent to an alternate location, thus losing their cafeteria privileges.

C/E/F CLUB PERIOD

Club period will be used as a meeting time for all students involved in clubs, extra-curricular, and co-curricular activities, enrichment, and focus. Students meeting expectations can participate in enrichment activities that go beyond the regular curriculum. Students that would benefit from assistance in a specific area may be assigned a classroom during this time. The students will follow an alternative schedule during Club Period days. Prior to PM Club Period, all students will report back to their homerooms for attendance and PM announcements. Students not involved in meetings will remain in their homeroom to work on assignments. Students are to complete homework at home and are encouraged to seek assistance during this time period.

CELL PHONES

We realize by today's living standards the use of personal electronic devices is commonplace. It is the procedure of the School Board to prohibit the use of electronic devices by students, including, but not limited to, laser pens, and cellular telephones (batteries included), radios, MP3 players, iPods and/or any other personal electronic music devices or stereos during regular school hours, and the same are hereby prohibited during school hours. These items must be turned off and stored out of sight between the hours of 7:40 AM and 2:30 PM. ***Each classroom will have a designated storage area for students' cell phones. Phones must be stored in this area during each class period***. ***This is non-negotiable.***

Any violation of this policy is subject to the following schedule of consequences:

- **First Offense**- Warning, teacher will confiscate the phone and return it to the student at the end of the period.
- **Second Offense**- Electronic device is removed from the student's possession and will remain in the administrative custody for the remainder of the school day. The student may pick up the device after school hours.
- **Third Offense**- Electronic device is removed from the student's possession and will remain in the administrative custody. Student will serve one detention.
- **Fourth Offense**- Electronic device is removed from the student's possession and will remain in administrative custody until the end of the day. Student will serve at least one (1) day of in-school suspension. Further discipline may be imposed at the discretion of the Administration.

Students who refuse to relinquish their phone (battery included) when asked will be immediately suspended. Parents may be contacted to come into school to pick up their child's device.

**** Parents and students are reminded that the intention of this policy is not to limit contact among families. Parents may call the school's main office to have important messages forwarded to students. Students may also, with permission, utilize the office phone or their own cell phone to make a call while in the office.***

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

CHANGE OF ADDRESS OR PHONE NUMBER

The school must always have your correct address and phone number on file in the event of emergency situations. If you move, please give the District Administration Office your new address and phone number immediately. If you change phone numbers or add a phone or cell number, please furnish those new numbers, as soon as possible, to facilitate contacting parents and guardians, in case of an emergency.

CLASSROOM PROCEDURES

Students have three (3) minutes to pass between classes. They will be considered late if they are not in the room by the time the passing bell starts ringing. Students should be in their assigned seat when the bell rings and ready for instruction. Each teacher will inform students of expected classroom rules and procedures. Any violations of these rules/procedures will result in penalties. Please refer to the section entitled discipline procedures for further information.

CRIMINAL ACTS

Besides the normal criminal acts relating to sexual offenses, assault, theft, drug possession and delivery, underage drinking, and vandalism, the student may be subject to criminal arrest for:

(a) Disorderly Conduct – Section 5503 – for fighting, the use of obscene language, or creating a disturbance.
(b) Harassment – Section 2709 – for acts of harassment, bullying, intimidation, and sexual harassment.
(c) Use of Tobacco in School Prohibited – Section 6306.1 – for smoking and possession of tobacco on school property or school bus.

DEBTS

Students are responsible for paying any fees for lost or damaged books, fines, class fundraisers, unreturned uniforms, or other school-related obligations. These payments should be made as soon as possible.

Students who have unpaid obligations may face the following consequences:

- School records may be withheld.
- Seniors may not be permitted to participate in graduation-related activities.
- Students with outstanding debts exceeding $10 are ineligible for extracurricular and co-curricular activities until the balance is paid.

HAIR, DRESS AND GROOMING

AUTHORITY: The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which present a hazard to health or safety of the student or to others in the school; materially interferes with school work; creates disorder or disrupts the education program; causes excessive wear or damage to school property; and prevents the student from achieving his/her own educational objectives because of decreased vision or restricted movement.

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

Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in a regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard to the educational process.

DELEGATION OF AUTHORITY: The Superintendent shall develop procedures to implement this policy which designates the building principal and/or designee to monitor student dress and grooming in his/her building and instruct staff members to demonstrate by example wholesome attitudes toward neatness, cleanliness, proper modesty and good sense in attire and appearance.

DRESS & GROOMING POLICY #221 (REVISED July 7, 2022)

The Minersville Area School District encourages its students to wear clothing that is clean, neat and of appropriate length for an academic environment. All students are expected to exercise good taste and judgment in compliance with State Board of Education Regulations, Student Rights and Responsibilities, Section 12:11.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

THE FOLLOWING TYPES OF CLOTHING ARE BANNED:

- Vulgar, offensive messages. Clothing that is offensive to staff and fellow students. Clothing that contains messages that are vulgar, offensive, obscene or libelous; that denigrate others based on race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol, drug use or violence; or that are otherwise contrary to the school's educational mission.
- Clothing that presents a safety hazard. Students may not wear any apparel that could pose a threat to the health, safety, or welfare of the school community. No chains, spiked or choke collars may be worn or carried at any time; this includes wallet chains, etc.
- The piercing of body parts and the insertion of jewelry or other objects which result in **bleeding, oozing of bodily fluids or** other physical condition which may reasonably pose a danger to the student or others is considered inappropriate and unacceptable. Clothing that is a health hazard to the individual student and the general student population.
- Hoods, hats, caps, bandannas covering the head, and similar headwear are not to be worn in district buildings during the school day except for medical or religious purposes with administrative approval. Hoodies are permitted, but the hood must be down during the school day.
- Sexual message or innuendoes.
- Drug or alcohol paraphernalia.
- Advertisements for alcohol or cigarettes.
- Racially or ethnically offensive messages.
- Messages that are political in nature.
- Harassment aimed at any group or individual.
- Students are expected to dress in a manner that is appropriate for the school environment. Clothing that is excessively revealing, distracting, or disruptive to the educational setting is not permitted.
- **Examples of unacceptable attire include**:
  • Tank tops, halter tops, strapless tops, and garments with spaghetti straps.
  • Clothing that is see-through, excessively low-cut, or exposes the midriff.
  • Sleeveless shirts that do not extend to the edge of the shoulders or fit appropriately under the arms.
  • Shorts, skirts, or similar garments that are shorter than the student's fingertips when standing with arms relaxed at their sides.
- Undergarments must not be visible.
- **Fishnet stockings, Pajama pants and sleepwear are not appropriate apparel in school.**
- Unless there are heating problems, all jackets/coats must be kept in lockers and not worn during the school day.
- Shorts and pants are to be neat, clean, free of holes, and of appropriate length.
- Students may not wear any clothing that is offensive to members of the faculty or administration.

These examples are intended as guidelines and do not cover every situation. School administrators reserve the right to determine whether clothing is appropriate for the school setting.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

PENALTIES FOR DRESS CODE VIOLATION(S)

- **First offense** Warning. Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school.
- **Second offense** Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. One detention/lunch detention will be assigned.
- **Third offense** Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. Two detentions/lunch detentions will be assigned.
- **Fourth offense** Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. Three lunch detentions will be assigned; a 1 day in-school suspension may be assigned.
- **Fifth offense** Further parental involvement including meeting with administration.

Note: the school district recognizes the right of students to wear jewelry and other adornments; however, the manner in which they are to be worn or displayed may not be appropriate under circumstances that pose a danger to the safety or welfare of the student or other students or staff and/or pose a threat or interruption of the educational process. As deemed necessary, the school administration and/or teaching staff may require that students remove any jewelry or other adornments, which may reasonably be considered as posing a threat to the safety of the student or other students or staff or pose a threat or interruption to the educational process.

***Administrative Guideline*: The principal or his/her designee is arbiter of all of the above guidelines and what does or doesn't pertain to each. The final decision of what is deemed proper or improper dress will be determined by the principal and/or his designee. Any manner or type of attire, appearance, or grooming which causes interference with the learning process or creates a classroom disruption or school disorder will be subject to disciplinary action.**

DRIVING/PARKING

All students who drive to school and park on campus must:

1. Register the make, model, and license number of any car that will be parked on school property in the main office.
2. Have completed all the first day paperwork.
3. Have a signed drug form submitted to the main office.
4. Be free of any school debt.
5. Obtain parking stickers from the office and affix them inside the rear window.
6. Use the front parking lot. (Reserved spaces are not permitted to be used)
7. Obey all PA and local traffic laws when parking and driving.

Violators of the driving/parking policy are subject to:

- Losing their driving privileges for a specific amount of time.
- Receive disciplinary action.
- Have the vehicle towed from property.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

DRUG/ALCOHOL POLICY (Policy #227)

It shall constitute an offense for any student while on school premises to purchase, consume, transport, or possess any alcoholic or malt beverage or any controlled substance as defined in the Controlled Substance Device and Cosmetic Act of the Commonwealth of Pennsylvania. This includes drug paraphernalia and look alike substances.

It shall also constitute an offense for any student to appear on school premises while under the influence of alcohol or a controlled substance and after having consumed any alcoholic or malt beverage and any controlled substance. An alcohol or malt beverage shall be any beverage containing 0.50% or more of alcohol by volume.

On a first offense, the student is subject to the following action:

1. Drugs or alcohol will be confiscated.
2. Parents will be notified.
3. The student will be placed on out-of-school suspension.
4. A formal hearing will be held before the Board of Education with the recommendation of a minimum 90-day expulsion.

In addition to the above policy, the Minersville Area Board of Education passed a Drug Testing Policy (Refer to Policy No. 227.1) which will require all students who participate in any extra-curricular activity, which includes sports, clubs, band, proms, driving permits, or any other school sponsored activity, to submit to random drug testing as scheduled in conformance with school policy. Any student who refuses to submit to drug testing will be excluded from all school sponsored activities. Any student who fails a drug test will be subject to disciplinary measures as outlined in the School Board Policy No. 227.1.

EMERGENCY SCHOOL CLOSING

To ensure that you receive important school communications, including delays, cancellations, early dismissals, emergency notifications, and other school updates, please keep your contact information current at all times. If your phone number, email address, or home address changes during the school year, please notify the school office promptly.

Using the contact information provided, our Student Management system (FOCUS) will be used to provide notification of emergencies, school delays or closings to families. Additionally, you may check any local news broadcasting outlets for information regarding late starts or school cancellations.

FIELD TRIPS

Students going on field trips are required to have the general field trip permission form signed and on file. This form can be found in FOCUS and can be requested to be sent home in print form. This form permits students to leave the building via school district transportation, personal transportation, walking, and/or virtually. Attendance on field trips may be denied based on the student's current academic standing, attendance record, or continued misconduct in school. Students are expected to be responsible for any work missed. Students are expected to behave and dress properly. The discipline code is in effect while students are on a school-sponsored field trip.

GROUNDS

While in route to school, on school property, or departing from a school day or event, a student is under school authority, and subject to all school regulations. When outside, students must remain in front of the building by the cafeteria or by the main lobby doors. **Students are not permitted on the Minersville Elementary Center property or in the teachers' parking lot.** Students are not permitted to loiter at the Elementary Center after school. If students are waiting for a sibling, they must wait across the street until elementary dismissal. High school students are reminded to act properly outside the Elementary Center and also to and from school.

HALL BEHAVIOR

Students are expected to move through the hallways in a safe, orderly, and respectful manner. Behavior that disrupts the learning environment is not permitted. Examples of inappropriate hallway behavior include, but are not limited to, yelling, making excessive noise, horseplay, running, banging or kicking lockers, and looking into classrooms while instruction is taking place.

Students should report directly to their destination and may not wander the building or enter unauthorized areas. During class time, students must have permission from their teacher to be in the hallway and must carry a signed hall pass.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

HALL PASSES

Any student who needs to move to another classroom must have one of the following:

- A teacher pass or other hallway procedure instituted from the teacher/staff member.

Students will not be permitted to leave their assigned class without a pass. Students MUST also sign out of their assigned classroom. Students are to report directly to the classroom, follow all hall rules, and not linger or roam in the halls.

HAZING/BULLYING

While a student in the Minersville Area Junior/Senior High School, participation in hazing/bullying is always prohibited. The administration will not condone any behavior that shall include acts that cause a student to suffer physically or mentally. Any individual who participates in the hazing/bullying of another student shall be subject to disciplinary action by the administration as per **Policy #248** of the Minersville Area School Board Policy Handbook. Students should report any instances of bullying to a staff member immediately.

HEALTH SERVICES

IMMUNIZATIONS

Immunizations are required to attend school. Students without proper immunizations will be withheld from school until proper documentation of immunization(s) are received by school officials. Pennsylvania's school immunizations can be found in 28 PA. Code Chapter 23. For more information, please contact your health care provider or call 1-877PA HEALTH. A copy of required immunizations is available in our nurse's office.

MEDICATION

If students are taking medication, parents should try to schedule doses for non-school hours or schedule as few doses as possible during the school day. Students who need to take medication during school hours must bring it to the nurses' office before school begins. Students must report to the nurses' office at the time they need the medication.

If prescription medication is requested to be given during the school day, the school requires:

1. An official order from a physician.
2. Parent to contact the school nurse or high school office.
3. A medication authorization form or a note that includes the student's name, name of medication dosage, and time given signed by the parent/guardian.
4. Medication in the original pharmacy container with the pharmacy label indicating students' name, name of medication, dose, time given, prescribing doctor, and other pertinent information relevant to that medication.
5. ONLY enough medication for 10 doses.

If non-prescription medication is requested to be given during the school day, the school requires:

1. An official order from a physician.
2. The parent to contact the school nurse or high school office.
3. A medication authorization form or a note that includes the student's name, name of medication, dosage, and time given signed by the parent/guardian.
4. Medication in the original container with its label and student's name on it.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

ALL MEDICATIONS ARE KEPT IN THE NURSES' OFFICE.

Unsupervised, self-administration of medication is not permitted unless cleared through the health office. In some situations, involving the use of inhalers, it might be necessary for the student to carry the inhaler. The school needs written verification from the parent and the doctor stating that the student is capable of self-administering the medication. All prescription or over the counter drugs (i.e. aspirin, weight-loss pills, or cough medicine) are prohibited in school without written permission from a parent/ guardian. All such medications shall be administered through our nurses' office.

The school health department requires:

1. Permission from parent/guardian to administer non-aspirin analgesic as indicated by checking "yes" or "no" on the Health Information Form.
2. Permission from parent/guardian to administer antacid as indicated by checking "yes" or "no" on the Health Information Form.

ILLNESS AND INJURY

A Health Information Form is provided at the start of the school year. Permission from parent or guardian is required to administer first aid and emergency care as indicated by checking "yes" or "no" on the form. First aid is administered for sudden illness or injury that occurs during school hours. Personnel are not responsible for treating injuries occurring outside of school involvement, nor are they expected to treat students who come to school ill.

Students who feel ill and need to see the nurse are expected to report to class first. The classroom teacher will issue a pass to the nurse. ***Only in an emergency shall a student report to the nurse before reporting to the scheduled classroom***. If the health room is closed, the student should report to the high school office. The nurse makes the final determination whether a student needs to go home. Any student who leaves the building sick without prior authorization from the nurse or administration, will be deemed as unexcused for the time out.

HEALTH SCREENING

The following health screenings, in accordance with the Pennsylvania School Code, are provided:

1. Medical examination for grade 11.
2. Dental examination for grade 7.
3. Height, weight, and bmi screening for all students.
4. Vision screening for all students.
5. Hearing screening for grades 7 and 11.
6. Screening for scoliosis (curvature of the spine) grade 7.

HOMELESS STUDENTS

The Minersville Area School District believes that homeless youth should have access to free and appropriate public education and wishes to limit the barriers that homeless students may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations. Homeless students are defined as individuals lacking a fixed, regular, and nighttime residence, which include students living in the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship, or similar reason.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
3. Living in an emergency, transitional or domestic violence shelters.
4. Awaiting foster care placement.
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings.
7. Migratory children living in conditions described in previous examples.
8. Unaccompanied youth, which means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of a home by a parent, guardian, or other caretaker; or separated from a parent or guardian for any other reason.
9. Living as school-aged parents in houses for school-aged parents if they have no other living accommodations.

Should you have any questions, you can contact the MASD Homeless Liaison, Marléna Flynn, mflynn@battlinminers.com or 570-544-1400 x 1014. Resources are available on the MASD website.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

HOMEWORK

Homework is an important part of the school curriculum. Students are expected to complete their assigned work.

Parents are welcome to make an appointment with the teacher to discuss homework problems. This can be done by phone or in person. In the event of a brief absence from school, a student should get his/her homework assignment from a fellow classmate. Teachers will provide homework assignments for students who are absent more than 3 days and can be requested by parents or students through the high school office.

NOTE: *Individual teacher assignments may be available on individual teacher's FOCUS gradebook or Blackboard course.*

LAVATORY

Lavatory use is restricted to the passing time between classes. In extreme emergencies, students may request a hall pass from the teacher to use the lavatory. Students who abuse lavatory procedures, including spending long periods of time in the bathroom, will be required to provide a doctor's note to substantiate the extended use of the lavatory. Lavatories in the lobby will be open during lunch for use by cafeteria students only. **Cell phones or other recording devices are strictly forbidden to be used in all bathrooms/locker rooms**. There is an expectation of privacy in these areas, and a level two (2) disciplinary action will be assigned to any student(s) who are found to be in violation of this procedure.

LOBBY

Students are allowed in the lobby from arrival of first bus until 7:25 AM, when the first bell rings. Students wishing to enter the academic wing prior to 7:25 A.M. must have a written pass from a teacher or permission from an administrator.

LOCKERS, BACKPACKS, BAGS, AND CONTAINERS (2026-2027)

Each student will be assigned an individual locker, which must be used responsibly and only by the student to whom it is assigned. Lockers are issued for one school year. Sharing lockers is not permitted, and locker combinations must always remain confidential. If a locker or lock is not operating properly, students must report the issue to the main office immediately.

Although lockers are assigned for student use, they remain the property of the school district. The school maintains ownership and control of all lockers and reserves the right to inspect them at any time to ensure compliance with school policies. Any contraband or illegal items found in lockers will not be treated as personal property and are subject to confiscation. Students in possession of such items will face disciplinary action in accordance with the Code of Student Conduct and may also be subject to legal consequences.

To ensure safety and reduce congestion in hallways and classrooms, the following rules apply to lockers, backpacks, and other bags:

- Hats, coats, hoodies, carrying cases, backpacks, and any other bags or containers must be placed in student lockers upon arrival at school and remain there until the end of the school day.
- **Backpacks are not permitted to be carried throughout the day in hallways, classrooms, or the cafeteria. The administration reserves the right to further restrict or prohibit backpacks due to safety concerns or misuse.**
- Students are permitted to access their locker as needed during the day to retrieve books, supplies, or other materials.
- A reasonably sized lunch container may be removed from a student's locker immediately before lunch and must be returned to the locker immediately after lunch. Lunch containers are not permitted to be carried throughout the day.
- A reasonably sized gym bag may be removed from a student's locker immediately before physical education class and returned immediately after class.
- For gym class, students may carry their backpack or gym bag directly to the locker room. Backpacks should be retrieved from lockers on the way to gym class and returned promptly after use.
- Students may carry a **small personal bag or pouch** during the school day to hold essential items such as pens, pencils, calculators, feminine hygiene products, or other necessities.

Students with sports equipment bags or musical instrument cases that do not fit in their locker should make arrangements with their coach or teacher to properly store these items during the school day. Bags and containers are **not permitted** to be left outside classrooms, in hallways, or in the cafeteria.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

LOST AND FOUND

Lost and found is located in the high school office. Students should check with the secretaries for any items that are lost. If a student finds an item, please leave it at the high school office so that it can be returned to its proper owner. At the end of each marking period, lost and found articles will be discarded.

LUNCH

During the first week of school, students will be given an application to apply for free or reduced meal prices. Eligible free/reduced lunch students will automatically be credited with free/reduced lunch in the cafeteria system.

ABSCENCES AND MAKE UP WORK:

Any student whose absence has been **verified as lawful/excused** will have the opportunity to make up any missed class work or assessments. It is the responsibility of the student to obtain and to complete the work provided by each teacher.

- Students will be granted one (1) academic day to make up work for each day of absence (up to five (5) including Saturday and Sunday).
- All make-up work completed within the established timeline will be graded in accordance with the regular classroom grading policy.
- For excused absences of more than five (5) consecutive school days, the principal will determine the allotted time to make up work. Five days will be allotted unless the student receives written approval from the principal.
- *Unexcused absences may result in the loss of academic credit.*
- Students who are absent for ten (10) consecutive school days may be dropped from the academic rolls.

NOTE: *Any appeals for exceptions to the "day-of-return" policy must be made to the principal before the student's return.*

OBJECTS – UNAUTHORIZED

Objects or devices, including but not limited to e-cigarettes, pagers, i-pods, radios, tape or CD players, jam boxes, water guns, or objects which might disrupt the educational process, incite fear/safety concerns, cause discomfort or distraction by sound, smell, or visual means are not permitted on school property. Administration may assign students disciplinary actions and/or confiscate items as evidence not to be returned to students or families.

PEP RALLIES/ ASSEMBLIES

Pep rallies and assemblies will be held at various times throughout the year to support the school's athletic teams. These events are a privilege for students. Students who have been a behavioral issue may be kept back from attending.

Students are required to sit with their grade in the designated section. Students are to act responsibly and show their enthusiasm appropriately. Students who are a behavioral issue during the event will be removed.

PHYSICAL EDUCATION

All students are required to take and pass courses in physical education unless a medical waiver is properly documented and filed with the principal's office. Students with an acceptable medical waiver from P.E. class may not participate in any extra-curricular activity requiring exertion unless sanctioned by medical authority and accepted by the principal. A student with a minor health problem or injury should approach the physical education instructor, who may substitute an alternate assignment. Because of the requirement to complete physical education courses each year, students in danger of failing, for lack of participation, will have written correspondence sent home after a 20% deduction has been assessed for unexcused class violations. A parental conference will be required when a 30% deduction level has been reached.
During class students may either store their valuables in the gym teacher's office or secure a lockable gym locker (if available) for a refundable deposit. Any item left in the gym is unsecured. The school is not responsible for stolen items.

PREGNANCY

An expectant mother shall not be excluded from school unless a written certification by an attending physician is submitted to and accepted by the district stating that school attendance would be harmful to the student or fetus. It shall be the student's responsibility to inform school personnel of pregnancy prior to performing any functions which might be detrimental to the health of the student or fetus. Excuse from activities shall be granted with the recommendation of a physician.

Homebound instruction or alternative education shall not be offered unless attendance during pregnancy would be harmful, however, a student may make arrangements through the high school office to make up work missed during absences due to the pregnancy.

STUDENT RESPONSIBILITIES AND RIGHTS

The Minersville Area Board of School Directors has adopted a code of student conduct which includes policies governing student discipline and a listing of student rights and responsibilities as outlined in Chapter 12 of the State Board of Education regulations.

STUDENT RESPONSIBILITIES

Each student is responsible for his/her learning. To be successful each student must accept his/her responsibility to:

1. Attend school regularly
2. Arrive at school on time
3. Be prepared to learn
4. Behave according to school standards of behavior
5. Be familiar with school rules and follow them
6. Dress appropriately

STUDENT RIGHTS

FREE EDUCATION

All persons residing in the Commonwealth of Pennsylvania, from the first day the child begins Kindergarten until graduation from high school or up to the age of 21, are entitled to a free and full education in the Commonwealth's public schools (Pa. Title 22, 12.1)

DUE PROCESS

The Board of School Directors believes that education is a fundamental right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

1. **Informal Hearings**
   a. When a suspension exceeds three school days, the student and parents or guardian shall be given the opportunity for an informal hearing consistent with the requirements set forth in Section 12.8(c) (relating to hearings).
   b. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

At the informal hearing, the following due process requirements are to be observed:

a. Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student.
b. Sufficient notice of the time and place of the informal hearing.
c. A student has the right to question any witnesses present at the hearing.
d. A student has the right to speak and produce witnesses on his own behalf.
e. The district shall offer to hold the informal hearing within the first five days of suspension.

2. **Formal Hearings**
   a. Expulsion is exclusion from school by the Board of School Directors for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Section 12.8.
   b. A formal hearing may be held before the Board of School Directors or a duly authorized committee of the Board,
   c. preferably composed of no fewer than three members of the School Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended. A majority vote of the entire School Board is required to expel a student.
   d. At the formal hearing, the following due process requirements are to be observed:
      (a.) Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
      (b.) Sufficient notice of the time and place of the hearing.
      (c.) The right to an impartial tribunal.
      (d.) The right to be represented by counsel.
      (e.) The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
      (f.) The student's right to testify and produce witnesses on his/her own behalf.
      (g.) A record must be kept of the hearing either by a stenographer or audio recorder. The student is entitled, at the student's expense, to a copy of the transcript.
   e. If requested by the student or the student's parents, the hearing shall be in private.
   f. Where the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

Family Educational Rights and Privacy Act (FERPA)

Notification of Rights for Elementary and Secondary Schools
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.
These rights are:

1. The Right to Inspect and Review Education Records
Parents or eligible students have the right to inspect and review the student's education records within 45 days of the day the Minersville Area School District (MASD) receives a request for access.

Parents or eligible students should submit a written request to the school principal (or appropriate school official) identifying the record(s) they wish to inspect. The school official will arrange access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The Right to Request Amendment of Education Records
Parents or eligible students have the right to request that MASD amend education records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Requests should be submitted in writing to the school principal (or appropriate school official), clearly identifying the portion of the record to be changed and explaining why it is inaccurate or misleading.

If the request is denied, the parent or eligible student will be notified of the decision and informed of their right to a hearing. Additional information regarding hearing procedures will be provided at that time.

3. The Right to Consent to Disclosure of Personally Identifiable Information
Parents or eligible students have the right to consent to disclosures of personally identifiable information contained in education records, except where FERPA authorizes disclosure without consent.

One exception permits disclosure to school officials who have a legitimate educational interest. A school official may include:
• Administrators, supervisors, teachers, or support staff members (including health, medical, and law enforcement personnel)
• Members of the School Board
• Contractors, consultants, attorneys, auditors, medical professionals, therapists, or other individuals performing services for the District
• Parents or students serving on official committees such as disciplinary or grievance committees
• Individuals assisting school officials in performing their professional duties
A school official has a legitimate educational interest if the information is necessary to fulfill professional responsibilities.

Upon request, the District may also disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The Right to File a Complaint
Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with FERPA requirements.

Complaints may be directed to:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

5. Directory Information

As required by federal law, parental consent is not required for the release of Directory Information. Directory Information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

The Minersville Area School District designates the following as Directory Information:

- Student name
- Address
- Telephone number (excluding unlisted telephone numbers)
- Date of birth
- Place of birth

A parent/guardian or eligible student may notify the District in writing that they do not want Directory Information released without prior consent.

Except for Directory Information, all personally identifiable records directly related to a student shall remain confidential unless the parent/guardian or eligible student authorizes release through a signed consent form.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

PPRA

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

• Collection, disclosure, or use of personal information for marketing, sales or other distribution.

• Administration of any protected information survey not funded in whole or in part by the Department of Education.

• Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

FREEDOM OF EXPRESSION

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate or serious harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights (PA Title 22, Section 12.9,b).

PROTECTION FROM SEXUAL ABUSE AND HARASSMENT

The law is clear that school districts have a duty to protect students from sexual abuse and harassment. It is the policy of the Minersville Area School District to prohibit improper conduct of whatever kind, including sexual abuse and harassment of students, by school employees, fellow students, and others who come in contact with students during school or through school activities. Students and school employees are encouraged to report any suspected violations of this policy to the guidance office, high school administration or superintendent without fear of retaliation.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

SEARCHES AND SEIZURES

The school district recognizes that The Fourth Amendment provides that students have a right "to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." However, with the passage of the Gun Free Schools Act, the Safe Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognizes its responsibility to protect and maintain the health, welfare, and safety of all students.

Consequently, the school district contends that school lockers and desks belong to the school, and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any suspicion of wrongdoing on the part of the student. Students should be aware that all student desks and lockers may be searched at any time and for any reason, with no qualifications or exceptions.

Student lockers and desks will be inspected from time to time to ensure that they are being properly cared for and that the contents are in no way harmful to the student and other persons in the school building. Any illegal material may be seized. Along with police, drug detection canines may be used to search school grounds.

Students may be asked to empty their pockets, book bags, purses, and other personal articles to search for illegal, controlled, or criminal material. Parents will be contacted and made aware of the reasons for the search. Please review the MASD Board Policy #226 for more information regarding searches.

STUDENT PRIVACY

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student or his family.
3. Sexual behavior and attitudes
4. Illegal, anti-social, self-incrimination and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior written consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent. Such survey, analysis, or evaluation may, however, be conducted on a wholly voluntary basis, provided that the student and parents have been notified of their rights.

FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. The school district is required to notify parents in writing that their child is not reciting the Pledge of Allegiance.
2. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.
3. The Pennsylvania Legislature passed Act 157 of 2002. The law states the following:
4. All supervising officers and teachers in charge of public, private or parochial schools shall cause the Flag of the United States of America to be displayed in every classroom during the hours of each school day and shall provide for the recitation of the pledge of allegiance or the national anthem at the beginning of each school day. Students may decline to recite the pledge of allegiance and may refrain from saluting the flag on the basis of religious conviction or personal belief. The supervising officer of a school subject to the requirements of this subsection shall provide written notification to the parents or guardian of any student who declines to recite the pledge of allegiance or who refrains from saluting the flag.

SAFETY DRILLS

Fire drills are conducted monthly throughout the year. Students shall exit the building in an orderly manner, following the fire escape directions posted in each room. The school will also conduct other safety drills including but not limited to, active shooter, lockdown procedures and severe weather drills. These drills will be held in conjunction with local law enforcement. Improper student behavior during drills or actual emergencies will not be tolerated and may be assigned disciplinary consequences.

STUDENT RELATIONSHIPS

This school recognizes the relationships that develop between students while attending school. Public displays of affection (PDA) are not acceptable during the school day or on school grounds. Public displays of affection are considered, but not limited to: kissing, embracing/holding another student, walking/standing with arms around another student, or holding hands with another student. Continued violations of this procedure will be met with disciplinary action.

SICKNESS PROCEDURE

Students who feel ill and need to see the nurse are expected to report to class, inform their teacher, and secure a health room pass. If the nurse's office is closed, students should report to the office. The nurse, or medical substitute, are the only individuals who can lawfully send a student home sick. Any student who contacts their parent/guardian to come pick them up or leaves sick without approval by the nurse, or designee, will be considered unexcused for the time left and may lose academic credit and/or eligibility to attend extra-curricular activities.

TEXTBOOKS/I-PADS

Textbooks/I-Pads are issued free of charge to pupils. When textbooks are issued each teacher makes a record of the number of books in good condition. If the book/I-Pad is damaged or lost, the pupil must pay for it before receiving credit for the subject.

TOBACCO/ELECTRONIC CIGARETTES/VAPING POLICY

Tobacco use or possession by students is prohibited in the school building, on school buses, and on school property leased, owned, or under the control of the Minersville Area School District. Violation of this rule will result in disciplinary action, including the filing of a summons with the District Justice Office charging the student with violation of Section of the Crimes. Tobacco possession includes tobacco of any kind found on a student's person as well as that which is found in a student's locker, book bag, purse, etc.

- For purposes of this handbook, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and **electronic cigarettes and vaping devices**. Electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor and other chemicals by turning the substances into vapor that is inhaled by the user.
- Student health and safety is of utmost importance. MASD recognizes the need for both disciplinary measures and therapeutic support. In addition to disciplinary consequences which begin with no less than three days of in-school suspension, students may be required to complete a smoking cessation/education course to be provided by the district.
- **First Offense – Level 3 offense consequences (3-5 days ISS/OSS), referral to SAP.**
- **Second Offense – Level 3 consequences, citation with local magistrate, citation with local magistrate**

VISITORS

All visitors must sign into the lobby kiosk with their driver license to secure a "visitor's pass". Persons wishing to visit for a short time should have such visits cleared by the principal.

Persons wishing to visit for an entire day (or a significant portion thereof) must receive permission from the principal at least one day in advance and provide clearances to the office.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

WORKING PAPERS

Students, prior to employment, must obtain working papers under Pennsylvania law. Information and forms are available in the district office.

The Pennsylvania Child Labor Law states that no person under sixteen years of age may engage in an occupation when schools are in session. Persons between the ages of sixteen and eighteen years may secure a General Employment Certificate when schools are in session if they furnish all of the following:

1. Birth certificate or baptismal certificate
2. Legal proof of age
3. Written promise of employment
4. Certificate of physical fitness
5. Written parental permission

Pupils between the ages of fourteen and eighteen may secure Vacation Employment Certificates when schools are not in session, provided they meet the same requirements listed above.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

ACADEMIC AND GUIDANCE PROCEDURES

The Minersville Area Junior-Senior High School offers a comprehensive curriculum for students in grades 7 through 12. The junior high curriculum focuses on academic programs to meet a student's ability level. The high school offers college preparatory, vocational-technical, and academic curriculums. Specific descriptions of each program are listed in the course selection book which is available on the school's website www.battlinminers.com. Each program is designed to meet the needs and abilities of all students.

A student can request a change in curriculum if the request occurs within the first week of the school year. The request must be accompanied by a parent/ guardian note and receive the principal's approval.

ACADEMIC HONESTY

Definitions: Cheating, or academic dishonesty, occurs when students obtain or assist others in obtaining credit for work that is not their own. Examples of academic dishonesty include, but are not limited to, the following: Examples of cheating include, but are not limited to:

- Looking at another student's test or quiz, copying answers, or sharing test information during an assessment.
- Allowing another student to copy or use your classwork, homework, research, notes, or other assignments for credit, or completing work on behalf of another student.
- Submitting assignments, reports, research, data, citations, or footnotes that have been falsified or fabricated.
- Possessing or using cheat sheets, answer keys, or any other unauthorized materials during a test, quiz, or assessment.
- Obtaining, possessing, photographing, sharing, distributing, or otherwise making unauthorized use of a test, quiz, or examination.
- Possessing or accessing an electronic device, including but not limited to cell phones, iPads, Chromebooks, tablets, smartwatches, or other electronic accessories during a testing environment when such devices are prohibited.
- Changing, altering, or falsifying a grade, score, assessment, or assignment.
- Changing, altering, falsifying, or tampering with a gradebook or any official school record.

Examples of plagiarism include, but are not limited to:

- Taking and using someone else's published work, thoughts, ideas, and/or writings and claiming it as one's own, intentionally or unintentionally. This applies to writings, drawings, artwork, computer programs and applications, etc., that are not one's own. Plagiarism includes word-for-word copying, a rearrangement of words or ideas without proper citation, and/or paraphrasing without proper citation.
- Using a report or term paper previously submitted as a requirement for a previous class without the knowledge of the current teacher. Penalties for Academic Dishonesty: Minersville High School's administration, faculty, and staff strives to maintain an honest academic learning environment. When this is violated, a fair and consistent approach will be used as is outlined below:

Level 1 (Examples of Offenses):

- Looking on or at someone else's test or quiz.
- Talking with another student(s) during an in class assessment.
- Allowing another student to copy or use one's work, research or notes for his/her own credit, or doing another student's work for credit. This includes the use of a text or picture of someone else's work.
- Possessing cheat sheets or other unauthorized materials in class for use during a test or quiz.
- Being in possession of and/or accessing an electronic device, including cell phones, iPads, Chromebooks, tablets, iWatches, SMART accessories, etc., in a testing environment where this is prohibited.
- Using a report or term paper previously submitted as a requirement for a previous class without the knowledge of the current teacher.

Consequences:

1st offense:

- Student will receive a "0" on the assignment. Teacher will notify the following about the infraction: - parent/guardian - student's assigned administrator - guidance counselor of the student.

2nd offense:

- Student will receive a "0" on the assignment parents, administrator, and guidance notified.
- In addition, student is ineligible for participation in all school honor societies, including National Honor Society and all subject specific Honor Societies.

3rd offense: Same consequences as the first and second offenses.

- In addition, student will receive a failing grade (WF) for the course.
- Subsequent Offense(s): May result in additional consequences as determined by the assigned school administrator, which may include ineligibility for school sponsored Senior Awards.

Level 2 (Examples of Offenses):

- Submitting reports based on falsified or fictitious data or footnotes.
- Being in unauthorized possession of or having made unauthorized use of a test or exam such as taking a picture of a test and sharing/distributing it to others.
- Changing/altering a grade and/or score on an assessment.
- Taking and using someone else's published work, thoughts, ideas, and/or writings and claiming it as one's own, intentionally or unintentionally.
- ***This applies to writings, drawings, artwork, computer programs and applications, etc., that are not one's own. Plagiarism includes word-for-word copying, a rearrangement of words or ideas without proper citation, and/or paraphrasing without proper citation***.

Consequences:

1st offense:

- Student will receive a "0."
- Parents, administrator, and guidance are notified.
- Student is ineligible for participation in all honor societies, including National Honor Society and all subject specific Honor Societies.

2nd offense:

- Same consequences as the first offense.
- In addition, student will receive a failing grade (WF) for the course.

3rd offense:

- May result in additional consequences as determined by the assigned school administrator, which may include ineligibility for school sponsored Senior Awards.

Level 3 Example of Offenses:

- Changing/altering a gradebook and/or other official record.

Consequences:

- Parents, administrator, and guidance notified.
- Student is ineligible for participation in all school honor societies.
- Student will receive a WF for the course.
- Additional consequences may be assigned as determined by school administration.

- The penalties for academic integrity are cumulative in nature over all courses and for the duration of a student's tenure at Minersville Area High School.
- In addition, records of any infraction will be maintained in both the principal's office (or designee) and in the student's discipline file.
- The student and/or parents/guardians may submit a statement to be maintained on file with any incident.

Please keep in mind that all academic integrity violations are reportable to colleges/universities during the college application process.

PROGRESS REPORTS/ACCESS TO STUDENT GRADES

Teachers will provide **regular progress updates** to keep parents informed about their child's academic performance. Weekly or bi-weekly progress reports will be sent directly to the parent or guardian email address provided in the FOCUS system. In addition to these regular updates, parents are encouraged to **log into the FOCUS portal at any time** to monitor current grades, assignments, and attendance records. The FOCUS system is available through the school's website at www.battlinminers.com. The purpose of these progress reports is to notify parents of both academic difficulties and outstanding achievements as they occur—not just at report card time. If you would like to discuss your child's progress further, you are encouraged to contact the teacher directly or call the school counselor at (570) 544-1400 during school hours.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

FINANCIAL AID / SCHOLARSHIPS

The Minersville Area School District recognizes the ever increasing cost parents face in financing a student's education beyond high school. The district, through its central office and the guidance department, provides students and parents with information on various scholarship opportunities. Scholarship opportunities are updated regularly at www.battlinminers.com under the guidance department link. The guidance department also sponsors an annual financial aid night prior to the beginning of the second semester.

GRADING POLICY & WEIGHTED COURSES (CP/AP/DUAL ENROLLMENT)

Students in grades 7-12 will be graded according to the following scale on a report card. A percentage grade will be presented on the report card.

90%	**<**	**100%**	**A**
80%	**<**	**90%**	**B**
70%	**<**	**80%**	**C**
60%	**<**	**70%**	**D**
0%	**<**	**60%**	**F**

Students passing a foreign language or mathematics course with a grade of 60% to below 70% will receive credit for the course, but may not be moved on to the next level. Students may switch from one foreign language track to another only at the point at which they have completed the first level of their originally chosen language, and only that one time. Students may take two foreign languages simultaneously under certain restrictions.

Weighted Courses and Grade Point Average (GPA)

To recognize the increased rigor and academic challenge of advanced coursework, certain courses receive additional weight when calculating a student's Grade Point Average (GPA) and class rank.

Most College Preparatory courses, third- and fourth-year courses, Anatomy and Physiology I & II, Trigonometry/Pre-Calculus, and Math Analysis receive a weighting factor of **1.10** applied to the final percentage grade.

Advanced Placement (AP) courses, including **AP Calculus, AP Biology, AP Literature, and AP Language and Composition**, receive a weighting factor of **1.25** applied to the final percentage grade.

Many College Preparatory and AP courses have prerequisite requirements. Students should consult the **Course Selection Guide** for specific course descriptions and prerequisite information.

Note: College Preparatory Algebra I is not a weighted course.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

Grading for Transfer/Cyber Students

Transfer student transcripts will be reviewed by building administration to identify transferable credits. All credit transfers are subject to administrative review and approval. The transfer student's grade will not receive credit for a failure even if that grade differs from our grading policy. All transfer and cyber credits will not be issued course weight.

All variations to the minimum graduation requirements are initiated through the student's counselor and then approved by the school administration.

If there is a question concerning a grade, the student may discuss the grade with the subject teacher. If a parent/guardian has a question about the grade, they may discuss it with the teacher by arranging an appointment at a mutually acceptable time. This can be done by calling the school office at (570)544-1400.

Students have the opportunity to enroll in dual enrollment courses with an approved higher education institution that has a signed memorandum of understanding with the Minersville Area School District. Information regarding approved institutions, approved dual enrollment courses, and the application process may be found in the Career and Counseling Center. Dual enrollment courses are available to seniors and juniors and will carry the same academic weight and grading procedures as an advanced placement (AP) class offered by Minersville Area High School. Seniors are permitted to take up to four (4) credits of AP or Dual enrollment classes. Juniors are permitted to take up to one and a half (1.5) credits of AP or Dual enrollment classes. A dual enrollment course will count as a half (.5) credit at Minersville Area High School. Dual Enrollment grades will not be posted until the course is over and the college has finalized grades for the semester. Families are responsible for registering their child in a dual enrollment course and any tuition/fees incurred.

Student averages for semester 1 and semester 2 are determined by taking the percentage grade and multiplying that by the course weight. This calculation will produce the percentage grade for each course. By adding all percentages and dividing by total course credits, a student can determine his/her overall G.P.A. (Grade Point Average).

Note: G.P.A. (Grade Point Average) will determine class rank in grades 9-12. Class rank will only be updated and posted at the end of semester 1 and semester 2. Minersville Area will not rank students in grades 7 and 8. Please review the MASD Board Policy #214 for more information regarding class rank.

GRADUATION REQUIREMENTS

Students must complete 22 credits in grades 9 through 12, and 20 hours of community service by the end of Grade 11. Specifically, credits are needed in the followingsubjects.

Required Subjects	Credits
English	4.0
Science	3.0
History	3.0
Mathematics	3.0
Physical Education	1.0
Health	0.5
Electives	7.5
Total	22.0

*****It is highly recommended that a student in the college preparatory curriculum take Algebra I, Algebra II, and Geometry as well as 2 years of the same Foreign Language.***

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

HONOR ROLL

Minersville Area Junior-Senior High School has a three-tiered honor roll system.

1. Distinguished Honors - A student must have a final average of 93% to 100% in all subjects.
2. High Honors - A student must have a final average of 87% to 92% in all subjects.
3. Honors - A student must have a final average of 80% to 86% in all subjects.
   - Major subjects: English, Mathematics, Science, and Social Studies.
   - Minor Subjects: All others

INCOMPLETE GRADES

Students who receive an incomplete grade in a course should immediately see the teacher and make arrangements to complete the missing work as soon as possible. An incomplete must be made up within two weeks or it becomes a failing grade, except under extreme circumstances, as determined by the principal.

MATRICULATION

Matriculation is the process of selecting courses for the following school year. The process begins in the second semester of each year with the counselors meeting with students in their classrooms. The student can arrange a personal meeting with a counselor to discuss course selection if needed. The guidance department also conducts a matriculation night for students entering the school for the first time. Matriculation night is usually scheduled during matriculation for the current year.

PROMOTION POLICY

The following guidelines constitute the credit requirements for promotion to the next grade:

Grade 7 - A student must pass a minimum of 3.5 credits to be promoted to grade 8.

Grade 8 - A student must pass a minimum of 3.5 credits to be promoted to grade 9.

Grades 9- 12 – Students must pass at least 5.5 credits to remain on track for graduation.

All major subjects in grades 9 through 12 are divided into two .50 credit classes (A and B). If a student fails the 1st semester (A) of a course they will be unable to earn a full credit in that course regardless of their grade in the 2nd semester (B). They can still earn .50 credits for the second semester (B).

For ALL classes, students must pass English to be promoted to the next year. All students must have enough credits to be promoted to the next year. Example: If a student after tenth (10th) grade has ten (10) credits, then that would not meet the eleven (11) credit minimum requirement to be considered an eleventh (11th) grader. This student would then go through another year as a tenth (10th) grader.

REPORT CARDS

The Minersville Area Junior-Senior High School issues report cards to students four times per year. The report card is emailed and available on the Focus Portal for parent/guardian review. Report cards are issued within 2 weeks of the end of each 45-day marking period. A notice of report card distribution will be given through our One Call System. A student will not receive a report card if he/she owes a debt to the school and may not be able to view or access grades in the Focus online system.

SENIOR AWARDS NIGHT

Each spring the school recognizes and honors outstanding student achievement in both academic and extracurricular areas at our awards night program. Students receiving awards will be notified prior to the program. All community members are welcome to attend.

CLASS RANK

Class rank is calculated each semester on the basis of a student's final grades in each subject area. It is a cumulative process that is calculated from grades 9 through 12. A student who takes Algebra I or foreign language in eighth grade will not have those courses counted as part of their high school class rank. (See "Grading Policy" for more details or MASD School Board Policy #214)

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

COLLEGE INFORMATION

Students who are interested in applying to college should plan this with their guidance counselor. Information about colleges, including college catalogues and financial aid applications, is available in the guidance office. Students should listen to announcements, check the guidance link on www.battlinminers.com, fill out required forms, and meet the necessary deadlines. If a student applies to a college or scholarship online, it is the student's responsibility to let the guidance office know when and where a transcript is needed to be sent. (See Transcripts for more information.)

COLLEGE REPRESENTATIVE/COLLEGE FAIR

Junior and senior students and their parents will have the opportunity to attend the annual college fair held in October to meet with representatives from colleges, business, trade, technical, and nursing schools. Military representatives will also be in attendance.

COLLEGE VISITATION

Juniors and seniors are allowed a total of six college visits over their last two years. Students are required to secure an appointment with the college prior to the visit. Furthermore, **they must bring a permission slip from their parents at least one day prior to the visit. Upon return, the student must present a signed form from the college admissions office to verify the visit.**

Students who visit local colleges are expected to attend school on the day of the appointment and sign in or sign out at a reasonable time.

COURSE DROPPING PROCEDURE

Dropping a course must be arranged through a guidance counselor. A course drop request form must be accompanied by a parent/guardian note and be approved by the principal. A student who drops a full year course must do so within the first week of the school year. Semester course drops must be completed on or before the end of the first week of the second semester. The dropping of all courses must be approved by the principal.

STUDENT ASSISTANCE PROGRAM

The student assistance program is designed to help students and families overcome problems which inhibit learning. Students may be referred to the team by faculty, parents, other students, or themselves. This team of faculty members meet with representatives of county agencies to discuss students with problems. After input from various sources, including other faculty members, the team may contact the student and offer assistance and/or contact the parents and offer varied suggestions to help the student.

MINERSVILLE AREA SCHOOL DISTRICT

SPECIAL EDUCATION NOTICE

Annual Public Notice of Special Education Programs and Services and Gifted Education Programs

Family Education Rights and Privacy Act (FERPA) -- School Districts are required to notify parents and students of their rights under the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act, or FERPA, provides certain rights for parents regarding their children's education records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. This guide provides general information on the rights of eligible students under FERPA. Refer to page 18 for comprehensive guidance on FERPA.

Protection of Pupil Rights Amendment (PPRA) -- School Districts are required to notify parents and students of their rights under the Protection of Pupil Rights Amendment (PPRA). This guidance document reviews parents' rights under the PPRA and outlines the obligations of education officials in implementing the PPRA. The PPRA applies to the programs and activities of a State educational agency (SEA), local educational agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. (20 U.S.C. § 1232h, 34 CFR Part 98). Refer to page 19 for comprehensive guidance on PPRA.

I. INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT (IDEA)

The Minersville Area School District is committed to fostering an inclusive educational environment, ensuring that all students with special needs can fully participate in the educational experience. Pennsylvania schools offer no-cost evaluations and programs to all students with disabilities, aged 3 through 21. The Minersville Area School District, in collaboration with the Schuylkill Intermediate Unit #29, provides a comprehensive range of special education services tailored to the unique needs of each child. We aim to offer free and appropriate public education in the least restrictive environment, in strict adherence to the Individuals with Disabilities Education Act (IDEA) and the Pennsylvania School Code, Chapter 14.

If you believe your child could benefit from special education, you can request an evaluation at any time to determine eligibility. You may contact the building principal of your child's school or the Director of Special Education by phone or in writing. We assure you that your child's educational records will be treated with the utmost confidentiality (as outlined in Minersville Area School District Policy No. 207 – Confidential Communications of Students) and will only be accessed by the educational professionals directly involved in your child's education.

Students who are evaluated for special education eligibility will undergo a thorough evaluation and may qualify for a wide range of services, each designed to address specific disability categories: Autism, Deaf-Blindness, Blindness or Visual Impairment, Deafness, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Traumatic Brain Injury, Emotional Disturbance, Other Health Impairment, Orthopedic Impairment, Specific Learning Disability, or Speech or Language Impairment.

In addition, students who qualify for support and services may also be eligible for related services, including Speech and Language Therapy, Occupational Therapy, Physical Therapy, Vision Support services, Orientation and Mobility Support services, or Social Work services. Identification procedures include screenings for hearing, vision, physical, and speech and language problems, as well as reviewing student records, including attendance and report cards, and comprehensive educational evaluations performed by a Certified School Psychologist.

The following programs/services are available: Learning Support, Emotional Support, Life Skills Support, Deaf or Hearing-Impaired Support services, Blind or Visually Impaired Support services, Speech and Language Support services, Physical Support, Autistic Support, and Multiple Disabilities Support.

IDEA further requires the provision of FAPE to children with disabilities between the ages of three and the school district's age of beginners, known as "eligible young children". The Schuylkill County Intermediate Unit provides early intervention services and programs to eligible young children in the Minersville Area School District. All children learn and grow at different rates. Children who are developing more slowly than their peers may require Early Intervention Services. Delays in the following developmental milestones can alert parents to the potential need for Early Intervention Services:

1. Physical Development (ability to move, see, and hear)
2. Language Development (ability to talk or express needs)
3. Social and Emotional Development (ability to relate to others)
4. Self-Help Development (ability to eat, dress, and take care of themselves)
5. Cognitive Development (ability to think and learn)

Parents who believe their young child may not be reaching developmental milestones should contact the Schuylkill Intermediate Unit for screening, evaluation, and referral to appropriate programs and services if needed. Eligible young children are afforded the same rights as school-age children.

II. SERVICES FOR PROTECTED HANDICAPPED STUDENTS

The Minersville Area School District must provide services to and may not discriminate against "protected handicapped students" in accordance with Section 504 of the Rehabilitation Act. A protected handicapped student is a student who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Protected students with disabilities may qualify for special services to ensure equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

A 504 Plan is developed under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.A. § 794). It is a written agreement executed by a student's parents and a school official that sets forth the specific related aids, services, or accommodations to be provided to a protected student with a disability. A protected handicapped student is defined in Chapter 15.2 as a student who meets the following conditions:

(i) Is of an age at which public education is offered in that school district.
(ii) Has a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the student's school program.
(iii) Is not eligible as defined by Chapter 14 (relating to special education services and programs).

III. GIFTED EDUCATION

The Minersville Area School District, in accordance with Chapter 16 of the PA Code (22 Pa. Code §16.32), works to meet its obligation to identify gifted students who require gifted education to reach their potential. These methods include universal screening, analysis of state and local assessment data, teacher/parent input, and standardized screening. The district continually evaluates data to identify gifted learners.

The Minersville Area School District utilizes data from several universal screening measures, such as DIBELS (Dynamic Indicators of Basic Literacy Skills), PSSA (Pennsylvania System of School Assessment), the Keystone Exam, and CDT (Classroom Diagnostic Tools) Testing. The results of these assessment measures are evaluated to consider students performing well above grade level, assessing for possible giftedness.

Once a referral is received, if data analysis suggests possible giftedness, the district will request written permission from the parent to complete a gifted screening. The screening process involves collaboration among the psychology department, principal, teacher, and parents to complete a variety of standardized screening measures and gather additional data. Although Chapter 16 Regulations do not mandate a specific timeline for the gifted referral process, the Minersville Area School District will complete the screening within a reasonable timeframe. Additional screening measures include, but are not limited to, the Chuska Acquisition and Retention Scales and the GATES-2: Gifted and Talented Evaluation Scales.

Additionally, input will be obtained from the parent/guardian and multi-disciplinary team members, including teacher(s), administration, special education administration, school psychologist, and other school personnel involved with the child's education. The team will evaluate the screening data and determine if sufficient evidence exists to conclude that the student needs specifically designed instruction in giftedness. If the conclusion is to move forward with a formal evaluation in Gifted, formal permission to evaluate will be issued to the parent. A certified school psychologist completes the gifted assessment. Under Chapter 16, Mental giftedness is defined in the Pennsylvania Gifted Education Guidelines (2014) as "outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program."

The following eligibility criteria (per Chapter 16 regulations) are considered when determining a student's gifted status:

1. A student may be eligible for gifted education if they have an IQ of 130 or higher and other factors listed below indicate gifted ability.
    a. Standardized achievement test scores (1-2 years above grade level),
    b. The Chuska Acquisition and retention are indicative of mental giftedness.
    c. Consideration of screening measures (i.e., universal screening, state and local assessment data, teacher/ parent input, and standardized screening assessments).
    d. Achievement, performance, or expertise in one or more academic areas that demonstrate high accomplishment.
    e. Higher-level thinking skills, learning strengths, and educational needs.
    f. Documented evidence that intervening factors are masking gifted ability.

The multidisciplinary team will recommend whether the student is gifted and needs specially designed instruction. The team will discuss educational placement decisions based on the gifted student's needs by Chapter 16 regulations.

Students can be screened at any grade level to consider their eligibility for giftedness and may be referred for a comprehensive evaluation by a teacher, parent, or guardian. You may contact the building principal for more information regarding the gifted screening process or to request a formal evaluation of giftedness.

IV. SCREENING AND EVALUATION

The Minersville Area School District employs procedures to help identify children who may qualify for services, including screenings for hearing, vision, speech, and language problems, a review of students' records, parent-teacher referrals, and in-depth, comprehensive educational evaluations. Pre-referral intervention is available, as are Student Assistance Program interventions.

The Minersville Area School District conducts screening for children entering kindergarten. The screening takes place each March/April, before the start of each school year. The screening takes place at the Minersville Early Childhood Center, located in the Llewellyn building. Parents can contact the school district at 570-544-1400 Ext. 4001, for the date and time of the kindergarten screening.

If you believe that your child may be eligible for special education and related services, or gifted education. In that case, screening and evaluation services designed to assess the needs of your child and his/her eligibility are available to you at no cost. You may request screening and evaluation at any time, whether your child is enrolled in the district's public-school program. Contact information is listed at the end of this notice.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

Requests for screening and evaluation may be made in writing to your child's building principal or the special education director at the addresses listed below.

Mr. Joel Motuk, High School Principal

Minersville Area Jr./Sr. High School
40 High School Lane
Pottsville, PA 17954

Mrs. Jill Atkinson, Special Education Director

Minersville Area Jr./Sr. High School
40 High School Lane
Pottsville, PA 17954

V. CONFIDENTIALITY

Procedural Safeguards

Procedural Safeguards protect the rights of your child who has a disability or is thought to have a disability. Parents of students with a disability will receive a copy of the procedural safeguards upon initial evaluation, annually through the parent email address provided to the district on your child's Focus SIS account, in the event of a due process hearing, or upon parental request. This notice describes the rights and procedures that safeguard students under state and federal law. To obtain an additional copy, visit the district website or contact the district special education office.

Notice of Destruction of Special Education Records

Attention Parents/Guardians, Former Students, Eligible (Adult) Students:

Please request copies of records by June 30th, 2027. Special education records collected by the Minersville Area School District (MASD) related to the identification, evaluation, educational placement, and provision of Special Education in the district must be maintained under state and federal law for seven years after Special Education services have ended for the student. Special Education services end when the student is no longer eligible for services, graduates from their educational program at age 21, or moves out of the district. This notification informs parents/guardians and former students of the Minersville Area School District of the intent to destroy Special Education records of students who are no longer receiving Special Education services, provided they have not received services for at least seven years beyond the age of twenty-one (21). This would include records for individuals whose birth year is 1997 or earlier. These records will be destroyed in accordance with state law unless the parent/guardian or eligible adult student notifies the school district otherwise. After seven years, the records are no longer applicable to the district. Still, they may be helpful to the parent/guardian, or a former student, in applying for Social Security benefits, rehabilitation services, or college entrance. The parent/guardian or eligible adult student may request a copy of the records in writing or in person at the district or special education office.

The Minersville Area School District has procedures to maintain the privacy of your child's education records. 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 PA is 21. The Minersville Area School District, using its document titled "Plan for the Collection, Maintenance, and Dissemination of Students' Records," ensures that your child's education record is kept confidential.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

TRANSCRIPTS

Transcripts are official records of a student's grades, standardized test scores, GPA, and class rank. They are usually required by post-secondary institutions and scholarship agencies to evaluate a student's record. It is the student's responsibility to request that the guidance office prepare and send an official transcript. The transcript request form can be found on the guidance website.

TRANSFER/WITHDRAWING OR ENTERING

Students who are leaving the Minersville Area Junior-Senior High School to transfer to another school or withdraw from school must process a withdrawal form from the high school. This form requires a student to return his/her books to each teacher and receive a grade average at the time of withdrawal from each teacher. The student must also get each teacher to sign the form and clear all debts from his/her record. The student must then have an exit interview with a guidance counselor. New students must register in the district office. At the time of registration students must present a birth certificate and any records from their former school.

TUTORING

Students may receive tutoring from their classroom teacher by request. A request for tutoring is the responsibility of the student or can be initiated by the teacher. The teacher will arrange a convenient time period before or after school for these tutoring services. Information on peer tutoring is available in the guidance office.

TECHNOLOGY AND CAREER CENTER

Our students are eligible to attend the Schuylkill Technology Centers, located in Marlin and Frackville. Students who attend the Schuylkill Technology Center will attend Minersville Area High School for one semester and the Schuylkill Technology Center for the other semester. Students who are interested in admission to the Schuylkill Technology Center must complete an application during the matriculation of the previous year in order to be considered for admission. This curriculum is offered to all students in grades 10-12.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

EXTRACURRICULAR ACTIVITIES

Our school offers a wide variety of extra-curricular activities that will appeal to all ability levels and preferences. Participation in athletics and extracurricular activities is a privilege at Minersville and not a right.

- All first day paperwork and a signed Drug Testing Policy form must be returned before any student may participate in extracurricular activities.
- As a participant you are expected to uphold the highest of standards at all times because you are a role model for your peers, younger students and the community in general.
- Students are responsible for paying any fees for lost or damaged books, fines, class fundraisers, unreturned uniforms, or other school-related obligations. These payments should be made as soon as possible.

ELIGIBILITY POLICY

The following regulations apply to all students participating in any extracurricular activities under the auspices of Minersville Area High School. Students ruled "ineligible" may not participate in extracurricular activities in ANY form - game, event, meeting, etc. during the period of ineligibility. They may still attend athletic practices.

These standards are in addition to those of the PIAA. These are MINIMUM standards. Coaches may recommend more stringent standards which, when properly approved by the administrative process and Board of Education review, can be enforced. All students upon registration for participation in any extracurricular activity shall be given a detailed copy of the code of eligibility at the start of each season or activity. Both the student and a parent/guardian will be required to acknowledge by signature the receipt of such information. A brief summary of this code follows:

Attendance

Students may not participate in extracurricular activities if any of the following occur:

1. The PIAA regulations relative to student attendance shall apply to all athletic teams. In the main, this makes a student who accumulates twenty (20) days of absence in two consecutive quarters ineligible until he/she is in attendance for sixty school days following the twentieth day of absence. A detailed listing of these regulations will be given to each student at the outset of the school year.
2. If they are absent on the day of the game or event.
3. If they sign in after **9:00 AM** on the day of a game, practice or event, unless they supply a doctor's note or other official document upon entering.
4. If they sign out for illness or injury on the day of a game, practice or event unless they supply a doctor's note or other official document.
5. If a student is absent on Friday, a doctor's note is required to participate in an event during the weekend.

NOTE: *The principal has discretionary authority to waive these in exceptional cases*.

Discipline: - Students assigned detention on the day of an event must serve the detention before attending. Any students suspended, ISS or OSS will **NOT** be permitted to participate in any extra-curricular activities that day. This includes practice, games, traveling with the team, attending the event as a spectator.

NOTE: *Students on out-of-school suspension (OSS) on a Friday, or the day before a weekend, are ineligible for any weekend games or events– unless the weekend contains 4 or more days–until they are reinstated on the day back from the weekend. (Students scheduled for ISS on the day before a weekend and who are absent on that day, are also ineligible for weekend events). Students are also ineligible if they are guilty of a violation of Board Policy on use of drugs or alcohol or if they are guilty of a violation of Board Policy on fighting as a sport participant.*

Additionally, the Principal has the right to rule a student ineligible for a period of up to ten (10) school days for serious or repeated school disciplinary code violations.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

Academics

Students must have a passing grade in 6 courses in grades 7-12. Vo-Tech students must be passing their major shop area. Academic eligibility will be determined in four categories:

1. Past performance- On a report card or interim report card, including grade reports from the prior school year.
2. Current performance - weekly grade reports from teachers.
3. Cumulative ineligibility - ineligibility ruling four times during the school year.
4. Final eligibility – Final grade for the school year below sufficient credit level results in ineligibility for the beginning of the next school year.
5. Students found below the sufficient credit level (failing two or more classes) will be ineligible for 1 week beginning the Sunday after the report until the following Sunday. If after those 5 school days, the student is still not passing they shall be ineligible for another week. The third (3) suspension shall consist of another week. A fourth occurrence will result in a suspension for the remainder of the season. A total of eight suspensions of eligibility will result in a suspension for the remainder of the school year.
6. Students who owe more than $10.00 in school debts will not be permitted to participate in any extra- or co-curricular activity until the debt is brought below that level or suitable arrangements to do so have been made with the principal.

NOTE: ***A more detailed code is given to each participant before the start of each season.***

NOTE: The Principal has the right to rule a student ineligible for up to ten (10) school days for repeated academic negligence. The Principal also has the right to waive the ineligibility status of the student in special circumstances.

FUND RAISING:

There are times when certain organizations will need funds to operate. Fundraisers are a popular and effective activity to accomplish this goal.

Any school sponsored club, sport, class, or organization in the school must have their advisor submit a student activities request form to the athletic director for schedule approval. This form will then be submitted to the principal for final approval. No more than two organizations may be conducting a fund-raiser at the same time. Students may not sell items in school for any non- school sponsored organization without the approval of the principal.

PHYSICAL EXAMS FOR ATHLETICS:

According to Article V, Section 1 of the P.I.A.A. bylaws, no pupil shall be eligible to represent his/her high school in any interscholastic athletic contest unless he/she has been examined by a licensed physician of medicine, osteopathy or a certified school nurse practitioner no more than six weeks before his/her first sports season of that academic year. Before each subsequent sports season of the same academic year, he/she may be certified by a physician that his/her condition is satisfactory before he/she commences to train or practice the intended sport. Student athletes will be required to get a physical at his/her own expense.

SPECTATOR'S RESPONSIBILITY

Spectators are encouraged to attend athletic events and support the students who are participating on the school teams.

Minersville Area School District expects the best decorum and sportsmanship of their athletes and spectators.
Spectators shall refrain from booing, whistling, shouting, or showing any poor behavior toward the referees, players, cheerleaders, or other fans. Fans shall also refrain from any use of foul or abusive language and will be subject to removal from the premises if they fail to comply.

Spectators are reminded that the purpose of high school athletics is for young men and women to enjoy themselves and their sports. Endeavor to make your school known for its good sportsmanship. Remember that the reputation of the school depends upon your conduct before, during, and after the game or event.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

STEROID TESTING

The Minersville Area School District has established a policy prohibiting anabolic steroid or any other muscle enhancing drug/substance use by a student athlete. Any student discovered to be using anabolic steroids or muscle enhancing drugs in any manner will be prohibited from participating in athletic events for the entire school year.

Random drug testing will be done at various times throughout the school year on student athletes. The testing will be conducted by a district authorized facility.

TRANSPORTATION

Members of athletic teams or other school organizations must travel to and from activities which are not held on school property on a school bus unless student has obtained prior approval from the principal after the principal has received a written parental request.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

ATTENDANCE/TRUANCY

ABSENCE PROCEDURE

The Minersville Area School District's policy on absenteeism stipulates that a pupil who has been absent from school for any reason must submit a written excuse from his/her parent guardian to the school office within three days upon his/her return. If the student does not submit an excuse within three days of the absence, then the day of the absence will be deemed "unlawful")16 years old and younger) or "unexcused" (17 years old or older). When a student is 16 years or younger the offense of an unlawful absence may be referred to the district justice for proper legal action, and/or juvenile probation. If the student is 17 years old or older, that said student would be subject to the school's disciplinary policy at the discretion of the principal or his designee for an unexcused absence.

Calling: A "One Call" will be made when a student is absent or tardy. Parents only need to call the school if there is a discrepancy.
Note: *Students must have an acceptable WRITTEN note for ALL absences. These notes should be handed in to the attendance secretary located in the main office. The principal and his staff determine the acceptability of these notes. An acceptable note must be submitted by the third day after an absence. Students who do not submit a note by that day will be considered unexcused for that date(s).*

Prior Approval: Absences for reasons other than those specified by state code (see Attendance Laws below) must receive prior approval of the principal and/or superintendent. Prior approval days are dependent upon the student's attendance and academic performance records. Examples of absences requiring prior approval are given below.

College Visits: Visits are limited to a total of six during the student's junior and senior years. A pre-visit note from parent and a post-visit note from the institution are required.

ATTENDANCE LAWS

Regular attendance at school is imperative to academic success. Absence sometimes is unavoidable. In those cases, when illness, or other extreme emergency makes it impossible to attend school, the law requires an excuse from a parent/guardian and/or physician.

The only acceptable reasons for excused absences from school under the PA State Compulsory Attendance Laws are: 1) illness, 2) family emergency, 3) pre-arranged doctor/dentist appointment, 4) educational trip with prior approval, 5) religious holiday, 6) death in family, 7) court appearances (copy of subpoena required), 8) pre-approved college visits, 9) unavoidable emergencies (reviewed by the principal and/or assistant principal), 10) out of school suspension (OSS), or some other insurmountable condition.

Absence for reasons other than those mentioned above are to be considered unexcused and for pupils under age seventeen, illegal. Unexcused absences include the following: 1) oversleeping, 2) missing the bus, 3) routine babysitting, 4) refusing to come to school, 5) hunting without prior approval, 6) taking a trip (vacation) without an approved educational field trip form by administration, 7) Bloomsburg Fair,8) failure to turn in an excuse within three (3) school days, 9) any other circumstances deemed unexcused by the principal.

Parents of pupils under 17 years of age accumulating three days of illegal absence will receive official notice of a "first offense" violation and any additional occurrence of illegal absence may result in a fine being imposed upon the parents by a local magistrate. Offenses reaching this level MUST be processed through the Children and Youth Agency.

Official Documentation Requirements:

1. A student who is absent three or more consecutive days must have a medical excuse for this absence.
2. A student who is absent excessively may be required to submit official documentation (doctor's, dentist's notes, etc.) for every day of absence or it will be considered unexcused or truant. Generally, a warning letter will be issued before this requirement.
3. Once a student is required to submit official documentation, every subsequent day of absence will be unexcused unless official documentation is supplied. The student and parents may then face legal, disciplinary, and academic penalties.

NOTE: A student with an excessive absence record who reaches the sixth consecutive day of absence must have official documentation into the office by that day or face truancy proceedings (fines, etc.) IMMEDIATELY - even if not in school.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

COMPULSORY ATTENDANCE

The School Laws of Pennsylvania require attendance by all children of compulsory school age. Regular attendance is necessary to ensure the continuity of the educational process and must be insured by the parent(s) or guardian(s) of the child. Irregular attendance patterns will negatively affect a child's school performance and his/her attitude.

The Minersville Area School District's policy established on absenteeism stipulates that a pupil who has been absent from school for any reason must submit a written excuse from his/her legal guardian to the school office within three days upon his/her return. If the student does not submit an excuse within three days of the absence, then the day of the absence will be deemed "unlawful". When a student is 16 years old or younger, the unlawful (truancy) offense may be referred to Children and Youth, the District Justice or the Schuylkill County Court in compliance with Schuylkill County's

Truancy Policy. Below you will find a copy of this policy.

STUDENT ATTENDANCE IMPROVEMENT CONFERENCE (SAIC)

Schuylkill County Children and Youth Services collaborates with local school districts to enhance school attendance across the county. They fund school attendance improvement programs at no cost to the districts, students, or their families. These programs engage with students and their families in the home, school, and community to identify the reasons for school absences and work to remove the barriers to attendance.

Upon identifying that a student is at risk for truancy or chronic absenteeism, the district may refer a student to one of the below services:

- Access Services Inc. Access Rebound Mentoring
- Access Services Inc. Chronic Absenteeism and Intervention (CAIR)
- Justice-Works -Why Try, Be Here To Get There
- Family Support Unit Truancy Intervention Parenting Program (TIPP)

Participation in these programs is voluntary.

The school district may offer these programs as alternatives to referrals to Schuylkill County Children and Youth Services and court actions, including citations and findings of dependency.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

Schuylkill County Truancy Handbook for Parents and Youth

Initially it is important to know that by definition compulsory school attendance is from ages 8-17. However, if a student under the age of 8 is enrolled and attending school, they are also bound to follow the truancy policy once they begin school.

A) Procedures when a student is **truant:** The law defines "truant" as a student subject to compulsory attendance who has three or more school days of unexcused absences during the current school year.

- Within 10 days of the student's third unexcused absence, the school will provide written notification that the student has been truant to the person in parental relation to the student. The school may offer an attendance improvement conference.
- If the student continues to accumulate unexcused absences after the written notice is provided, the school will convene a school attendance improvement conference. The school will invite the child, the person in parental relation to the child, other individuals identified by the person in parental relation who may be a resource, appropriate school personnel, and recommended service providers. The school will provide the parent with advance written notice of the meeting. The conference may occur if the parent declines to participate or fails to attend the scheduled conference after advanced written notice and attempts to communicate via telephone. The school will complete a written school attendance improvement plan to document the outcome of the conference.

B) Procedures when a student is **habitually truant**: The law defines "habitually truant" as six or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

- When a child is habitually truant and under fifteen years of age at the time of the referral: The school will refer the child to a school-based or community-based attendance improvement program or to Schuylkill County Children and Youth Services for services or for possible disposition as a dependent child.
- The school may file a citation in the office of the appropriate magisterial district judge against the person in parental relation of the student.
- When a child is habitually truant and fifteen years of age or older at the time of the referral: The school will refer the student to a school or community-based attendance improvement program or file a citation with a magisterial district judge.
- If the student continues to incur additional unexcused absences after being referred to a school attendance improvement program as recommended through the school attendance improvement conference, the school may refer the child to Schuylkill County Children and Youth Services.

C) Upon receiving a truancy referral, Children and Youth will review the student's attendance record and determine if an investigation is warranted based on the frequency of absences and the length of the time over which the absences occurred.

- If Children and Youth determines the student's absences do not warrant an investigation, the agency will notify the district of their decision.

D) Citations may not be filed if

- A school attendance improvement conference has not occurred.
- A proceeding is already pending for violating compulsory school attendance.
- A referral has been made to Schuylkill County Children and Youth Services and the case is active with the Agency.
- A petition has been filed alleging the child is dependent due to being habitually truant and the case remains under the jurisdiction of the juvenile court.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

Additional services that can/will be offered and utilized in an attempt improve school attendance:

Children and Youth Programs:

Family Group Decision Making (FGDM): FGDM is a conference bringing family members, friends, and social supports together in order to develop a working plan to improve school attendance.

- Family Support Unit/Signature Family Services/Justice Works: These in-home services provide parenting education and supportive counseling to assist families in resolving the concerns that lead to truancy.
- Access Services, Inc.: The Access Rebound Program provides mentoring, life skills counseling, and advocacy to help students enhance their educational experiences. Access also offers a nine-week school attendance improvement group to teach participants how to overcome risk factors that lead to poor school attendance.

District Programs

- Student Assistance Program (SAP): Each school district has a SAP team comprised of school personnel and community providers that can offer assistance to a youth in the school setting and refer to community resources.

Penalties for Violation of Compulsory School Attendance:

- Citations through the Magisterial District Justice Office can be issued to both the student and the parent. A person convicted of violating compulsory school attendance requirements may be sentenced to pay a fine not exceeding $300, together with court costs, for an initial offense, not to exceed $500, together with court costs, for a second offense and not to exceed $750, together with court costs, for a third or subsequent offense. In addition, if the parents are issued a fine and they fail to pay the fine, the Magistrate can impose a jail sentence, not to exceed three days. Community Service can be ordered by the District Magistrate for both the parent and the truant youth.
- Student may be required to complete a school attendance improvement program.
- At their discretion, district judges may send the Department of Transportation a certified record of a student's conviction for license suspension. Upon a first conviction the child's operating privilege for operating an automobile will be suspended for 90 days. Upon a second or subsequent conviction, the child's operating privileges will be suspended for six months. Children who do not yet have a driver's license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for the second and any subsequent conviction.
- If a student is adjudicated dependent and continues to incur unexcused absences, the agency can recommend to the Court a weekend placement program. This program can be utilized for one weekend or as many as needed in order to encourage the student to attend school regularly. Students who are court ordered into a weekend placement program will be required to complete assignments provided by the school. In addition, the youth will complete chores and any physical requirements of the program.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

PLANNED ABSENCES

Students who are going to be absent from school due to a planned trip or vacation must complete a "Planned Absence Request" form in order to have those days marked "excused." **In requesting a vacation absence, the student and family must realize that this increases the likeliness of the student suffering academically.**

Planned absence forms must be submitted to the school administration ten (10) school days prior to the requested absence. Forms are available in the High School Office or Website. Vacation absences **will not be approved** after consideration of the following factors:

- Requested within the first five (5) days of the school year.
- Exceeds five consecutive school days or the student already has been approved for five (5) cumulative educational field trip days for the current school year.
- **Testing day for state assessments (PSSA/Keystone)**
- The student's attendance status:
  - Students absent 10 or more days without an official excuse (doctor's note, death in family etc.) will **not** be granted an absence request;
  - ***If the student's absence totals (without an official excuse) reach or exceed 10 days with the approved vacation, the student may be required to furnish an official excuse (doctor's note) for each additional absence for the remainder of the year***;
- These days will be added to the student's cumulative attendance.

Students who attend unapproved trips will be marked as unexcused and will receive a grade of zero for all work/exams the days the student was absent.

1. If approval is given prior to the trip, the student's absence will be listed as excused. If prior approval is not received, the absence will be classified as unexcused/unlawful. Should the student's absence extend beyond the approved time, those days will be classified as unexcused/unlawful.
2. The student is expected to complete all schoolwork that is assigned during the school absence. It will be the student's responsibility to contact teachers and make up any missed assignments.
3. Permission will not be granted for trips/tours during the State or District's standardized testing period.

EXCUSED FOR APPOINTMENTS

Approval for early dismissal is not automatic. The principal will determine the validity of the reason for such dismissal. As much as possible, all appointments should be scheduled for after school. However, if this is not possible, then the following procedures must be followed:

1. A note from the parent/guardian or an appointment card stating the reason for the absence must be submitted to the office during homeroom period. A phone number should be included at which the appointment can be verified. If the appointment is before or during 1st period, the parent/ guardian of the student must call the office before 8:10a.m. notifying the school of the absence. When the student returns to school after the appointment, a note or appointment card should be turned in at this time.

2. When time permits, as determined by the principal, failure to report to school before or return to school after an appointment will be considered "truancy" and appropriate disciplinary actions will be taken. (An appointment will RARELY be considered an excuse for a full day's absence.)

3. At the time of the student's arrival or return to school, the student is to report to the office and sign in. The office will then give the student a pass to enter class.

EXIT VIOLATIONS

These occur when a student leaves school property either for the balance of the day or for any period of time during the day without following sign-out procedures. These violations apply to any student in route to school, who comes on school property for the purpose of reporting to school.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

EXTENDED ILLNESS

An extended illness is any illness that constitutes 3 or more consecutive school days. In the event of an extended illness, homebound instruction will be provided by the school district at no expense to the student's parent/guardian. The following procedure must be adhered to in this event:

1. The attendance secretary must be notified immediately. 570-544-1400 x 2002
2. A doctor's excuse is required to satisfy the attendance laws and will be submitted from the principal to the superintendent.

SIGN-OUT PROCEDURE

Any student leaving the building must sign out in the office before leaving. No student may leave school without securing permission from both the office and a parent/guardian. Anyone who does so commits a school exit violation.

Students signing in after 9:30 a.m. are considered ½ day absent. Students signing out prior to 12:30 p.m. are also considered ½ day absent. A student who signs out an excessive number of times may be required to submit official documentation (doctor's, dentist's notes, etc.) or have this time considered unexcused and/or truant.

TARDINESS:

Tardiness refers to arrival at school after the required starting time of 7:40 a.m., unless there is a school delay, at which the starting time will be adjusted appropriately for the amount of the delay. The school officials will determine if a tardy is excused or unexcused. The student will also be subject to disciplinary measures.

Sign-in - Tardy students should proceed directly to the office, not to a locker, lavatory, or classroom. They will be given a pass which will admit them to class. Teachers will not admit tardy students without an office pass. Students deliberately missing time before signing-in will be given class cutting and/or truancy penalties. Students who do not sign-in will be given penalties for cutting class and/or disobedience.

Excused/Unexcused - To be "excused" a student must present a written acceptable note to the office upon entering the school. If a note is not presented at this time, the tardy is "unexcused". A student who claims illness 3 times as an excuse will be required to bring medical verification for all subsequent tardies or have time considered unexcused and/or truant. Only one "emergency" note per semester will be accepted as an "excusable" tardy. Oversleeping is never an excuse for tardiness no matter whose fault it is. Students, who are both tardy and unexcused for more than one full period, will have full periods totaled and counted toward truancy, with resulting in fines, legal actions, etc.

TARDINESS CONSEQUENCE

If a student is excessively tardy to school, the following disciplinary actions will be taken:

1. 4 days tardy (per semester) – A student who has exceeded 4 days tardy will be given a verbal warning from the Principal/Truancy Prevention Specialist/ Dean of Students and the parent will be contacted via email.
2. 5 to 10 days tardy (per semester) – A student who has exceeded 5 days tardy will be given lunch detentions for each day.
    - Parents will be contacted in order to hold a SAIC (Student Attendance Improvement Conference) by the Principal/ Truancy Prevention Specialist/ Dean of Students.
3. 10 to 14 days of tardiness (per semester) may result in an ISS for each day tardy as well as a lunch detention.
4. 15 days of tardiness the student will forfeit his/her privilege to participate in sports, all school activities, and all dances (including the Holiday Dance and the Prom) for the remainder of the semester. Parents will be required to have a conference with the Principal/Dean of Students.

EXCUSED ABSENCES / OFFICIAL EXCUSES

Absences will be deemed excused providing that a parent or guardian has submitted a note to the attendance office.

* Students who are chronically absent may be asked to furnish an **official** excuse for each absence. Parents will be notified by mail if official excuses are required for each additional absence. *

The following is a list of accepted official excuses:

1. **Medical excuses issued by a health care provider for each absence stating appointment/absence date and time (written note from a doctor);**
2. **Death in the immediate family;**
3. **Court appearances (documentation from the courthouse confirming appearance);**
4. **School related absences (i.e. field trips, academic competitions, athletics, etc.);**
5. **Religious Holidays (must be pre-approved by administration);**
6. **Other exceptionally urgent reasons that are authorized by the High School Principal or Assistant Principal.**

UNEXCUSED ABSENCES/TRUANCIES

Students who accumulate unexcused absences will be subject to a SAIP (School Attendance Improvement Plan) meeting with school officials to discuss ways of eliminating truancy in the future. Unexcused absences/truancies will also be subject to the issuance of citations and the assignment of appropriate discipline, including detentions and after-school extended detentions.

Depending on the nature of the absences, students may receive a zero on all graded assignments/tests for that day. Students required to have official documentation for all future absences must have proper documentation or that student will receive zeros for all graded assignments/tests for that day.

Any student accumulating (10) or more unexcused absences in one semester, will lose all extra-curricular privileges for the remainder of that semester.

DISCIPLINE

PHILOSOPHY OF DISCIPLINE

The Minersville Area School District realizes the importance of maintaining a proper educational environment. With this objective in mind, the district has created a disciplinary structure to handle any disruptions to this environment. The maintenance of discipline in the schools is essential to an effective learning climate and is the responsibility of the School Board, administrators, teachers, students and parents.

The student has a basic responsibility to conduct themselves in a manner that does not detract from the learning process. He/she must know and understand school regulations, make every effort to uphold them, recognize that those in authority have the responsibility for maintaining the orderly process of education. The student has the right to expect that the disciplinary action of teachers and Administrators shall be fair, consistent, and appropriate to the offense.

Our disciplinary system consists of 5 basic types of punishment:

1) Detention
2) In-School Suspension (ISS)
3) Out-of-School Suspension (OSS)
4) Formal hearing
5) Expulsion.

The level of punishment is based on the following factors: the extent of disruption to the educational process, the threat to the safety and welfare of others, and the reoccurrence of the offense.

Within our school, as within any community, certain rules, procedures, and standards of conduct are established to guide students through constructive growth into mature adulthood. These rules, procedures, and standards are presented in this document so that students, parents, teacher, and administrators know what is required. Only by working together under clearly stated and consistently enforced regulations, can we maintain a firm but fair disciplinary system.

SENIOR PRANKS

"Senior Pranks," which include any type of childish prank, nuisance decorations, vandalism, or trespassing on school property by **any** student, will not be tolerated by the Minersville Area School District.

During the regular school year, the discipline of a student involved in a prank or vandalism will be governed by the Code of Student Conduct. However, during the graduation season when the Code of Student Conduct may not be sufficiently applicable, students involved in a senior prank will receive disciplinary action that shall include, but not be limited to:

1. Suspension from the graduation ceremony
2. Citation for institutional vandalism or criminal mischief
3. Fines, costs, and restitution.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

DISCIPLINARY OFFENSES AND LEVELS

LEVEL I OFFENSE

1. Not reporting to a scheduled class, homeroom, or assigned area; not having a hall pass; leaving class or assigned area without permission
2. Minor incidence of insubordination
3. Minor incidence of disruptive behavior in class, halls, cafeteria, bus, field trips, etc.
4. Minor incidence of use of abusive language, obscene or profane language or gestures
5. Minor incidence of driving violations on school property
6. Academic misconduct—cheating, unprepared for class, etc.
7. Failure to return a signed excuse card, deficiency slip, or any other required forms
8. Minor incidence of a bus disturbance
9. Infraction of classroom rules; failure to follow class rules
10. Minor incidence of disrespectful behavior
11. Public displays of affection (see "Student Relationships" section)
12. Lying
13. Misconduct in the halls (roughness; horseplay; loitering)
14. Opening or entering another student's locker
15. Possession of a lighter, matches, or any other materials that create a flame
16. Having an open container of food or drink (other than water) outside of the cafeteria
17. Use of electronic devices during school hours such as, but not limited to cell phones, possession of laser pointer devices
18. Littering
19. Dress code violations
20. Disrespectful Behavior to Staff
21. Minor incidence of throwing objects
22. Minor incidence of computer usage violations
23. Other minor infractions of unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard

LEVEL I ACTION

- Disciplinary action would include the issuance of a detention/lunch detention or an in-school suspension (ISS).

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

LEVEL II OFFENSE

1. Continuation of unmodified Level I misbehavior
2. Insubordination
3. Forgery
4. Use of abusive language, obscene or profane gestures including school group photos;
5. Isolated name-calling, taunting, or teasing. This includes derogatory comments on body shape, racial slurs, or homophobic remarks.
6. Visiting pornographic websites on school computers
7. Disruptive behavior during the serving of detention
8. Major disruptive behavior in class
9. Continued Disrespect to staff
10. Blatant defiance
11. Excessive tardiness to school (7 or more occurrences)
12. Driving violations on school property
13. Defacing school property such as books, posters, or classroom materials
14. Pushing, hitting, tripping or any other minor form of physical offenses toward others (Including "play" fighting)
15. Hostile or intimidating behavior toward others; making threats
16. Failure to serve detention
17. Truancy: half day or full day
18. Leaving school without permission
19. Entering an unauthorized area
20. More serious incidences of computer usage violations
21. Minor harassment—physical or verbal
22. Actions that may cause harm to others
23. Other infractions of more serious unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard (See #14)

LEVEL II ACTION

Disciplinary action for Level II offenses will result in the following:

1. A first offense will result in two assigned detentions or a one or two-day suspension (In-school suspension [ISS] or Out-of-school suspension[OSS])
2. A second offense will result in a three or four-day suspension (ISS or OSS) with possible loss of driving privileges
3. A third offense will result in a five-day suspension (OSS)
4. A fourth offense will result in a ten-day suspension (OSS) from school and may further result in a hearing with the School Board, a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time.

A first or second offense Level II suspension will be served in or out of school at the discretion of the school administration.
Students are responsible for making up exams and work missed while on suspension and will be permitted to complete these assignments upon return to school. The amount of time for any "loss of driving privileges" will be determined by the administration and will be determined by the severity of the offense.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

LEVEL III OFFENSE

1. Continuation of unmodified Level II misbehavior
2. Verbal or physical assault/fighting
3. Abusive, obscene, or profane language or gestures directed toward staff
4. Fighting and disorderly conduct
5. *Vandalism; more serious destruction of school property; destruction of electronic equipment (computers, cameras, etc.)
6. Stealing
7. Use and/or possession of tobacco products
8. Use and/or possession of spray inhalants such as but not limited to; pepper spray/Mace, aerosol canisters, CO2
9. Inappropriate touching
10. Bullying or harassment: sexual harassment; bullying; intimidation; discriminatory behavior; cyber bullying. This includes repeated name-calling, taunting, or teasing that creates a hostile educational environment, such as repeated derogatory comments on body shape, racial slurs, or homophobic remarks.
11. Possession of pornography (including pictures or videos of sexually explicit images)
12. Disruptive behavior during In-school suspension
13. More serious incidences of computer usage violations
14. Other infractions of more serious unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard

* Act 16 of 1994 amends the Crimes Code to expand the offense of "institutional vandalism" to include carrying aerosol spray-paint cans, broad-tipped indelible markers or similar marking devices into an institution, such as a school building, with the intent to vandalize. Pa. C.S. Section 3304 (a) (4).

* Act 17 of 1994 amends the Crimes Code to define defacing public and private property with spray paint or indelible markers as "criminal mischief." The Act also provides the court with a community service sentencing option in lieu of jail time for such an offense. Pa. C.S. Section 3307 (a.3).

LEVEL III ACTION

1. A first offense will result in a three to five day in school suspension (ISS) or out of school suspension (OSS).
2. A second offense will result in a five to seven day out of school suspension (OSS).
3. A third offense will result in a ten day out of school suspension from school and may further result in a hearing with the School Board, a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time.

*Note: Fighting, disorderly conduct, vandalism, and tobacco violations will result in a Level III disciplinary action and may result in a citation from police.Depending upon the serious nature of the Level III offense, the administration reserves the right to increase the number of days of a suspension for a first offense occurrence.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

LEVEL IV OFFENSE

1. Continuation of a Level III offense
2. Hazing
3. Major physical assault
4. Major insubordination, rage and hostility, hitting, or threatening behavior toward students, high school faculty, staff or principals
5. Possession and/or use of drugs and/or alcohol or any unauthorized substance; possession of drug paraphernalia; intent to sell and/or distribute drugs and/or alcohol or any unauthorized substance. This includes school grounds, school buildings, school buses or while participating in or attending an approved school functions. (policy #227)
6. Extortion
7. Arson or tampering with fire alarms, extinguishers, or activating a false alarm
8. Terroristic Threat/Act – including but not limited to; bomb threat, threat of weapons, cyberthreat/attack, kill lists (policy #218.2)
9. Major vandalism (refer to the Pennsylvania Crimes Code)
10. Violation of the weapons policy (policy #218.1)
11. Major incidences of discriminatory behavior; major racial or homophobic comments/threats
12. Possession, use, or transfer of fireworks or related materials
13. Production/distribution of pornography (including pictures or videos of sexually explicit images)
14. Commission of any other act punishable under the Pennsylvania Crimes Code
15. Major computer use violations
16. Other very serious misconduct

*The Federal gun-Free School Act of 1994 states, "Any student who brings a firearm or weapon to school (as defined in Section 912 of Title 18, United States Code) shall be referred to the criminal justice system." (Public Law 103-382)

*The definition of "weapon" includes: [a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose, knives, cutting instruments, cutting tools, martial arts devices, nunchaku , firearms, shotguns, rifles, air rifles, BB gun, pellet gun, and pistols, sling shots, explosive devices, chemical agent, and any other tools, instruments, or implements capable of inflicting serious bodily injury, where the intent is to use such a tool, instrument, or implement as a weapon is present. Also included are "look-alikes" of the weapons listed above.

*** See Pennsylvania Department of Education Act 26 of 1995.**

LEVEL IV ACTION

Level IV acts include those which result in violence to another person or their property or which pose a threat to the safety of others in school. These actions are often criminal and are so serious that they require administrative actions, which result in police involvement and in the immediate removal of the student from school.

A first offense (non-alcohol/drug related) may result in a ten-day suspension from school and may further result in a hearing with the School Board, a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time, and/or referral for Virtual Learning (Minersville Virtual Academy) for a determined amount of time.

Violation of the drug and alcohol policies (#227 & #227.1) or related offenses may result in an automatic ten-day suspension, referral to law enforcement, recommendation for expulsion, SAP referral, and referral to the Minersville Virtual Academy.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

TYPES OF PUNISHMENT:

***After School Detention/Lunch Detention*:**

- Lunch Detentions can be served every day when coverage is available. There are two after school detention sessions. Tuesday and Thursday PM (2:35pm – 3:15pm), or other appropriate times scheduled by the principal and assistant principal.
- Students must be silent and do schoolwork at all times during detention session. When a detention has been assigned the student will receive written and verbal notice of this assignment in school and the parent will be notified of the detention assignment by telephone or detention notice. Work schedules, babysitting responsibilities, or lack of transportation will not be acceptable excuses or reasons to re-schedule or not appear for a detention.
- Students have the responsibility of arranging transportation, adjusting work and babysitting schedules in advance, to comply with the originally scheduled detention. Students who do not comply will be subject to greater discipline measures.
- The best way for a student to avoid conflicts with work and difficulty with transportation is to avoid misconducts that would result in a discipline measure being assigned after normal school hours.

In-School-Suspension (ISS):

- Students who receive this penalty are placed in the ISS room for the entire school day. Students are to be working and silent at all times while in this room. Lavatory and lunch restrictions are also enforced. Normally, the first ISS for a specific violation will begin within three (3) days after the day of assignment. For subsequent violations, the student will usually be put in ISS immediately.
    - Students in ISS will be provided classroom work by their respective teachers. It is expected that all of this work is completed that day.

Out-Of-School Suspension (OSS):

- At this level, students will be excluded from school for anywhere from one to ten days. NOTE: In cases in which it is practical, the principal may assign ISS where OSS is usually specified if the student is judged to be an attendance "problem".
- ***Students suspended in-school (ISS) or out-of-school (OSS) may not attend or participate in any after-school function, activity, or event during the day(s) of the suspension***. Participation in all school related activities may resume upon full completion of the suspension.
- Students who are suspended out-of-school may not come onto school property (except for schoolwork or appointment approved by the administration). Participation in all school related activities may resume upon full completion of the suspension.
- Students shall be permitted to complete all assignments missed due to the suspension from school. If assignments are not received by the suspended student before departure from school, the parent or guardian may request the assignments by contacting the high school office.

Formal Hearing:

- Accumulation of infractions may result in formal hearing with the superintendent at which student is placed on probation. If the student's behavior does not improve during probation, the student may be subject to expulsion.
- NOTE: *Principal and/or Superintendent's Conferences will be utilized as necessary.*

Expulsion:

- The principal's and or superintendent's recommendation to the school board for a student to be expelled from attending school for 11 days or more. Expulsion results from repeated and/or severe disciplinary infractions. It is the final step in the disciplinary process. Both the student and the parent must be present at the expulsion hearing.

Minersville Area Jr/Sr High School
40 High School Lane
Pottsville, PA 17901

INDEX

SECTION	PAGE	SECTION	PAGE	SECTION	PAGE
ABSENCES/MAKE-UP	16	HEALTH SCREENINGS	14	SCHOOL ATTENDANCE	40
ACADEMIC HONESTY	22-24	HOMELESS	14	SCHOOL CLOSINGS	12
ASSEMBLIES	16	HOMEWORK	15	SENIOR AWARDS	26
ATTENDANCE	40	HONOR ROLL	26	SICKNESS PROCEDURE	21
BREAKFAST/BUSES	5	ILLNESS/INJURY	14	SPECIAL EDUCATION	32
CAFETERIA	8	IMMUNIZATIONS	13	STUDENT RELATIONSHIPS	21
CELL PHONES	8	INCOMPLETE GRADES	26	STUDENT RIGHTS	17-20
CLASS RANK	26	LOCKERS/BACKPACKS	15	TARDINESS	45
CLUB PERIOD	8	LOST & FOUND	16	TEXTBOOKS/IPADS	21
CODE OF CONDUCT	3	LUNCH	16	TOBACCO/NICOTINE	21
COLLEGE INFORMATION	27	MATRICULATION	26	TRANSCRIPTS	36
DEBTS	9	MEDICATION	13	TRANSFER/WITHDRAWAL	36
DISCIPLINE	47-52	PHYSICAL EDUCATION	16	TRANSPORTATION	6-7
DRESS CODE	9-11	PREGNANCY	16-17	TRUANCY/UNEXCUSED	46
DROPPING A COURSE	27	PROGRESS REPORTS	24	TUTORING	36
DRIVING/PARKING	11	PROMOTION POLICY	26	UNAUTHORIZED OBJECTS	16
DRUG/ALCOHOL POLICY	12	REPORT CARDS	26	VISITORS	21
EXCUSED ABSENCES	46	RESPONSIBILITIES	4	VO-TECH	36
EXTRACURRICULARS	37-39	SAFETY DRILLS	21	WORKING PAPERS	22
FIELD TRIPS	12	SAP	27		
FINANCIAL AID	24				
GRADING POLICY	24-25				
GRADUATION REQUIREMENTS	25-26				
HALL PASSES	13				
HAZING/BULLYING	13				