MEYERSDALE AREA SCHOOL DISTRICT

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Meyersdale Area School District web site www.masd.net

Superintendent: Dr. Wayne Miller
Secondary Principal: Mr. Matthew Gombita
Middle School Head Teacher : Mr. Richard Berkley
High School Counselor: Mrs. Cassie Arnold
Middle School Counselor: Mrs. Claire Holler
School Social Worker: Mrs. Bree Yoder
Athletic Director: Mr. Craig Gindlesperger
School Nurses: Mrs. Amy Rough & Mrs. Nicole Ferris
Counseling Secretary/Middle School Office: Mrs. Ginger Geiger
High School Office/Athletic Secretary: Mrs. Patti Shaulis
Middle School/High School Attendance: Mrs. Patti Shaulis

MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

Volume 72
2026-2027

The mission of the Meyersdale Area School District in partnership with parents and community, is committed to providing educational opportunities that allow all learners to achieve their full potential.

Welcome to the Meyersdale Area High/Middle School! The purpose of this student handbook is to inform you of the policies adopted by the Meyersdale Area School District Board of School Directors, as well as expectations and procedures followed by the Meyersdale Area High/Middle School. Every student is extremely important to us and we strive to provide a learning environment that supports the mission of the Meyersdale Area School District. By working together we can provide a high quality education for your child. Please do not hesitate to contact the school with any questions or concerns that may arise.

Have a great school year!
Matthew Gombita
Meyersdale Secondary School Principal

Richard Berkley
Middle School Head Teacher

The Meyersdale Area School District is an equal opportunity education institution and will not discriminate on the basis of sex, color, nationality, religion, marital status, age, or handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Dr. Wayne Miller, Superintendent (814)634-5123; or the Department of Health Education and Welfare, Washington, D.C. (Refer to Nondiscrimination in School and Classroom Practice Policy No. 103)

Dear Student and Parent/Guardian:

Please read and review the 2026—2027 StudentHandbook and the ACCEPTABLE USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES POLICY. These documents, as well as all referenced policies, can be accessed on the MASD webpage. Paper copies of any of the above documents are available upon request. Please sign below to acknowledge you have reviewed this information and return this page to your homeroom teacher. Feel free to contact the office with any questions or concerns.

IDENTIFICATION

Signature: _____

Parent Signature: _____

Date: _____

ALMA MATER

For the Glory of Our School
We sing to Thee in praise.
For the future that we wait

May God guide us each day.

Alma Mater Alma Mater.

Hail to Thee our Alma Mater,

Hail, Oh, hail to Thee.

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MIDDLE/HIGH SCHOOL BELL SCHEDULE

7:45 - Students enter schools/breakfast
8:00 - Students due in homeroom
8:00 – Morning Announcements
8:00 – 2:50 – Instructional Time
2:50 – Dismissal
3:02 – Bus Departure

**Vo-Tech departs at 7:55/returns at 11:25

MIDDLE/HIGH SCHOOL TWO HOUR DELAY BELL SCHEDULE

***No Breakfast Served**

9:45 - Students enter schools
10:00 - Students due in homeroom
10:00 – Morning Announcements
10:00 – 2:50 – Instructional Time
2:50 – Dismissal
3:02 – Bus Departure

RELATIONS WITH PARENTS/GUARDIANS

Refer to RELATIONS WITH PARENTS/GUARDIANS POLICY

SCHOOL VISITORS

Refer to SCHOOL VISITORS POLICY

NONDISCRIMINATION

Refer to NONDISCRIMINATION -QUALIFIED STUDENTS W/DISABILITIES

SERVICES FOR STUDENTS WITH DISABILITIES

The Meyersdale Area School District, Department of Special Education, is responsible for providing a Free and Appropriate Public Education (FAPE) to those students who are considered eligible under state and federal regulations. The District will provide eligible students with the appropriate programs and related services necessary to make meaningful progress within the curriculum.

SPECIAL EDUCATION PROGRAMS/EVALUATION PROCESS

Refer to SCREENING AND EVALUATION FOR STUDENTS WITH DISABILITIES POLICY

GIFTED SERVICES

Refer to GIFTED EDUCATION POLICY

SERVICES FOR PROTECTED HANDICAPPED STUDENTS/SECTION 504

Section 504 and its accompanying regulations protect otherwise qualified handicapped students who have physical, mental or health impairments from discrimination because of those impairments. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

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

services and protections for "protected handicapped students" may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Coordinator, 309 Industrial Park Road Meyersdale, PA 15552, or call 814-634-8311 ext. 304.

The entirety of this Annual Public Notice can be found on the Meyersdale Area School District website by first selecting the "Services" tab and then the "Special Education" tab. Also, more information is available by contacting the Coordinator of Special Education.

Homeless

McKinney-Vento Information for Children and Youth Experiencing Homelessness
Refer to Policy Students Experiencing Homelessness, Foster Care, and Other Educational Instability

Under McKinney-Vento, all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.
Who is considered homeless: Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street, or doubled up with friends or family due to a lack of alternative resources are considered homeless. An unaccompanied youth is a child or youth who is not in the care of a parent or legal guardian and meets the definition of homeless under McKinney-Vento.
For additional information:
Please see the Basic Education Circular distributed by the PA Department of Education -
https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx
Please see the General Guide to Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program -
https://www.education.pa.gov/Documents/K-12/Homeless%20Education/ECYEH%20General%20Guide.pdf
Contact the District Homeless Liaison - Bree Yoder (School Social Worker) at yoderb@masd.net or 814-634-1437 ext. 256

COUNSELING OFFICE

Refer to STUDENT SERVICES POLICY OR COUNSELING POLICIES

MIDDLE/HIGH SCHOOL COUNSELING DEPARTMENT

The counseling services at the Meyersdale Middle/High School are designed to be a support to each child's academic, social, emotional, and behavioral development. This proactive approach includes needs assessments, academic meetings, consultations with outside agencies, preventative and developmental small group counseling and participation in Drug-Free Schools activities. In addition, the counselor accesses services through the school psychologist, nurse, social worker, speech, and occupational therapists. Students may see the school counselor through self-referral, teacher referral, parent referral, counselor request, or administrator request. The school counselor makes every effort to respect a person's privacy, however to best serve the child it is often necessary for adults to work together. The counselor may consult with parents, teachers, administrators, and other colleagues as needed. School counselors are required by law to make referrals and disclose specific information to appropriate agencies under suspicion of abuse/neglect or suspicion that the child is in danger.

MEYERSDALE AREA MIDDLE/HIGH SCHOOL
EXTRACURRICULAR ELIGIBILITY AND TUTORIAL PROGRAM

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

To be eligible for extracurricular activities a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, PIAA, as well as any local policies established by the local school board. The pupil must be passing the core academic areas. Eligibility shall be cumulative from the fifteenth day of school and reported on a weekly basis. In cases where a student's cumulative work for those areas does not as of any Friday meet the standards provided for in this section, he/she shall be ineligible from the immediately

following Sunday through the next following Saturday unless the tutorial program policies are followed.

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

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

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

Guidelines – Tutoring Program

1. The responsibility for basic instruction lies with the classroom teacher. Under no circumstances will the tutoring process be a substitute for regular and conscientious attendance in the classroom. At no time is the tutor to become responsible for primary teaching.
2. Student tutoring rosters will be submitted electronically by the close of school Thursday. The Athletic Director, Coach, or School Office Personnel will inform students that their name has been submitted for after school tutoring, the subject they are failing, and what evening (s) they are scheduled for after school tutoring.
3. Students who continue to fail on either three separate or continuous occasions during a nine-week grading period will be evaluated to determine participation. *(Refer to Tutoring/Eligibility Procedure outlined on page 8)*
4. Coaches and advisors should check with the Athletic Director in regard to students who may be excluded from a practice, game or event because of non-attendance at an evening tutorial session.
5. Recommendations for student failures must be based on a cumulative average, that is, from the first grade of each nine-week period.
6. Tutoring will occur on the day assigned from 3:00 p.m. until 4:15 p.m. in rooms designated by the administration.
7. Tutoring will be scheduled according to need in a specific subject area

from Monday through Thursday. Tutoring sessions are established by the Athletic Director.

8. Tutors must complete tutorial tracking sheets after each tutoring session. These tracking sheets will be checked to ensure eligibility of participants.

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

***Extracurricular Activities include:**

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

Athletic / Extra-Curricular Tutoring & Eligibility Procedure

Step 1

Students participating in an extra-curricular activity and who are also failing any one of the four core subject areas will be notified on Friday of each week that he/she is required to attend athletic /extra-curricular tutoring on a specified day of the following week.

On the specified day of the following week, students designated for athletic /extra-curricular tutoring will report to the teacher of the subject(s) they are failing from 3:00 p.m. to 3:15 p.m.

At 3:15 pm. they will report to the general tutoring session at a specified location. The faculty member in charge of tutoring will determine which students remain in the general tutoring session until 4:15 p.m., based on academic performance in the specified subject(s). All other students will report to practice at that time (3:15 p.m.). If practice is not scheduled, the student(s) will be dismissed if a ride is available or stay until 5:30 p.m. if no ride is available.

Step 2

The same procedure applies for any student assigned to a second tutoring session during a single season (additional activities may be assigned by a coach such as a running penalty to compensate for lost conditioning and practice time)

Step 3

Any student assigned to a third tutoring session during a single season will lose eligibility as listed below:

- Football: will lose eligibility for the first half of the game / Marching Band: will not participate in the pre-game
- All other extra-curricular activities/sports: will lose eligibility for an event after the tutorial list is run on Friday.
  This is based on one football game equaling approximately 10% of a season (½ game ~ 5% of a season). Other extra-curricular activities follow in line.

Step 4

Any student assigned a fourth tutoring session during a single season will lose eligibility as listed below:

- Football: will lose eligibility for one game / Marching Band: will not participate in any activities the night of the game
- All other extra-curricular activities/sports: will lose eligibility for 2 games.

- Additional steps will refer back to step 4 procedures
- All students are required to attend the game/activity & practices regardless of eligibility
- Tutoring assignments are not subject specific: A student assigned to tutoring for mathematics one week then assigned to tutoring for English a different week will progress to step 2 for English tutoring
- Tutoring steps will be cumulative not consecutive
- Ineligibility will be assessed at the level of primary participation for each student
- Loss of eligibility for specific sports will be determined by the administration and athletic director and will be based upon the above guidelines in steps 3 and 4

COMPREHENSIVE FIELD TRIP AND INCENTIVE DAY ELIGIBILITY GUIDELINES

1. (CRITERIA) Field trip eligibility is based on a combination of academic performance (no failing or incomplete grades), discipline (no excessive instances of detention, suspension, or other behavior issues), and number of absences; including unexcused/ illegal absences. Field trip eligibility is based on the current nine-week grading period with the exception listed

in 2.a.i below.

a. Specifically, a student is ineligible based on the following guidelines:
    i. Academic performance
        a. Failure or incomplete grade
    ii. Discipline
        a. Suspension: OSS & ISS:>=2 Days
        b. Total discipline infractions: >=3
    iii. Number of absences (absences documented by a valid medical excuse will not be used in calculating eligibility)
        a. Unexcused/illegal: >=1
        b. Regular absences: >=6

2. (EXCEPTIONS) The issue of a "two-week grace period" at the start of a new grading cycle, in terms of field trip eligibility and academic performance, coincides with the same "grace period" that exists regarding athletic eligibility.
    a. However, field trips, being a privilege, as well as an instance in which students are not present in school or class are subject to the following exception:
        i. A student shall be ineligible for field trip attendance any time during a nine-week grading period (including the two-week grace period) if that student is failing and/or receiving an incomplete grade in a class that they failed the previous nine-week period.
3. (DISCRETION) Student permission to attend a field trip is at the discretion of the teacher where #2 is concerned. Make-up work in order to fulfill a letter grade and remove an "incomplete" prior to attending a field trip is the intended outcome.
4. The above field trip eligibility policy is applicable only to non-curricular field trips scheduled during any portion of the school day.

HOMEWORK

Refer to HOMEWORK POLICY

GRADING PROCEDURES

RE: MEYERSDALE AREA HIGH SCHOOL

Faculty members determine the best grading system suitable to the individual classes taught, students' ability level, and curriculum. All teachers will explain to classes their methods of grading and individual class grading policies.
All courses will adhere to the following grading scale:

	Grade	Unweighted	.20 Weight	.40 Weight
98 and Up	A+	4	4.2	4.4
94-97	A	4	4.2	4.4
93-90	A-	3.7	3.9	4.1
89-87	B+	3.3	3.5	3.7
86-84	B	3	3.2	3.4
83-80	B-	2.7	2.9	3.1
79-77	C+	2.3	2.5	2.7
76-74	C	2	2.2	2.4
73-70	C-	1.7	1.9	2.1
69-67	D+	1.3	1.5	1.7
66-64	D	1	1.2	1.4
63-60	D-	0.7	0.9	1.1
59 and Below	F	0	0	0

HONORS PROGRAM

Honors weight is earned by students who participate in courses and programs that reach beyond the scope of the Pennsylvania Academic Standards in terms of rigor and content. Course descriptions in the MAHS Program of Studies Guide include a designation of all honors courses. Students participating in honors courses may be awarded .20 or .40 additional weight based on course difficulty. Students must maintain an 80% or 84 % (depending on the course) at the end of each quarter to remain in the honors program for the following year. If a student drops below, they will be removed from the honors program the following school year. They will remain in the course they're currently scheduled in, for the remainder of the school year and are expected to continue to complete all of the requirements of the course. Each student must meet the prerequisite requirements and have a teacher recommendation before being permitted to take an honors course.

*** Honors Courses are as follows:**

.20 Weight: ACM-Honors Speech 101, Honors Calculus, Honors Contemporary Affairs, ACM-Honors Sociology 101, ACM-Honors Psychology 101, ACM-Honors Computer Literacy 101, Honors Chemistry I, Honors Chemistry II, Honors Physics I, Honors Physics II, Honors Anatomy and Physiology, Honors Accounting II- Mount Aloysius(prerequisite of 80% in Accounting I) and SCTC-PA Skills Certificate/Program Completion

.40 Weight: Honors English grades 10-12, AP Calculus and AP US History

MEYERSDALE AREA MIDDLE SCHOOL

	Letter Grade Equivalency
100 and Up	A+
94-99	A
90-93	A-
89-87	B+
86-84	B
83-80	B-
79-77	C+
76-74	C
73-70	C-
69-67	D+
66-64	D
63-60	D-
59 and Below	F

Report to Parents

The school year is divided into four report periods of nine weeks each. At the close of a nine-week period, each pupil's marks are recorded on a report card. This report card is to be taken home by the students and given to the parents. Electronic copies of the students report cards are available through the parent portal.

PROMOTION AND RETENTION

Refer to PROMOTION AND RETENTION POLICY

FAILURE OF A SUBJECT

*PLEASE NOTE

Students who earn an average below 60% will be considered as having failed that particular subject. Each class has course requirements. Additionally, passing a course is a compilation of grades and meeting course requirements.

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

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

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

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

Senior high students in grades 9 through 12 failing a subject can attend an

approved summer school in order to advance with the class for graduation. Twenty-four (24) credits are required for a diploma effective in 1999.

Procedures Regarding Class Failures and Double Scheduling of Class Subjects (High School Only):

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

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

Summer school classes are permitted for credit recovery. Beginning in the summer of 2019, sophomore and junior students are permitted to take approved summer advancement courses with the approval of both the parent/guardian and school counselor. In terms of double scheduling, only the lowest unsuccessfully completed course can be made up in summer school. If a class is dropped, it must be made up in future scheduling during the regular school year. Graduation requirements must be completed before a student can participate in the graduation ceremony or receive a Meyersdale Area High School diploma.

HONOR ROLL OR HONORABLE MENTION DETERMINATION

HONOR ROLL
The range for honor roll is 3.600 to 4.4

HONORABLE MENTION
The range for Honorable Mention is 3.100 to 3.599

DROPPING A SUBJECT

NO COURSE MAY BE DROPPED AFTER THE 1st WEEK OF SCHOOL IN ALL CASES, PARENTAL APPROVAL MUST BE SECURED. FINAL APPROVAL FOR ALL SCHEDULES WILL BE GIVEN EITHER BY THE COUNSELOR OR PRINCIPAL. IF A COURSE IS DROPPED AFTER THIS TIME, THE STUDENT WILL RECEIVE AN "F" FOR THE YEAR.

ACCELERATED GRADUATION PROCEDURE FOR MEYERSDALE AREA SCHOOL STUDENTS

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

I. Students may be identified at any grade level to participate in accelerated courses.
identification will be made by:
   a. Psychological examination by I. U. specialist.
   b. Written faculty evaluation and recommendation
   c. A minimum Average of 3.8 in academic subjects.

II. Parental conferences may be requested by the building principal to establish priority goals and progress.

III. A Multi-Disciplinary Team (M.D.T.) must recommend the prospective student be admitted to the accelerated program. This team will consist of:
   a. Building principal
   b. School counselor
   c. Current faculty members teaching candidate
   d. Supervisor of Curriculum/Instruction

IV. Students, and/or parents dissatisfied with M.D.T. decision have a right to appeal such decision to the Superintendent of Schools within ten days of the M.D.T. written response to the student.

V. The Meyersdale Area School Board shall be notified one year prior to the students anticipated graduation from the Meyersdale Area Schools.

ACADEMIC ACHIEVEMENT LETTER/PIN AWARDS

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

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

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

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

STUDENT RECRUITMENT

Refer to STUDENT RECRUITMENT POLICY

The following information is made available to parents/guardians to provide them the opportunity to withhold their consent to release information pertaining to their child to armed service recruiters or representatives of post-secondary institutions.

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

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

Parent/Guardians who wish to exercise the right to withhold their consent to release the afore-mentioned information must check the box. If the box is not checked, the Meyersdale Area School District must provide the previously mentioned directory information as per request. ☐ NO

GRADUATION

Refer to GRADUATION REQUIREMENTS POLICY

SENIOR GRADUATION PROJECT

The Meyersdale Area School District does require a senior graduation project as required by the Pennsylvania Department of Education. Information pertaining to the project will be presented in detail to students during their sophomore year of high school.

PROCEDURES AND GUIDELINES FOR GRADUATION/COMMENCEMENT

The secondary school principal has the authority to deny students the right to participate in the graduation ceremony. Anyone not giving full cooperation during graduation practices will be denied the right to participate in graduation. Participation in all graduation practices is mandatory.
Diplomas will be issued upon confirmation of no outstanding school debt. Inappropriate conduct and/or gestures during the graduation ceremony will be referred to the committee of the school board for evaluation.

GRADUATION STANDARDS (Credits)

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

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

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

English –	4	credits
Social Studies –	4	credits
Math –	3	credits
Science--	3	credits
Health / P. Ed. –	1.5	credits
Electives	8.5	credits
	24 total credits	

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

Plagiarism / Cheating

Meyersdale Area School District defines plagiarism as follows: To steal or pass off the ideas or words of another as one's own. Copying another student's work, including homework, constitutes plagiarism and is therefore considered cheating. Student use of digital artificial intelligence tools such as Photomath or ChatGPT are also considered forms of cheating.

If a student submits an assignment in which cheating or plagiarism is determined, the following actions will occur:

a. Student will receive a zero for the assignment.

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

Meyersdale Area High School Honors English Enrollment Procedures & Requirements

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

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

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

Parents signature _____ date _____

Students signature _____date _____

HONORS PROGRAMS

Honors Weight: Honors Weight is earned by students who participate in courses and programs that reach beyond the scope of the Pennsylvania Academic Standards in terms of rigor and content. Course descriptions in the MAHS Course Selection guide include a designation of all Honors courses. A complete list of Honors courses is posted annually in the counseling office. Students participating in Honors courses and programs may be awarded additional weight

based on course difficulty. Honors courses are reflected on the student's report card and final transcript and are added to the final earned average for the purposes of GPA and final grade calculations

RESOURCES

Refer to Resource Materials Policy

COPYRIGHT

Refer to COPYRIGHT MATERIAL POLICY

INTERNET, COMPUTERS, AND NETWORK RESOURCES

Refer to ACCEPTABLE USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES POLICY

SCHOOL CAFETERIA INFORMATION

Refer to FOOD SERVICES POLICY with Attachment and STUDENT WELLNESS POLICY

CLUBS

Refer to Extra-Curricular Activities Policy
Refer to Specific Club By-Laws and Constitution where applicable

It is the responsibility of club officers and the advisors of all school sponsored clubs to provide the school office with the following:

a. List of Officers
b. Club Mission
c. Criteria for Membership
d. List of Members

A justifiable program is one that provides an educational opportunity and experience for its members not provided for in the formal school program. Clubs will meet at the discretion of the principal and/or advisor.

STUDENT WELLNESS

Refer to STUDENT WELLNESS POLICY

HEALTH SERVICES

Refer to USE OF MEDICATIONS POLICY, HEALTH EXAMINATIONS/SCREENINGS PUPILS POLICY, Immunization and

Communicable Diseases Policy, and FOOD ALLERGY MANAGEMENT POLICY

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

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

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

Speech services are provided by the Meyersdale Area School District and the services of the school psychologist, hearing, occupational and physical therapists are available to the district from the Intermediate Unit 08 Office in Somerset.

The school is committed to providing a safe and healthy environment for students with severe or life-threatening allergies and seeks to address allergy management in the school. At the request of a parent or legal guardian, a student shall be exempt from use of Epi auto-injector. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

If you are sending medication to school with your child, please be sure to follow district procedures which are in place to protect the health and wellbeing of your child.

- If your child requires medication during school hours, a parent permission form **must** be completed
- The doctor whom prescribed the medication **must** sign the permission form

· Medication must be brought to school in the **original** pharmaceutically-dispensed container
· The medication container **must** be properly labeled
· If sending over-the-counter medication, a parent permission form **must** be completed by the parent **and** your child's physician
· Over-the-counter medication must be brought to the school in its **original** package
· Medications brought in baggies or unmarked bottles will **not** be accepted. "Parents must bring the medication into the nurse's office – the medication cannot be sent on the bus."

Please direct questions or concerns to the school nurse.

Energy Drinks or Energy Products(caffeine pouches)

Energy drinks or Energy Products (caffeine pouches)of any variety are not permitted in the school or while participating in school sponsored events. Teachers will confiscate the Energy Drink or Energy Product and it will not be returned to the students.

Open Containers

Students are permitted to have/use water bottles during the school day. Water must be in a sealable container and may only be consumed with permission of the classroom teachers. The only time open cans, bottles, or cartons are permitted is during breakfast in homerooms or lunch in the cafeteria. At no time can those beverages leave those designated areas. If the use of a water bottle appears to impact the student's level of performance the student will be referred to the Principal and/or nurse and parents will be contacted. The use of a water bottle is a privilege and can be restricted at any time.

NOTICE AND INSTRUCTIONS FOR PARENTS REGARDING HEAD LICE

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

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

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

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

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

When your child comes home with head lice...

1. Don't panic! Anyone can get head lice. It has nothing to do with cleanliness, nor does it reflect on you as a parent. The problem can be eliminated.
2. Examine your child's head to be sure you know what the nits look like. They are tiny grayish-white eggs attached to the hair, near the scalp, especially behind the ears and at the nape of the neck.
3. Check all other family members to see if they are infected. Any family member with evidence of head lice must also be treated.
4. Use an effective head lice treatment. Your pharmacist can recommend an effective pediculicide product. When used as directed, it will be effective in killing head lice.
5. Remove the nits (lice eggs). Because no pediculicide products kill all eggs, it is very important to remove all traces of the nits to prevent re-infestation. A special comb for this task is usually provided with the lice treatment product; however, our fingernails are excellent tools for this purpose. Simply slide the nit out along the hair shaft until you have pulled it off.
6. Wash all clothes, bed linens and towels in hot water and dry on a hot cycle for at least 20 minutes. Items that cannot be safely washed, such as stuffed animals, non-washable clothes etc. should be dry cleaned or stored outside the home for a minimum of two weeks.
7. Clean combs and brushes in hot, soapy water. Water should be at last 130 ° F, and it is advisable to let combs and brushes soak in the hot water for 10 minutes.
8. Vacuum everywhere to make sure your home is free of lice. Vacuum carpets, pillows, mattresses, upholstered furniture--anything that might hold lice. Do a thorough job and discard the vacuum bag promptly.

Head lice survive only on humans and do not affect family pets. To eliminate head lice and nits from your home, follow the directions above. Doing a thorough job will prevent their spread in the school and community.

NOTICE AND INSTRUCTIONS FOR PARENTS REGARDING BED BUGS

In general, school environments are not conducive to bed bug infestations. Bed bugs prefer an environment where they can hide during the day and come out at night to feed on a sleeping host. Major infestations of schools are rare. However, bed bugs can hide in clothing or backpacks and can hitchhike to and from schools. There is no association between cleanliness and a bed bug infestation. Anyone can experience an infestation. If bed bugs are found, then it may be necessary to investigate the school as well as the child's home setting.

1. Upon the discovery of a suspected live bug in the school, any school personnel should attempt to capture the insect on a piece of tape and tightly secure it in a zip lock bag. Make every effort to keep the bug intact.
2. Discreetly send the student and their belongings up to the designated area. Identification of the captured bug will be made, and if it is identified as a bed bug, designated staff will be called to closely inspect the clothing and belongings for any other bugs.
3. If a confirmed bed bug was found on a child t the school nurse will inform the child's parents and perform a screening. Depending on the nurse's assessment, a recommendation may be made for the student to be sent home. If the student is sent home, he or she should immediately report to the nurse's office for a screening upon his or her return to school. The nurse will then make a determination on whether or not the student should report to his or her regularly scheduled classes.
4. Educational materials should be sent home with the student.
5. As directed by the school principal, custodial staff will be responsible for appropriate vacuuming and cleaning of affected areas upon initial sighting of bug(s) to include classroom areas, lockers, cubbies, etc.
6. Keep communication open between family, nurses, and staff during this period. A group effort is required in this situation. The building principal, school counselor, social worker, school nurse, and custodial staff will continue to work together to ensure a positive outcome. Continue to educate families on the importance of obtaining PROFESSIONAL assistance in eliminating bed bugs.
7. **For children in an infested home who repeatedly come to school with bed bugs, institute CLOTHING AND SCHOOL ITEM SANITATION which requires Parents to:**

a. Store their child's freshly laundered clothing in sealed plastic bags at home until they are put on in the morning. This prevents bed bugs from hiding in the clothing and being carried to school.
b. Wash the student's clothing at home at the hottest recommended setting and tumble dried on high heat for at least 30 minutes before being placed in the bag.
c. Backpacks, lunchboxes, coats, shoes, and other items that travel back and forth to school can also be inspected daily and stored in sealed plastic containers, such as a large plastic tote with a tight sealing lid at home to prevent bed bugs from getting into them.
d. Placing and keeping all child's clothing in a large sealed Ziploc bag after washing and drying the clothing.
e. Remind parent/guardian and child not to sit on any furniture in the home after removing clothing from dryer or sealed bag and dressing for school.
f. Limit items going to and from the home.

8. During this time, the child's personal belongings (backpack, coat, etc..) will be placed in clear plastic tote and kept in the office or other designated area away from other student proximity. The smooth interior of the container is also difficult for the bed bugs to climb so wandering bed bugs are likely to fall into the bottom of the container. Designated school employees will inspect the storage tote daily for bed bugs.
9. When the family reports that the exterminator has resolved the issue (in writing from the professional), continue bagging for one (1) week and then discontinue if no further bugs are found.
10. A reasonable attempt will be made to keep the identity of the involved student(s) and classroom(s) confidential and to preserve the student's emotional and physical health during the time of identification and remediation of the bed bug concern.

Meetings and routine communication may occur with the Principal, relevant school personnel, and social worker to identify and support the needs of the family during the period of de-infestation.

STUDENT REPRESENTATIVE TO THE BOARD

(Refer to Student Representatives to the Board Policy)

DISMISSAL AND BUILDING REGULATIONS

Irregular Dismissal

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

A.M. Hall Regulations

The doors to the school will not open until 7:45 a.m. Students will not be allowed to enter the building until that time. We ask that you please refrain from dropping students off prior to this time.

P.M. Building Regulations

Students are not permitted in the building without supervision of a faculty member

3:00—6:00 p.m.

Authority of Faculty

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

FUNDRAISING

Refer to STUDENT FUNDRAISING POLICY and STUDENT WELLNESS POLICY

SCHOOL PROPERTY

Refer to CARE OF SCHOOL PROPERTY POLICY

Lost and Found

Any article which is found is to be turned into the office. Inquire in the office for lost articles. Items will be held in the office until the end of each month, at which time they will be donated or discarded.

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

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

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

Gym Lockers

Refer to SEARCHES PUPILS POLICY

Every student will be given the opportunity to use or be assigned a locker in the gym room.

Hall Lockers

Refer to SEARCHES PUPILS POLICY

School hallway lockers will be assigned at the discretion of the administration. When lockers are assigned the following guidelines apply: Students will be provided with a combination for their lockers and this information should be kept confidential; care should be taken so that the combination is not lost or stolen. Middle School Students must provide their own locks.

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

Book Bags and Personal Property

Book bags may be banned at the discretion of the administration and school board. In addition, see-through bags may be required as necessary. The school does not assume responsibility for lost or stolen property.
Middle School Students are not permitted to have bookbags during the school day; they must be stored in their lockers.

Students Driving to School

Any student parking in the Meyersdale Area School District parking lots must acquire a parking permit from the office. Parking permits should be displayed on the rear view mirror of the vehicle. All students must complete the proper registration forms and return them to the high school office. Driving permits should be obtained during the first week of school. All returned forms must be approved by the secondary school principal.

Student drivers are not permitted to leave grounds during the school day without permission from parents and the consent of the principal. Students are reminded that they are not permitted to drive or park in the service areas of the high school or elementary school. After arrival at school, students and passengers should depart from their vehicle and leave the parking area immediately. Students are not permitted to sit on or in their vehicles before school, during school hours, or at lunch. Vehicles must be operated in a safe

manner at all times. Any student wishing to ride with another student should submit a parental permission form to the high school office. Student drivers should inform the high school office if they change vehicles during the school term.

Drivers will be dismissed from the parking area in an orderly manner by a staff member. These regulations apply to the student driver, as well as any passengers in their vehicle. Violation of driving regulations may result in disciplinary action.

BUS TRANSPORTATION GUIDELINES AND PROCEDURES

Refer to Transportation – Video/Audio Recording Policy

Student Discipline on School Bus

Buses can and do have recording devices to allow for video and audio recording of students. The video and audio recordings will be used to assist administration in the handling of student misconduct on the bus.

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

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

Responsibility of the pupils.

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

Personal student safety

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

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

a. Every school bus driver has been supplied with a School Bus Incident Report Form which reflects the rules of student conduct. Students will be cited for the following activities:
    1. Failure to remain seated
    2. Refusing to obey the driver.
    3. Fighting
    4. Profanity
    5. Lighting of matches
    6. Tobacco and vaping products (see policy 222)
    7. Throwing objects out of the bus
    8. Throwing objects on the bus
    9. Hanging out of the window
    10. Spitting
    11. Bothering others
    12. Vandalism
    13. Controlled substances/paraphernalia (see policy 227)
b. If a student is reported for misbehavior, after investigating, a school official will take appropriate disciplinary action which may include, but not be limited to, reprimand, loss of classroom privileges, parents(s)/guardian(s) contact, parents(s)/guardian(s) conference,

detention, suspension of transportation privileges, involvement of law enforcement.

c. Reports of misconduct shall be reported as soon as possible after the occurrence.
d. Drivers have the right to refuse boarding privileges, in consultation with the administration, at the school stop as well as the home stop if a clear and present danger occurs or is created by a student while boarding and/or exiting the bus or while the bus is in transit. Students creating a clear and present danger will be put off the bus when a problem occurs – the spot of removal will be either the home or the school, depending upon whichever is nearest.

Responsibility of the Parents

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

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

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

SCHOOL BUS EVACUATION RULES

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

Two-way radio
Horn

INSURANCE

Refer to Student Accident Insurance Policy

ANABOLIC STEROID VIOLATION

Refer to Controlled Substances/Paraphernalia Policy

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

RANDOM DRUG TESTING

1. **PURPOSE**

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

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

All students have a responsibility to themselves and others to set a good example and to conduct themselves in a way that will not cause harm to themselves or others through the use of drugs.

Administrators, teachers and coaches recognize that drugs have a deleterious effect on motivation, memory, judgment, reaction time, coordination, and performance. These effects, in conjunction with other health and safety factors have led to the development of this policy. This policy is viewed as a viable drug free school prevention program.

2. **PROCEDURES**

Every member of a Meyersdale Area School District extra-curricular program (as designated by the Principal) whose parents consent to drug testing shall be a participant in this drug testing program. For students involved in extra-curricular programs, testing will be done during the activity season/school year in which the student is participating. Other students whose parents consent shall also be participants in the program. Each year a parent(s) or guardian(s)

consent ("permission to test") form may be signed authorizing the school district to request, at any time and without prior warning during the season or school year, that the students submit a urine sample for drug screening. The sample will be evaluated by an independent laboratory of the School District's choosing, and the laboratory shall follow strict chain of custody procedures.

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

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

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

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

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

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

Students who test positive for drugs will complete the following:

a. The student must participate in the student assistance program. The student will be required to participate in a drug assessment with a certified drug evaluator's recommendation will result in the student being prohibited from further participation in the competitive extra-curricular activities.
b. The student with a first confirmed positive test will be suspended from participation in competitive extra-curricular activities (does not include practice) for a period of two weeks, including all

competitions during the two week period. If there are not two weeks remaining of that activity for which the student was tested, the remainder of the suspension will be recalculated and applied toward the next season or activity in which the student participates. (If no competitions in a competitive activity for which the student was tested are scheduled during the two weeks the student will not be permitted to participate in the next scheduled competition.) The student must be re-tested and test negative prior to his/her return to extra-curricular activities. For students who do not participate in extra-curricular activities, parents, with cooperation of school officials, will be responsible for initiating appropriate follow-up action.

c. The student will be required to be re-tested before the start of another activity in which they will participate. (Students will be subjected to future testing at any time at the discretion of the district.)
d. The student who retests and is found to have a positive test, qualifying as a second offense (a second confirmed positive test), will be suspended from participation, practice and competition in all extra-curricular activities for the remainder of the school year. The student must be re-tested and must test negative prior to his/her return to extra-curricular participation.
e. A student who accumulates three confirmed positive tests will be barred from all extra-curricular activities for the remainder of the school year and the next two school years.

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

If a student fails to follow the directions for testing or violates any requirement thereof, the student will be deemed to have refused testing and the

provisions above will apply. School Board Policy on Controlled Substances/Paraphernalia concerning the use, possession, or distribution of illegal substances on school premises and possessing, using or distributing on non-school time shall remain unaffected by this policy

3. CONFIDENTIALITY

a. All test results will be confidential and access to results shall be limited to the medical review physician, the student, parents of guardians, persons authorized by the student or parents or guardians, or as directed by any subpoena or court order, the principal of his or her designee, the superintendent, and to the extent necessary for them to perform their duties, the coach or activity advisor, the counselor, school nurse, Student Assistance Program personnel, certified drug evaluators or drug counselors, and others approved by the superintendent as needing the information to implement and enforce this policy and otherwise carry out their duties.

b. This policy is directed toward prevention and treatment and shall not result in suspension from school, expulsion, or referral to police. However, this policy does not limit the scope and extent of other laws, regulations or school policy dealing with drugs.

4. TESTING PROTOCOL

a. A list of eligible students will be prepared by the advisors/coaches of each activity and by the principal, /or the SATDTC with respect to the pool of students not involved in an activity. This list will be forwarded to the SATDTC with respect to the pool of students not involved in an activity. This list will be forwarded to the SATDTC for the random selection of students who will be asked to submit urine specimens for testing.

b. The principal will use a system to assure that students are selected in a random fashion. Student ID numbers will be used in the selection.

c. Urine testing is unannounced. The day and date are selected by the building principal/middle school head teacher and confirmed with the Testing Center. Random testing may be done weekly.

d. Competitive Season begins the date of the official practice/organizational meeting for that activity and continues until that competitive season concludes. For other activities, the beginning and ending of the season will be fixed by the principal/middle school head teacher.

e. Form Completion-the Testing Center is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the Policy for Controlled Substances/Paraphernalia for the Meyersdale Area School District. A student number will be used for identification with the student's number only appearing on the copies that go to the

donor, Medical Review Physician, and school official. Students will complete a form that will list their ID number and their name, with that form remaining with the SATDTC. The purpose of this form is for the students to verify, by their signature, that this is the ID number they are using.

f. Collection Process-Selected students report from class to the collection site. A specimen of urine is collected following this process:
    1) Students are brought to the collection site.
    2) No purses, bags or containers may be taken into the collection area with the students. All extra coats, vests, jackets, sweaters, etc. are to be removed before entering the collection area.
    3) The drug testing custody and control form is completed by the student and collector.
    4) Students are first asked to wash their hands with soap and water and dry them. (If water is unavailable, a non-alcoholic wipe may be used instead.)
    5) The collector adds a bluing agent to the water in the urinal or toilet.
    6) The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
    7) The student enters the stall to collect the specimen and then hands the container to the collector. The student may rewash their hands after watching their specimen being sealed.
    8) The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the principal will be notified.
    9) With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
    10) The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
    11) The sealed bottles are placed inside the transport bag and the top sealed as directed.
    12) The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
    13) The student may now rewash their hands and then be sent back to class.

14) The collector distributed the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRP in a timely manner.
15) The principal will be notified immediately of any student who refuses to give a urine sample.

3. MEDICAL REVIEW PHYSICIAN (MRP) RESPONSIBILITIES

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

a. The MRP determines if any discrepancies have occurred in the Chain of Custody.
b. Depending on the substances found in the urine, if necessary, the MRP will contact the designated school official for information needed to contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician or if there are any other legitimate circumstances that might have affected the test result.
c. If the student is on prescription medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. If there are any other circumstances presented, the parent shall also finish appropriate documentation within five (5) working days. Failure to provide such requested information will be considered a positive result.
d. The MRP will then determine if any of the prescribed medications or other legitimate circumstances presented resulted in the positive drug screen.
e. Finally, the MRP based on the information given, will certify the drug test results as positive or negative and report this to the building principal, initially reporting positive results by phone. The MRP will also notify the Prevention Coordinator of the testing facility that a drug test returned positive giving only the dates of the collection and reporting.
    - ❑ For example, a drug screen positive for codeine may be ruled negative by the MRP when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
    - ❑ Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRP
    - ❑ Drug screens positive for illicit drugs (amphetamines, cocaine metabolite, marijuana metabolite, opiates-heroin, phencyclidine, barbiturates, benzodiazepines, methadone, methaqualone, propoxyphene and alcohol) and not explained

by the taking of prescribed medicines or other legitimate circumstances would automatically be considered positive by the MRP.

f. The MRP may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substances from the body. If the MRP feels the quantitative levels determined to be above the established cutoffs do not reflect current use by natural decay, then a negative result may be reported.

g. The MRP will complete the final review on the drug testing custody and control form and return the appropriate copy to the building Principal in a confidential manner.

h. Pickup Process: Meyersdale Medical Center is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

i. Procedures in the Event of a Positive Result: (See above – 2. Policies and Procedures.)

6. EXCEPTIONS

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

7. REQUESTED TESTING

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

8. PARENTAL CONSENT

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

DIRECTIONS TO STUDENTS DRUG TESTING FOR STUDENTS

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

a. of students involved in extra-curricular activities under the District Random Testing Policy or who are part of the pool of students not

participating in extra-curricular activities but whose parents' consent, or

b. have been designated for testing by parental request, or
c. because of a specific reason or reasonable basis to suspect that there may be a problem (in such a case, you will be told what the reason is.)

Please follow these steps:

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

Thank you for your cooperation

ATTENDANCE REGULATIONS GOVERNING ABSENCES, EXCUSES, PERMITS

Refer to ATTENDANCE POLICY

PARENTAL REQUEST FOR EDUCATIONAL TRIP GUIDELINES & PROCEDURES

Refer to ATTENDANCE POLICY

A. The student is responsible to make arrangements to make-up all work missed in scheduled classes.
B. The following will be taken into consideration in granting permission for the trip:
    a. Will the trip broaden the student's understanding of social, cultural or geographical values and concepts?
    b. The student's academic standing
    c. The effect the absence will have on the student's educational welfare

RECORD OF ATTENDANCE TIME LINE

A student is considered tardy at 8:00 a.m.

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

If a student is absent, arrives after 9:00 a.m., but before 11:30 a.m., the student is considered absent ½ day.

If a student is absent, but arrives after 11:30 p.m., the student is marked absent for a full day.

If a student leaves early from school prior to 2:00 p.m., the student is considered absent ½ day.

If a student leaves early from school after 2:00 p.m., the student is not counted absent, but the student is p.m. tardy.

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

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

TARDINESS:

Tardy to School

Tardy students are required to report to the high school office for a tardy slip prior to reporting to homeroom. Students are due in homerooms at 8:00 a.m.

Tardy to Class/Homeroom

Students are considered late to class if they are not in the assigned room when the bell rings. After students are late to class on three (3) occasions, a detention will be assigned. Repeated offenses will result in the following actions: Three additional tardy offenses (6 total), two days detention, four additional tardy offenses, (10 total), one day of ISS. Further disciplinary assignments will be made in a progressive manner and may include loss of school privileges. .

Permission to Leave School

Students are required to attend all classes and are not to be excused for reasons such as to go home for gym clothes, etc.

No permit to leave school will be issued to any student unless it is accompanied by a written statement by the parents or provided that the parents call the school for the student. Students who are excused to go to the dentist or doctor are required to return to the office, the dismissal slip signed by the dentist or doctor.

School Trips

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

Hall Passes

Students are required to have in their possession a hall pass issued by a teacher before being permitted to go from one room or class to another. The time the student leaves the room should be placed on the permit. An electronic hall pass system may be instituted and students will be required to have a chromebook to initiate passes during the school day.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

The Meyersdale Area School Board at its regular meeting February 12, 1975 adopted the entire document with the proper explanations relative to corporal punishment and suspension and expulsion.

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

a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. USE OF CORPORAL PUNISHMENT IS PROHIBITED.

b) Teachers and school authorities may use reasonable force under the following circumstances:
    1. to quell a disturbance; or
    2. to obtain possession of weapons or other dangerous objects; or
    3. for the purpose of self-defense; or
    4. for the protection of persons or property

If you have any questions concerning this matter, please contact the elementary principal (634-0617 ext. 314), the secondary school principal (634-0617 ext. 323), middle school head teacher (634-0617 ext. 338), or the school superintendent (634-0617 ext. 312).

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

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

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

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

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

REGULATIONS CONCERNING SUSPENSION/EXCLUSION

Refer to SUSPENSION AND EXPULSION POLICY

State Board of Education and Pennsylvania Department of Education requirements for suspension and exclusion of exceptional students:
Title 22 Pennsylvania Code:
Chapter 12: Student Rights and Responsibilities – Applies to all students.
Chapter 13: (State Board Regulations) 13.62, Requirements for PARC v. Commonwealth – Applies to intellectually disabled students.
Chapter 351: (Special Education Standards) 341.9, Requirements of Kenneth J. v. Kline – Applies to learning disabled, socially and emotionally disturbed students.

SUSPENSION/EXCLUSION PROCEDURES

Refer to SUSPENSION AND EXPULSION POLICY

These procedures supersede procedures outlined in "Student Rights and Responsibilities".
Suspension of Intellectually disabled Students

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

SUSPENSION OF OTHER EXCEPTIONAL STUDENTS

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

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

- The SCHOOL determines whether to exclude, considering:
  --Student behavior
  --Threat of student to self and others
  --School discipline policy
  --Other options
  --Student's disability
  --Student's IEP and placement
  --Relation of handicap to student's behavior
  --Priority order of placement
- When exclusion is recommended, the SCHOOL must:
  --Issue the Notice of Recommended Assignment (NORP)

* NOTICE OF RECOMMENDED PLACEMENT informs parent of the school recommendation and outlines the parent's right to a special education hearing.

FROM: Richard H. Frazer, Director of Special Education – Intermediate Unit 08.
SUBJECT: ANNUAL NOTIFICATION OF RIGHTS OF PARENTS OF EXCEPTIONAL STUDENTS TO REVIEW THEIR CHILD'S SCHOOL RECORDS.

OUT OF SCHOOL SUSPENSION AND CUTTING CLASS

Refer to SUSPENSION AND EXPULSION POLICY

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

LOCATION OF STUDENT RECORDS—(TO PARENTS)

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

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

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

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

GUIDELINES FOR STUDENT RECORDS

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

DEFINITIONS

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

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

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

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

"Education Records" –Those records which:

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

"Eligible Student" –A student who attained eighteen years of age, is attending an institution of post-secondary education or has been classified emancipated. The rights accorded to and the consent required of the parent of the student shall therefore only be accorded to and required of the eligible student. Students who

are dependent on their parents, regardless of age, are not to be considered "Eligible Students".

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

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

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

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

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

A. **Collection of Student Information**

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

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

Category A (Liberal Access)
Category B (Limited Access)
Category C (Restricted Access)

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

OFFICIAL TRANSCRIPTS

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

DISCIPLINE MASD DISCIPLINARY PROCEDURE GUIDELINES

(Refer to Student Discipline Policy, Suspension and Expulsion Policy, Controlled Substances/Paraphernalia Policy, Searches Policy, Tobacco Use Policy, Weapons Policy and Terroristic Threats/Acts Policy, Electronic Devices Policy)

****Lists provided are not all inclusive, but meant to serve as a guide.**

LEVEL A

Misbehaviors classified in this level represent relatively minor infractions of established procedures which regulate the orderly operation of the school and its education process. The seriousness and frequency of their occurrence shall determine the appropriate disciplinary response and possible reclassification at a higher level.

Infractions:

1. Abuse of Privileges (hall/locker/restroom)
2. Academic Dishonesty
3. Bus referral
4. Class Disruption/Behavior
5. Cutting Class/Detention
6. Detention Misbehavior
7. Disobedience
8. Disrespectful Behavior
9. Dress Code Violation
10. Driving Violation
11. Electronic Device/Technology Infraction
12. Failure to be Prepared for Class
13. Failure to Complete Assignment
14. Failure to Return Form
15. Forging Note
16. Foul Language

17. Infraction of the Acceptable Use of Internet, Computers, and Network Resources Policy*
18. Minor Altercation
19. Misbehavior at a School Sponsored Activity
20. Open Container
21. Possession of Energy Drink
22. Possession of Non-instruction Items
23. Public Display of Affection
24. Skipping School
25. Tardy to Class
26. Tardy to School
27. Throwing Objects
28. Truancy

Disciplinary Procedures:

1. There is immediate and consistent intervention by the school personnel who is supervising the student or observes the misbehavior.
2. An anecdotal record of the date(s) and location(s) of the offense(s) and the disciplinary action is maintained by the teacher and entered into the computerized student management system for administrative review and further action if necessary.

Optional Disciplinary Actions:

1. Verbal Warning
2. Parent Communication: Verbal, Email, and/or Letter
3. Recess Suspension
4. Parent Conference
5. Loss of Privileges
6. *Reference to Acceptable Use of Internet, Computers, & Network Resources Policy

7. Referral to Study Group
8. Counseling Referral
9. Seating Change
10. Lunch Time Detention
11. Reflection Writing Assignment
12. Clean-up and/or Payment of Damage
13. Grade Point Penalty
14. Behavioral Contract
15. Afterschool Detention
16. Other

LEVEL B

This level includes misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and to seriously affect the student's own education. Some of these infractions may be the result of a continuation of a misbehavior which remains unmodified by disciplinary action under Level A. As a result of their frequency or seriousness, the principal assumes the major responsibility for corrective action. The seriousness and frequency of their occurrence shall determine the appropriate disciplinary response and possible reclassification at a higher level.

Infractions:

1. Continuation or heightened severity of Level A infractions
2. Destruction of School Property
3. Excessive Referrals
4. Possession or Distribution of Pornographic Materials
5. Student Harassment
6. Theft/Stealing

Disciplinary Procedures:

1. There is immediate and consistent intervention by the school personnel who is supervising the student or observes the misbehavior.
2. The teacher or observer reports the infraction via the computer student management system for appropriate disciplinary action. If necessary, immediate contact with the office may precede the computer entry.
3. The principal meets with the student and/or the teacher and determines the most appropriate disciplinary response.
4. The parent is notified.

5. A record of the offense and the disciplinary action is maintained in the computerized student management system.

Optional Disciplinary Responses:

1. Continuation of the more stringent Level A options
2. Lunch time Detention
3. After School Detention
4. Parent Conference
5. Counseling Referral
6. Loss of Driving Privileges
7. Activity Suspension
8. Athletic Suspension
9. Bus Suspension
10. Out of School Suspension
11. Referral to outside agency (counseling, probation, magistrate, law enforcement, etc.)
12. In-School Suspension
13. Other

LEVEL C

These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. While some might be considered criminal acts, for the most part their remediation can be undertaken through the disciplinary mechanism of the school. However, in some cases law enforcement officials may have to be contacted or notified. Included are those which present a direct and immediate threat to the welfare of others or may result in violence to persons or property. Some of these acts are so serious that they in most cases require administrative action which calls for the immediate removal of the student from school and the intervention of police.

Infractions:

1. Continuation or heightened severity of Level A or Level B infractions
2. Assault
3. Bomb Threats
4. Bullying
5. Fighting
6. Indecent Exposure
7. Possession of Controlled Substance

8. Possession of Firearm
9. Possession/Use of Alcohol
10. Possession of Knife
11. Possession of Weapon
12. School Personnel Harassment
13. Sexual Harassment
14. Student Harassment
15. Threat
16. Tobacco,Vape Device, or Nicotine Product use
17. Vandalism
18. Other

Disciplinary Procedures:

1. The infraction is reported or detected, the principal investigates further and confers with staff members on the circumstances and immediate needs
2. The principal meets with the student and confers with the parent about the misbehavior, the extent of its consequences, and the subsequent disciplinary action
3. Student makes restitution for any loss or damage resulting from the misconduct
4. A record of the offense and the disciplinary action is maintained in the computerized student management system.

Optional Disciplinary Responses:

1. Continuation of appropriate Level B options
2. Principal Collaboration with Superintendent
3. Student/Parent Conference with Superintendent
4. Hearing Before the Board of Education
5. Community Service
6. Partial or Full Loss of Privileges
7. Counseling Referral
8. Out of School Suspension
9. Referral to Outside Agency (counseling, probation, magistrate, law enforcement, etc.)
10. Full Restitution
11. In-School Suspension
12. Expulsion
13. Alternative Education Placement
14. Charges Under Criminal Code

After School Detention

Students that receive after school detention will be required to report to the designated detention room by 3:05 pm and will remain there until 4:30 pm. The expectation is that students will bring school work to complete during the detention period. Students that are involved with after school activities will be required to report to practice or activities following their serving detention. Students not involved in after school activities will be required to have parent /guardian transportation to pick students up at the conclusion of detention from the High School Lobby at 4:30 pm.

ELECTRONIC DEVICES

Refer to ELECTRONIC DEVICES POLICY

Student cell phones, smart watches, air pods/listening devices must be stored in designated areas within the classroom during scheduled instructional times. The school is not responsible for damaged or lost electronic devices brought from home.

The building principal reserves the right to administer disciplinary actions based on violations of law, ethics or moral practices that could include referral to law enforcement officials or social services. Under normal circumstances the following process will apply:

- The first student cell phone or electronic device infraction will result in a warning being recorded on the student disciplinary record.

- The second student cell phone or electronic device infraction will result in the device being confiscated and stored in the school office in a sealed envelope until the end of the day when it will be returned to the student.

- The third student cell phone or electronic device infraction will result in the device being confiscated and stored in the school office in a sealed envelope until retrieved by a parent/guardian or designee. Students will receive one day of lunch time detention. The student may be required to complete an educational activity focusing on the responsible and appropriate use of cell phones.

- The fourth student cell phone or electronic device infraction will result in the device being confiscated and stored in the school office in a sealed envelope until retrieved by a parent/guardian or designee. Students will receive After school detention.

- Further student cell phone or electronic device infractions will result in the device being confiscated and stored in the school office in a sealed envelope until retrieved by a parent/guardian or designee. The following progression of discipline will be followed and may include an intervention meeting with the parent/guardian:
    - In-School Suspension

If a student refuses to relinquish the electronic device to the principal, the consequence will be at the discretion of the Principal.

BULLYING

Refer to BULLYING/CYBERBULLYING POLICY

BULLYING PREVENTION

In an effort to improve peer relations and make our school a safer and more positive place for students to learn and develop, the Meyersdale Area School District has implemented the Safe School Ambassadors Program.

The Safe School Ambassadors® Program (SSA) is an evidence-based program that harnesses the power of students to prevent and stop bullying and mistreatment. The SSA Program is a student-centered model that educates diverse social leaders with the skills to prevent and reduce bullying. It is the nation's most effective student-led bullying prevention program.

The Safe School Ambassadors® Program relies on the "inside-out" approach to improving school climate. Student bystanders see, hear, and know things adults don't, can intervene in ways adults can't and are often on the scene of an incident before an adult. They are a critical and necessary resource for positively impacting the crisis of bullying in our schools.

The Safe School Ambassadors® Program harnesses the power of the socially influential leaders of a school's diverse cliques; the ones who shape the social norms that govern other students' behavior. These leaders are carefully identified through student and staff surveys.

HAZING

Refer to HAZING POLICY

SEXUAL HARASSMENT – INFORMATION

Refer to –DISCRIMATION/TITLE IX HARASSMENT AFFECTING STUDENTS

WEAPONS

Refer to WEAPONS POLICY

Weapons - Procedures & Guidelines

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

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

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

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

Staff members and students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation shall report

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

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

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

LOCKER INSPECTION AND INSPECTION OF SCHOOL GROUNDS

Refer to SEARCHES PUPILS POLICY

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

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

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

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

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

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

1. **SCHOOL LOCKERS**
    a. School lockers are school property provided as a convenience to students for their use. Students who accept lockers from the school must understand that such lockers are subject to inspection by

school authorities. The use of a locker shall constitute the student's consent to such inspection.

b. The locker must not be used for or contain illegal drugs, alcohol, or controlled substances, tobacco or tobacco products, guns, knives or other weapons, or any other items, matter or thing the possession of which is illegal under the law or school policy, rules or regulations. Lockers should be kept clean and neat and should be free of materials which would be commonly considered indecent or obscene. Upon inspection, any materials not permitted in a locker may be seized by school authorities and may be used in any proper manner against the student.
c. The following provision of the Regulations of the State Board of Education of Pennsylvania, 22 PA code 12;14 shall apply:

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

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

2. **CANINE SEARCH**

School administrators are authorized to request and/or permit, at such time or times as they deem appropriate, the Pennsylvania State Police and/or law enforcement agencies with certified sniff dogs, to use on school property and in school buildings, at no cost to the District, dogs specially trained to "sniff" for drugs or other controlled substances or illegal substances or things. Such dogs may be used to examine school buildings or property and anything on or in school buildings or property, except that such dogs shall not be used

to examine individual students or other persons on school property, provided, however, that this prohibition shall not invalidate any information gathered because of the incidental interaction of the dogs and students or to others when the dogs are on school property or in buildings.

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

TOBACCO LAW: USE AND/OR POSSESSION

Refer to –TOBACCO AND VAPING PRODUCTS POLICY

1. Students found in violation of the School District's Tobacco and Vaping Policy Products shall have the tobacco product or device confiscated and disposed of by the school's Police Officer or School Administrator. This property shall be considered forfeit and not subject to be returned. Additionally, the student in violation of the Tobacco and Vaping Products Policy will be subject to the following consequences:

a. First Offense: Three days of In School Suspension (ISS) and enrollment in the INDEPTH program focused on tobacco use, nicotine dependence, establishing healthy alternatives, and making the change to be free of all tobacco/vaping products.
b. Second Offense: Three Days of ISS and enrollment in the Smokeless Saturday program. The student will be referred to the Student Assistance Program (SAP). The student will also lose school privileges which could include student driving, sports eligibility, field trips, school functions, etc., for up to 30 days
c. Third Offense: Three days of ISS, referral to the District Magistrate, loss of school privileges for 45 days

(Tampering with devices installed to detect the use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.)

2. Students found in violation of the Tobacco and Vaping Products Policy where the device contains THC or other controlled substance will be subject to the following consequences:

a. First Offense: Five Days of ISS. The student will be referred to the Student Assistance Program (SAP) including mandatory enrollment in the district's INDEPTH education program and/or appropriate counseling, and referral to the District Magistrate. Additionally, the student will lose school privileges which could include student driving, sports eligibility, field trips, school functions, etc., for up to 30 days.
b. Second Offense: Ten Days of ISS/OSS. The student will be referred to the District Magistrate, and the student will lose school privileges which could include student driving, sports eligibility, field trips, school functions, etc., for up to 45 days. The district maintains the option for an expulsion hearing with the School Board of Directors.

ALCOHOL - UNDERAGE DRINKING PENALTIES

Refer to CONTROLLED SUBSTANCES/PARAPHERNALIA POLICY

DRESS CODE - STUDENTS

Refer to DRESS AND GROOMING POLICY

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

Dress and grooming should be clean and not unkempt. Hair and dress should satisfy sanitary and safe conditions. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the safety and health of oneself or others, or is in violation of any statute, it will not be permitted in school. Although styles do change, dress should reflect good taste and a style appropriate for a school day. Any form of attire is subject to evaluation on an individual basis. Garments not permitted include but are not limited to:

1. Vulgar language , vulgar innuendo, or references to Drugs / Alcohol.
2. See through clothing, or clothing that is too revealing is not permitted.
3. Shorts, skirts, dresses, etc. that are shorter than the middle of the thigh while Standing The principal shall determine what is unkempt, inappropriate and extreme. Within these limits, the decision regarding attire and grooming shall be left to the good judgment and responsibility of the individual and his/her parents.

4. Chains larger than fine jewelry are not permitted; in addition, jewelry that causes disruption is not permitted. Chain wallets are not permitted.
5. Pants/garments must not be unreasonable on dragging on the floor and not create a safety hazard.
6. Underclothing must be covered.
7. Belly/midriff shirts (where the body can be seen when arms and body are moving) are not permitted. All shirts and blouses must be of length to be able to be tucked in and remain tucked in when arms are raised above head or when seated.
8. Shoulder/tank tops are not permitted unless constructed with a 2 inch strap.
9. Trench coats/raincoats, etc., cannot be worn during the school day.
10. Low-cut blouses are not permitted.
11. No ripped or torn clothing is permitted. This includes shirts with cut-off sleeves. An exception to this rule is an allowance for jeans that are factory ripped or torn if the holes are not revealing undergarments or holes above the mid-thigh.
12. Any form of hair covering is not permitted. (hats, caps, hoodies, scarves, bandanas, etc.)

Students, however, may be required to wear certain types of clothing while participating in physical education classes, or in extracurricular activities such as band, school sponsored trips or events.

Educational disruptions caused by violations of the above will lead to removal of the student until said student is properly attired as determined by the administrator of his designee. Dress Code policy concerns observed by staff should be addressed and reported to the office or Dress Code Committee (designated by the building Principal) immediately.

REGULATIONS JUNIOR-SENIOR PROM

1. Prom Style of Dress: Semi-formal
2. The prom is open to all approved Senior and Junior class members and their guests(limit one guest per Meyersdale student).
    - Guests must be in grades 11 or 12 and under the age of 21. **No exceptions.**
    - All guests that are not students of M.A.H.S. themselves must be pre-approved by both the Prom Advisor and the Secondary

School Principal.

3. Prom Registration
    - You must register for yourself and for your guest if you plan to attend. Students must be registered within the time frame established by the Prom Committee. Students not properly registered will be refused admission.
4. Prom Conduct
    - Students are not permitted to leave and then return to the prom. Students and guests are requested not to leave the building during the prom; however, students may go to their car/the parking lot if and only if they are accompanied by a chaperon. Any student that does not abide by these stipulations will not be re-admitted in the building and will be asked to leave the school premises.
    - No smoking is permitted on school grounds or any part of the school building.
    - Use of alcohol or any illegal substance by students or guests will be reported to the proper authorities by security guards on duty and chaperones present.
    - The school reserves the right to exclude anyone guilty of unbecoming conduct. Such people will be asked to leave. Students, you are socially responsible for the conduct of your guest.

EMERGENCY PREPAREDNESS

(Refer to Emergency Preparedness & Response Policy)

At MASD, our first priority is the safety of our students and employees. Emergency procedures are in place and emergency drills are conducted. If there is any threat to safety, whether direct or indirect, the district may choose to call a lockdown.

EARLY DISMISSAL – SCHOOL CLOSINGS/DELAY

Almost every year, Meyersdale Area School District is confronted with inclement weather conditions which require it to close school for the day, delay the starting time, dismiss students early, or operate under a virtual format. District administration will notify parents/guardians as early as 6:00 a.m. regarding school closings and/or delays. When these situations occur, WJAC TV Channel 6 will be used to communicate scheduling changes:

Parents/guardians will be notified by district administration via Mass Notification automated calling/messaging system. In order to receive these phone calls, please make sure that your contact information is up-to-date with your child(ren)'s school office. Parents are also encouraged to follow MASD on social media: TWITTER@MeyersdaleAreaSD and FaceBook