



McKeesport Area High School

Parent & Student Handbook

This handbook contains important information that students and parents must know about the requirements and rules of McKeesport Area High School.

Please read this e-handbook carefully.

Your signature at the bottom of this page indicates that you are aware of the rules contained in this handbook.

Students must return this signature page to their homeroom teacher within three days of the receipt of the handbook.

“I have read this student handbook, and my signature indicates that I understand the rules and regulations that will be followed at McKeesport Area High School.”

Student Name_____ Homeroom_____

Parent Signature_____

Dear Parents, Guardians, and Students of McKeesport High School,

The goal of the faculty and staff at McKeesport High School is to provide each student with a quality education. To do that, we must foster an environment that is conducive to learning. This can only be achieved when we not only expect but insist our students display the respect of authority, rules, peers, and self that finally leads to respect and desire for learning. It is this attitude that will ensure that all students are permitted the opportunity to work to their potential in an environment that supports their efforts rather than detracts from it with disruptive behaviors. We hope our goal will be supported and reinforced at home to ensure that all students will be successful.

Unfortunately, the need does arise where students make poor decisions, and disciplinary action must be taken. We would like to make you aware of the procedures for maintaining and administering discipline when the need arises. When incidents occur during the school day that interfere with the learning process, a teacher may deal with the issue in several ways that include,

1. Student conferencing
2. Parental contact
3. Detention (at the teacher's convenience)
4. Referral to counselors and/or administrator

In many instances, this form of discipline is sufficient to remedy the problem and get the student back on track.

There are occasions when Severe Misconduct occurs that require an immediate referral to the office. Severe Misconduct includes but may not be limited to:

1. Willful defiance—refusing to follow a reasonable request from a teacher, security guard, School District Police Officer, administrator, or other adult in the building
2. The use of vulgar language or obscenities
3. Fighting
4. Possession/use of drugs/alcohol/tobacco products
5. Possession of weapons

Severe misconduct may result in suspension, issuance of a citation, or administrative/board hearing.

It is our intent that the policies of the McKeesport Area School District will ensure that every student attending McKeesport High School will be provided with an environment where learning and growth are fostered. We ask you to support our efforts by discussing all policies as well as appropriate behavior with your child in order that our goals be accomplished. The form provided **MUST** be signed by students and parents.

Surveillance cameras are used 24 hours per day in the building's shared areas. The images are recorded and accessed by administration as necessary to maintain the health, safety, and welfare of all students and staff.

NON-DISCRIMINATION POLICY

McKeesport Area School District does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information in matter of employment or services or in the educational programs or activities it operates. Title IX Statement - it is the policy of McKeesport Area School District to comply with Title IX of the Education amendments of 1972, which prohibits discrimination (including sexual harassment, sexual assault and sexual violence) based on sex in the school district's educational programs and activities.

Title IX also prohibits retaliation for asserting claims of sex discrimination. McKeesport Area School District has designated Title IX Coordinator, Mr. Adam Shaffer, to coordinate McKeesport Area School District's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting <https://www.ed.gov/about/offices/list/ocr/complaintintro.html> or calling 1-800-421-3481. Mr. Adam Shaffer can be reached at 3590 O'Neil Boulevard, McKeesport, PA 15132, 412-664-3613 or ashaffer@mckasd.net.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by The Every Student Succeeds Act (ESSA), McKeesport Area School District attempts to identify all children within the district that may be experiencing homelessness, including unaccompanied homeless youth.

The term homeless children and youth is defined as individuals who lack a fixed, regular, and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

McKeesport Area School District attempts to identify homeless students during the initial enrollment process and on an ongoing basis. If a student or family has indicated they are homeless, or if a staff member has reasonable suspicion

that a student or family is homeless, they are required to alert the Homeless Liaison. All procedures in place are designed to ensure this identification does not create or exacerbate educational barriers.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in a public school in the attendance area where the student is actually living. If a student is unaccompanied by a parent/guardian, the McKeesport Area School District Homeless Liaison will consider the views of the students in determining where they will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to McKeesport Area School District policies. However, McKeesport Area School District may require a parent/guardian to submit contact information. The homeless liaison may contact the previous school for verbal confirmation of immunizations, and the school shall request records from the previous district. Homeless families are not required to prove residency regarding school enrollment.

The McKeesport Area School District may contact the district of origin for verbal confirmation that the student has been immunized but must not be a barrier to enrollment. Verbal confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed. The Homeless Liaison will assist the parent/guardian in obtaining necessary immunizations, or immunization and medical records. Homeless students shall be provided services comparable to those offered to other McKeesport Area School District students including but not limited to: programs for students with limited English proficiency; educational services for which students meet eligibility criteria, such as programs for disadvantaged students; and students with disabilities. Homeless families will also have access to all parent involvement activities and initiatives. McKeesport Area School District will work with local community agencies to coordinate services in the student community. Staff that can help coordinate services include, but are not limited to, the homeless liaison, counselors, school social workers, as well as those involved in the Student Assistance Program. Additionally, McKeesport Area School District has certified nurses on staff that work to ensure necessary referrals take place to appropriate health care, dental services, and other medical services.

McKeesport Area School District will ensure the student has transportation to school related events, including, but not limited to testing and field trips.

Placement/Dispute/Complaints: If McKeesport Area School District is unable to determine the student's grade level due to missing or incomplete records, the school shall administer tests or utilize appropriate means to determine the student's placement.

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If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the Homeless Liaison who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the Homeless Liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints on noncompliance arise regarding the education of homeless students, the following steps may be taken:

- The person filing the complaint shall first contact the school's Homeless Liaison to present their concerns to the people closest to the situation and most likely to be able to resolve it quickly.
- If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Regional Homeless Liaison Coordinator, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.
- Individual cases may be referred to PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.

PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school/district letter or on the Dispute Letter Form if given directly to a Liaison of the Homeless Initiative.

Children who are experiencing homelessness may qualify for assistance so that they can remain in their school throughout the duration of their homelessness. If you believe your child(ren) may qualify for McKinney-Vento services, please contact the Homeless Liaison, Allison Wynn, at 412-664-3612 or awynn@mckasd.net. More information can be found on the McKinney-Vento section of our district website at www.mckasd.net.

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ACADEMIC STANDARDS

CLASSIFICATION OF STUDENTS:

FRESHMAN (9th grade)

Satisfactory completion of 8th grade

SOPHOMORE (10th grade)

Completion of 6 credits which must include 1 English, 1 Math

JUNIOR (11th grade)

Completion of 12 credits which must include 2 English, 2 Math credits

SENIOR (12th grade)

Completion of 18 credits

(graduation requirements include 3 semesters of PE, swimming and 1 semester of health)

ADVANCED COURSES

MAHS students are offered opportunities to enroll in advanced courses. For these courses, special weighted grading is used. These courses include AP American Literature, AP Government and Politics, AP Environmental Science, AP Language and Composition, AP Literature and Composition, AP United States History, AP World History, AP Biology, AP Chemistry, French IV, German IV, Spanish IV and Calculus. The Calculus course is taught in conjunction with the University of Pittsburgh and may be taken for college credit. Grading for these courses follows the advanced course grade system. **No AP course may be taken as a pass/fail credit or an independent study.**

ATHLETIC ELIGIBILITY AND INFORMATION

1. Any student with a desire to participate in a high school athletic program must have a physical examination and all consent forms completed and on file in the athletic office prior to any physical activity once the official start date passes.
2. Students wishing to participate in multiple athletic programs in a school year are required only (1) physical examination dated no sooner than June 1st of each year, as well as the proper recertification forms for the 2nd sport and beyond of the school year. If a student is injured or suffers from an illness since the last physical examination, they will be required to see a doctor clearing them before participation in the next athletic program
3. Any student absent from school on a given day for more than (4) periods will not be permitted to practice or play in a game on that school day or the next day of a game if it occurs on a weekend or holiday break.
4. Students absent for more than (20) days of school during a semester shall be ineligible to practice or play in an athletic program until attending a total of (45) school days following the 20th day of absence. Extenuating circumstances associated with excused absences as indicated by this handbook will be permitted on a case-by-case basis.
5. Students are ineligible to participate in an athletic program if any time during the current grading period, progress reports or end of the year grades indicate that they are not passing (4) full-credit subjects or the equivalent.

6. Students should take proactive measures with teachers, staff, and school counselors to discuss a pathway for academic success. This action will enable students to be enrolled into approved academic core courses that adequately prepare them for acceptance by NCAA Eligibility Center standards into a college.
7. The school district will provide transportation for all athletic events and practices not taking place on the campus of their current school. No student shall travel in transportation other than what is provided by MASD unless written permission is requested to the coach due to an unusual circumstance.
8. Unless otherwise noted by the coach or athletic office, all equipment and uniforms that are issued must be returned after the season. Failure to do so will result in being added to the debt list. The debt list may impact participation in school events such as graduation or the prom until the equipment is returned or paid for.
9. All injuries or illnesses incurred during the official regular season of an athletic program must be reported to the athletic trainers.
10. If a student is seen by a doctor or emergency room as physician for an injury or illness, they may not return to participation in an athletic program without written notification.

ATTENDANCE

It is the responsibility of the student and parent/guardian to be familiar with the McKeesport Area School District Attendance Policy. Both unexcused and excused absences are applicable to the attendance policy.

Days of absence not counted toward the policy are those “missed while on out-of-school suspension, “missed while on field trips or any school sponsored or initiated activities,” “missed when school bus transportation is unavailable,” or missed while “on homebound instruction or institutionalization” (see Exceptions to the Attendance Policy).

A good attendance record is an excellent recommendation for future school and career opportunities. The following are all LEGAL reasons for a student’s absence:

- Student illness, as verified in writing by parent or physician
- Death in the immediate family
- Observance of a bona fide holiday in accordance with the student’s religious beliefs
- Family educational trips and tours (approved in advance)
- Court appearance (written verification required)
- School sanctioned education trips or tours
- Suspension from school

Students must verify absences with a written note on the day a student returns to school, but no later than three days following the absence. Please contact the attendance officers if you have any questions about your attendance. Absentee notes must be turned in to the student's homeroom teacher.

All other excuses other than the above will be considered ILLEGAL but may be reviewed on a case-by-case basis by the Administration.

The note must contain the following information

- Student's name (first and last)
- Grade level
- Reason for absence
- Days and dates of absences
- Signature of parent or guardian
- Phone number where a parent or guardian can be contacted during the day
- Attach physician/subpoena statement if necessary

Excuse forms are in the office for this purpose

HIGH SCHOOL ATTENDANCE PROCEDURES

The following procedures particularly apply to students in grades 9 - 12 attending McKeesport Area High School:

Excuses for Absences

A student who has been absent must present an excuse from the parent/guardian for the absence within 3 days of the last day of absence.

Unexcused Absences

A student is ***not permitted to receive credit for any work, including tests, missed due to an unexcused absence from class and/or school.*** Unexcused absences include but are not limited to failing to turn in a note after an absence, cutting class, etc. If the work or test is made-up before the unexcused absence is detected, no credit will be given. In addition, the student may suffer disciplinary action.

Truancy

***Section 1341 - Duty to Employ: Power of Arrest; Certification.** The board of school directors of every school district of the first, second, or third class, shall, and in any school district of the fourth class, may employ attendance officers, or home and school visitors, whose duties shall be to enforce the provisions of this act regarding compulsory attendance.

Such attendance officers, or home and school visitors, shall, in addition to the duties imposed upon them by the provisions of this act, have full police power without warrant, and may arrest or apprehend any child who fails to attend school in compliance with the provisions of this act, or who is incorrigible, insubordinate, or disorderly during attendance at school or on his/her way to or from school.

As per the McKeesport Area High School procedure, after the third illegal absence, the Attendance Coordinator will send a "first notice" to the parent/guardian. Any further illegal absences will result in a citation being issued through the magistrate's office. State law allows for fines of \$300 plus costs and suspension of the student's license.

Early Dismissals

To ensure the safety of our students and maintain accurate attendance records, all students must follow this procedure to be released for an early dismissal from school:

Contact Information Updates:

All Guardian information **must be up-to-date** in the Skyward Computer Profile System.

This includes Parent/Guardian address and phone numbers. You must also include any stepparent or parent not living with the student that also has permission to have contact and a right to request an early dismissal for the student.

All contact information for each student, which includes any relative, neighbor or friend of family that has permission to have contact with and right to pick up students, must be updated in the computer.

The McKeesport Area High School Office has the right to ask for I.D. to identify the person picking up the student.

Parents/Guardians should send in a written request stating time of dismissal and a phone number to verify dismissal. The student must report to the main office with a note and drop it off for verification in the morning.

The Main Office must have a **one-hour-notice** of any early dismissal that is made by phone from the parent/guardian.

Only the parent or guardian of the student may request an early dismissal for the student. No exceptions without prior written consent from parent or guardian.

Any dismissal that has not been requested by either note or phone call can only be done if the parent/guardian comes into the main office with I.D. Please remember there will be a wait involved in locating and dismissing your student.

No student is permitted to leave campus via any ride share services.

The School Office also has the right to refuse any early dismissal if the above rules are not followed.

No student is to leave the building without proper authorization to do so. Any student who obtains, attempts to obtain, or helps to obtain an early dismissal under false pretenses will face **disciplinary action**.

Early Dismissal for Seniors

1. All paperwork **MUST** be completed before an early release will be granted to any Senior.
2. The office will call home to confirm that you have permission from your parent/guardian to be released early from school. This is a privilege, not a right. Any failure to abide by the rules will result in disciplinary action and loss of these privileges.
3. Seniors that have a permanent early release, **MUST** sign out at the security desk every day at the designated time for the dismissal. **Seniors ARE NOT PERMITTED to leave before their designated early release time.**
4. Any Senior that is caught "signing out early" will face disciplinary action and will have their privileges revoked.
5. Students leaving early are to exit the building immediately after their last class. There will be NO hanging in the lobby or staying after. If you are seen hanging in the lobby and not leaving when you are released, your privileges will be revoked, and your schedule will be filled with classes and/or study halls.
6. Early release privilege can be revoked at any time at the discretion of administration.
7. Seniors will only be permitted to leave early from school for the following reasons: a legitimate job, dual enrollment in a college class or enrollment in our Diversified Occupations class. You will then follow these procedures to get your early release from school.

No student is to leave the building without proper authorization to do so. **Furthermore, any student who obtains attempts to obtain, or helps to obtain an early dismissal under**

false pretenses will face disciplinary action.

Tardies

No student will be permitted to enter the building after 9:00 a.m. without a parent/guardian present.

It is the student's responsibility to arrive at school and to classes on time. Tardiness disrupts the educational process by interrupting classroom work; therefore, every possible effort should be made to be on time for school or class. In every class period, the instructor/monitor is to record the time of a student's late arrival, as well as keep a running tally of the student's number of tardies to the class period.

1. **Tardy to School: Students who are tardy to school must report to the Attendance Desk immediately upon entering the building.**
 - a) Once in the Attendance Desk, the student's time of arrival to school will be recorded, and the student will be issued a late entry slip to be shown to the teacher(s) of the class(es) the student missed as a result of being tardy to school.
 - b) The student may be "tardy to school" **four times** per nine weeks without facing a disciplinary consequence. **Beginning with the fifth unexcused tardy to school, detention will be assigned.** The number and frequency of the student's unexcused tardies may be considered in determining the form of disciplinary action taken by the Administration. On the eighth as well as all subsequent tardies to school, a day of absence will be counted towards the student's attendance record in the period(s) affected by the student's tardiness. In addition, the student's parking privileges may be suspended or revoked.
 - c) **Students with 25 tardies or more MUST have a parent sign them into school. Students need to be in their homeroom by the 7:20 late bell, or you will be marked tardy.**
 - d) If the student was **tardy to school for medical reasons, the student should submit a doctor's note** upon entry into the building verifying such to the Attendance Office for consideration. Excused tardies will NOT count against the student.

Schedule changes will not be made as a result of a student failing to report to school or class at its scheduled starting time.

PERFECT ATTENDANCE

Students must have ZERO absences and no more than 2 tardies.

BELL SCHEDULE

7:04 – 7:20 (16)	Student Arrival
7:20 - 7:32 (12)	Homeroom
7:32 - 8:14 (42)	Period 1
8:18 - 9:00 (42)	Period 2
9:04 - 9:46 (42)	Period 3
9:50 - 10:32 (42)	Period 4
10:36 - 11:18 (42).....	(LUNCH) Period 5
11:22 – 12:04 (42).....	(LUNCH) Period 6
12:08 - 12:50 (42).....	(LUNCH) Period 7
12:54 - 1:36 (42)	Period 8
1:40 – 2:22 (42)	Period 9

2 HOUR DELAY BELL SCHEDULE

9:04 – 9:20 (18)	Student Arrival
9:20 - 9:32 (12)	Homeroom
9:32 - 10:00 (28)	Period 1
10:04 - 10:32 (28)	Period 2
10:36 - 11:04 (28)	Period 3
11:08 - 11:36 (28)	Period 4
11:40 - 12:10 (30)	(LUNCH) Period 5
12:14 - 12:44 (30)	(LUNCH) Period 6
12:48 - 1:18 (30)	(LUNCH) Period 7
1:22 - 1:50 (28)	Period 8
1:54 - 2:22 (28)	Period 9

EARLY DISMISSAL BELL SCHEDULE

7:04 – 7:20 (16)	Student Arrival
7:20 - 7:32 (12)	Homeroom
7:32 - 8:00 (28)	Period 1
8:04 - 8:32 (28)	Period 2
8:36 - 9:04 (28)	Period 3
9:08 - 9:36 (28)	Period 4
9:40 - 10:10 (30)	(LUNCH) Period 5
10:14 - 10:44 (30)	(LUNCH) Period 6
10:48 - 11:18 (30)	(LUNCH) Period 7
11:22	Student Dismissal

CAFETERIA RULES

1. Students must sit at their seats upon entering the cafeteria.
2. No food items will be permitted out of the cafeteria without permission.
3. Students must not touch other students' trays.
4. Students must remain in place in line.
5. Noise should be kept at a minimum.
6. Students must be silent while announcements are made.
7. Respect at all times those teachers in charge of the cafeteria.
8. Students will be responsible for keeping their table area clean.

CHANGE OF PHONE OR ADDRESS

Students must **immediately** inform the Guidance Office if there is a change of address or telephone number. You must have proof such as a lease or utility bill, showing the new address

CLASS RANK

The first ranking for senior students takes into account all subjects taken in grades 9, 10, and 11. Final rankings are determined at the conclusion of the 12th grade. Students are ranked according to the student's overall numerical average carried out to three decimal places. **Physical Education is not considered in the determination of a student's numerical average**, and therefore, grades in those subjects do not affect class rank. Courses taken pass-fail by the student are considered as follows:

1. Pass grades in a pass-fail course are not used in determining the numerical average.
2. Grades in an Independent Study Course are recorded as pass/fail and therefore, as mentioned above, are not used in determining the numerical average.
3. Should a student fail in a pass-fail or independent study course, the teacher will convert that failure to a numerical grade, and it will be considered in the numerical average and the class rank.

Section 1: Philosophy and Legal Requirements

Equity and Non-Discrimination Statement

The McKeesport Area School District is committed to maintaining a safe, inclusive, and equitable learning environment. The District will administer discipline consistently, fairly, and equitably without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, disability, or any other legally protected characteristic.

Nothing in this discipline framework limits the District's obligation to investigate and respond to allegations of discrimination, harassment, retaliation, or sexual misconduct in accordance with applicable law and Board policy.

Individualized Review and Disciplinary Responses

The disciplinary responses outlined in this handbook serve as general guidelines rather than rigid, mandatory formulas. Every incident is unique and will be reviewed on an individual basis. In alignment with the Pennsylvania School Code, 22 Pa. Code Chapter 12, IDEA, Section 504, and applicable Pennsylvania Department of Education guidance, school administrators exercise professional discretion when determining consequences.

When evaluating an infraction, administration will carefully consider mitigating and aggravating circumstances, including:

- The student's age, development, and intent.
- The student's disciplinary history and the effectiveness of prior interventions.
- The presence of a disability and its relationship to the behavior.
- Credible claims of self-defense or unique context.
- The severity, safety risk, and actual impact of the incident on the learning environment.

Prior disciplinary history will be reviewed in determining appropriate responses; however, prior incidents will not be the sole factor in determining consequences.

Supervisory Authority Statement: The listed disciplinary responses are guidelines. The administration reserves the right to increase, decrease, or modify consequences—including substituting restorative practices for exclusionary discipline—based upon the specific circumstances of each incident, provided that all actions remain equitable, educationally appropriate, and compliant with due process.

Disability Protections (Procedural Safeguards & FAPE)

Students with disabilities shall be disciplined in accordance with applicable federal and state laws, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and Pennsylvania Chapter 14 regulations.

To ensure the provision of a Free Appropriate Public Education (FAPE), specific safeguards apply:

- **Disciplinary Removals:** School personnel may remove a student with a disability who violates the code of student conduct consistent with applicable IDEA requirements, including provisions regarding interim alternative educational settings, disciplinary removals, and manifestation determinations. Disciplinary decisions involving students with disabilities shall also comply with applicable Pennsylvania regulations under 22 Pa. Code Chapter 14.

- **Manifestation Determination:** If a proposed disciplinary removal constitutes a change in placement under IDEA, including removals exceeding ten (10) cumulative school days when a pattern of exclusion is determined, the District, parent/guardian, and relevant members of the IEP/504 team will meet to conduct a Manifestation Determination Review. This review decides if the behavior was caused by, or had a direct and substantial relationship to, the student's disability, or if it was the direct result of the district's failure to implement the IEP/504 plan.

- **Behavioral Supports:** If the behavior is determined to be a manifestation of the disability, the IEP team will determine appropriate behavioral supports, services, and placement considerations consistent with IDEA requirements, which may include conducting a Functional Behavior Assessment (FBA) and implementing or modifying a Behavior Intervention Plan (BIP).

Due Process and Suspension Hearings

In strict accordance with Pennsylvania Code (22 Pa. Code § 12.6), any out-of-school suspension that may exceed three (3) consecutive school days requires an Informal Hearing.

- The informal hearing shall be held promptly after the notice of suspension and before a suspension exceeding three (3) consecutive school days is continued.

- The hearing shall provide the student and parent/guardian an opportunity to review the circumstances, respond to the allegations, and present relevant information or mitigating factors.

- Following this hearing, the administration will determine whether additional suspension days are warranted based on the facts, safety considerations, and student history.

Student Discipline Records & Confidentiality

Student discipline records shall be maintained confidentially in accordance with the Family Educational Rights and Privacy Act (FERPA), 22 Pa. Code Chapter 12 (Student Rights and Responsibilities), and established District records management policies. Disciplinary information is considered part of the student's educational record and will only be disclosed to authorized school personnel, parents or legal guardians, or external entities consistent with federal and state statutory consent requirements and exceptions.

Section 2: Disciplinary Interventions and Responses

Disciplinary Interventions Framework

To support student growth, minimize exclusionary discipline, and maximize time in the classroom, MASD utilizes an evidence-based, multi-tiered system of behavioral supports. Disciplinary actions prioritize restorative options where appropriate and safety allows:

- Verbal warning, redirection, or student-administrative conference.
- Parent/guardian contact or formal meeting.
- Restorative practices, circle interventions, peer mediation, and conflict resolution.
- Counseling referral or referral to the Student Assistance Program (SAP).
- Behavior contracts, Tier 2/3 behavioral support plans, and check-in/check-out (CICO) procedures.
- Loss of specific privileges (such as extracurricular activities or social events).
- Lunch detention or after-school detention.
- In-School Suspension (ISS) or Out-of-School Suspension (OSS).
- Referral for consideration of an Alternative Education for Disruptive Youth (AEDY) placement in accordance with Pennsylvania Department of Education requirements.
- Consultation with law enforcement when required by law or appropriate for building safety.

Referrals, Notifications, and Tracking

The official notification of a disciplinary action is the Discipline Referral Form. Once assigned, students are expected to know the schedule and report to the designated location on time. If a question arises, students must report to their first-period class first, then request a pass to verify details with the main office. A student's refusal to sign a form does not invalidate the infraction or pause the response.

To monitor chronic behavioral concerns, administration tracks cumulative history. After a student accumulates five (5) separate assignments of OSS, a conference may be requested with the Superintendent or administrative team to evaluate supportive options or alternative educational settings.

Disciplinary Review Considerations for Repeated Major Infractions

Major infractions are serious violations involving significant safety concerns, violence, threats, weapons, controlled substances, or substantial disruption of the educational environment. The following structure represents examples of disciplinary considerations and is not intended to create mandatory sequential consequences. Nothing in this framework shall prevent the District from imposing a more significant response when necessary to protect student or staff safety. The administration reserves full discretion to escalate or substitute restorative responses based on safety, severity, intent, impact, and other relevant circumstances, including situations where a first occurrence warrants a more significant response. The following examples may guide disciplinary decisions for repeated behavioral concerns but do not apply to serious offenses requiring immediate heightened response.

- **1st Major Infraction:** May result in up to 1 Day OSS.
- **2nd Major Infraction:** May result in up to 2 Days OSS.
- **3rd Major Infraction:** May result in up to 3 Days OSS.
- **4th Major Infraction:** May result in up to 5 Days OSS.
- **5th Major Infraction:** May result in up to 10 Days OSS and a review for alternative educational setting considerations.
- **Chronic Violations:** Students accumulating 10 or more total disciplinary referrals within a school year may be referred for consideration for an AEDY placement or formal expulsion hearings before the Board of School Directors.

Detention Guidelines

Students assigned to detention are required to report to the designated location on time. Detentions generally take priority over employment, extracurricular practices, or personal plans. Accommodations can be requested for documented medical/court appointments, family emergencies, or unexpected school cancellations. Disruptive behavior may result in removal and an adjusted disciplinary response. Students completing after-school detention are eligible to ride the designated after-school activity bus.

Failure to Attend Detention

When a student fails to attend a scheduled detention without an excused reason, the disciplinary response may be escalated. For chronic failure to attend (1 to 3 missed days), the administration may convert the consequence to an equivalent period of In-School Suspension (ISS) to ensure compliance.

In-School Suspension (ISS) Procedures

The In-School Suspension Room is an internal academic environment designed to enforce boundaries while keeping students safe, supervised, and engaged with their schoolwork.

- **Arrival:** Students assigned to ISS must report directly to the ISS room upon entering the building. Students must remain in the assigned room and are not permitted to wander hallways.
- **Academic Work:** Students will be provided their regular class assignments and are required to work productively. Full cooperation with the ISS Facilitator is expected
- **Absences:** If a student is absent on an ISS day, the assignment typically carries over to the day they return to school.
- **Behavioral Non-Compliance:** Disruption or a refusal to cooperate within the ISS environment may result in a review of the setting and additional disciplinary consequences, including Out-of-School Suspension (OSS).

Out-of-School Suspension (OSS) Guidelines

In accordance with MASD Suspension and Expulsion Policy #233, students may be suspended out of school for severe or persistent infractions that compromise safety or orderly operations.

- **Property Exclusion:** Students serving an out-of-school suspension are generally prohibited from entering school grounds, school buildings, or participating in school-sponsored activities unless authorized by District administration. Unauthorized entry may result in additional disciplinary action and/or a referral to law enforcement.
- **School Cancellations:** If school is cancelled due to weather or emergencies, that day does not count toward the completion of the suspension. The suspension typically resumes on the next active school day.
- **Academic Equity:** Students receiving an out-of-school suspension shall be provided a reasonable opportunity to complete missed assignments, assessments, and coursework consistent with District procedures.

Expulsion Procedures

Expulsion is a disciplinary action reserved for the Board of School Directors. The Superintendent or designee shall provide the Board with a recommendation and supporting documentation consistent with District policy and applicable law. Any recommendation for expulsion shall be processed in accordance with Pennsylvania School Code requirements, Board policy, and applicable due process procedures.

Section 3: Specific Infractions and Operational Rules

Weapons Violations

(See Weapons Policy #218.1)

Possession of a weapon shall result in disciplinary action consistent with Pennsylvania School Code § 1317.2 and applicable Board policy. In accordance with state law, the Superintendent shall recommend expulsion for a period of not less than one (1) year unless, after consideration of the specific facts and circumstances of the individual case, the Superintendent determines that modification of the one-year expulsion recommendation is appropriate. The Board of School Directors retains final authority regarding any expulsion determination.

- **Definition:** Weapons include firearms, knives, cutting tools, explosives, and dangerous implements capable of inflicting bodily injury.
- **Disciplinary Handling:** Law enforcement will be notified, and the student may be placed on an immediate short-term suspension pending the statutory review and due process procedures required for long-term removal or expulsion recommendations.

Controlled Substances & Alcohol

(See Controlled Substances/Paraphernalia Policy #227)

The manufacture, distribution, possession, or use of illegal drugs, alcohol, look-alike substances, or unauthorized prescription medications is prohibited. Violations are reviewed individually and may result in multi-day OSS, referral to the Student Assistance Program (SAP), and law enforcement consultation.

Tobacco and Vaping Violations

(See Tobacco Use Policy #222)

In alignment with PA Crimes Code Section 6306.1, the use or possession of tobacco, nicotine, or delivery apparatuses (vapes, e-cigarettes, lighters) is prohibited on school property. The District may incorporate educational interventions or cessation programming as part of the disciplinary response. Disciplinary guidelines typically include:

- 1st Offense: **Up to 2 Days OSS.**
- 2nd Offense: **Up to 3 Days OSS** + Scheduled parent/guardian conference.
- 3rd Offense: **Up to 5 Days OSS** + Parent conference + Recommended enrollment in a nicotine cessation program.

Note: School officials may request law enforcement involvement; police determine whether to issue statutory citations.

Violence and Physical Altercations

MASD works to prevent physical violence through progressive discipline, counseling, and restorative practices. Following a physical altercation, the district will attempt to schedule a re-entry conference with the parent/guardian and student to establish behavior goals and conflict resolution support.

- **Individual Assessment:** Administration will investigate fights carefully to assess degrees of culpability, intent, instigation, or documented actions of self-defense. Students who engage in physical contact while attempting to protect themselves or others will be evaluated based on the totality of circumstances.
- **Assault on Staff:** Physical violence directed at a school employee or security officer may result in a suspension of up to 10 days, a law enforcement referral, and a recommendation for expulsion.
- **Escalated Risks:** Incidents where a student violently persists despite direct staff interventions, or where severe injury occurs, may result in an immediate review for an extended suspension track and potential law enforcement referral.

Range of Responses for Fighting:

- **1st Offense:** May include up to 5 Days OSS and consultation with law enforcement when appropriate.
- **2nd Offense:** May include up to 5 Days OSS + Referral for consideration for AEDY placement or alternative educational setting + Temporary suspension from extracurricular activities.
- **3rd Offense:** May include up to 10 Days OSS, law enforcement consultation when appropriate, and consideration of an alternative educational placement or recommendation for expulsion consistent with applicable law.

Extreme Violent Acts & Property Destruction

Disruptive behavior includes actions that impede classroom learning. Extreme Violent Acts present significant, immediate danger or liability to the school population (e.g., arson, bomb threats, severe vandalism over \$200, or computer system hacking).

- **Property Destruction & Vandalism:** (See Care of School Property Policy #224) Defacement or destruction of district property is prohibited. Students and families may be held responsible for restitution as permitted by Pennsylvania law and district policy. The imposition of restitution shall follow applicable due process requirements. Infractions may result in disciplinary placement (ISS/OSS) ranging from 1 to 5 days depending on the scope of the damage, alongside potential law enforcement referrals.

Threats, Harassment, & Bullying

Threat Assessment and Safety Assessment

The District utilizes threat assessment procedures to evaluate reported threats, concerning behaviors, and potential risks to the school community. Threat assessment processes are intended to identify concerns, coordinate interventions, and support school safety while maintaining student

rights and due process.

Threats and Harassment

(See Policies #218.2, #248, and #248.1)

All threats of harm—written, verbal, or digital—will be investigated. Consequences are determined by the severity and context of the threat, ranging from a 1-day suspension up to a 10-day suspension with an expulsion recommendation for severe terroristic threats. Responses may include suspension, referral to law enforcement, threat assessment procedures, and recommendation for expulsion when warranted based upon the severity and circumstances of the incident, consistent with District threat assessment procedures and applicable Pennsylvania law. Complaints involving alleged discrimination, harassment, or sexual misconduct will be addressed in accordance with applicable Board policies and federal and state requirements, including Title IX.

Bias-Based Slurs, Language, & Intimidation

The use of slurs, epithets, or harassing behavior targeting an individual's race, ethnicity, religion, sexual orientation, gender, or gender identity is prohibited. Responses may include restorative interventions, educational consequences, suspension, law enforcement consultation when appropriate, or other disciplinary measures based on severity, intent, impact, and circumstances. Severe or targeted bias-based intimidation or threats may result in suspension of up to 10 days, law enforcement consultation when appropriate, and a recommendation for formal expulsion consistent with applicable due process requirements.

Bullying & Cyberbullying

(See Bullying/Cyberbullying Policy #249)

Bullying includes intentional electronic, written, verbal, or physical acts or a series of acts directed at another student in a school setting.

- **Intervention Track:** Early offenses focus on counseling interventions, parental notifications, and written warnings. Responses may include restorative practices, safety planning, counseling support, and corrective action designed to address the behavior and prevent recurrence. Repeated or substantiated bullying behaviors may result in progressive disciplinary consequences, including ISS, OSS, restriction of privileges, AEDY referral, or recommendation for expulsion when warranted.

Transportation Safety & Offenses

Transportation services are provided by the district as required by law. Students must follow safety expectations in order to maintain transportation privileges. To protect the welfare of everyone on board, all safety reports from transportation personnel will be reviewed. When transportation is suspended, the district will communicate expectations regarding attendance and alternative transportation responsibilities.

Bus Rider Conduct Expectations

- Riders should be at their scheduled stop ten (10) minutes before arrival.
- Riders must follow the bus driver's directions and remain in their assigned seats, facing forward while the bus is in motion.
- Heads, hands, and arms must remain inside the windows. Horseplay or loud disruptions that distract the driver are prohibited.
- Students must ride only their assigned bus and use their designated stops.

Range of Responses for Bus Infractions

- 1st Offense: Administrative conference with the student; parent notification.
- 2nd Offense: May include a 1-school-day suspension of bus riding privileges.
- 3rd Offense: May include up to 3 school days suspension of bus riding privileges.
- 4th Offense: May include up to 5 school days suspension of bus riding privileges.
- 5th Offense / Chronic Safety Risks: A formal parent conference will be held to evaluate whether the student should lose bus privileges for the remainder of the school year. The district will provide notice and an opportunity for the student and parent/guardian to respond prior to an extended loss of transportation privileges.

Note: Severe offenses, such as physical fighting on a bus or assaulting a driver, will bypass the transit track and immediately be processed under Major Offenses (OSS/Law Enforcement referral).

Class Cuts and Attendance Violations

(See Discipline – Class Cuts Policy #218.3)

In alignment with 22 Pa. Code Chapter 12 and Board Policy #218.3, students are expected to attend all assigned classes, study halls, and homerooms on time.

- Definition: A Class Cut occurs when a student arrives 10 minutes late or more to an assigned class without a valid pass or fails to report to an assigned area altogether.
- Tardiness vs. Cutting: A student who arrives at their designated classroom in under 10 minutes is considered tardy, not cutting.

Progressive Disciplinary Scale for Class Cutting / ISS Suspension

Administrative Discretion Note: The consequences listed below are viewed as minimum guidelines. Administrators retain full authority to adjust consequences or apply different disciplinary actions in consideration of aggravating circumstances or specific context.

- 1st Offense: 3 days detention
- 2nd Offense: 1 day ISS
- 3rd Offense: 2 days ISS
- 4th Offense: 1 day OSS
- 5th Offense: 3 days OSS
- 6th Offense: 5 days OSS

Unauthorized Area & Leaving Room Without Permission

Unauthorized Area

An Unauthorized Area is defined as any part of the building or grounds where a student has not been granted explicit permission by a faculty member to enter. Examples include, but are not limited to:

- Using laboratories or facilities that are not on the same floor or area as the student's scheduled classroom.
- Being in the gymnasium area without explicit permission or direct supervision.
- Being in the cafeteria, when it is not the student's assigned lunch period.
- Roaming the halls, stairwells, or outdoor spaces without a pass before homeroom or after dismissal.

After-School Regulations & Trespassing Authority

- 2:30 p.m. Deadline: All students who wander the halls unsupervised or fail to report to their assigned after-school activities, sports, or tutoring by 2:30 p.m. will be considered in an unauthorized area and subject to the penalties outlined in the discipline policy.
- Pass Requirement: It is the responsibility of the student to ask their coach, teacher, administrator, or tutor for a valid pass listing the location and time of departure. Failure to receive a valid pass will not be recognized as a valid excuse.
- Trespassing Risk: All students found in the school building without a valid pass following 2:30 p.m. will be disciplined and, depending on their reason for being in the building and refusal to vacate, may be considered to be criminally trespassing with law enforcement consultation.

Leaving Room Without Permission

Leaving an assigned classroom or study hall without teacher authorization disrupts instructional flow and creates accountability risks. First infractions may be handled through teacher intervention or detention; chronic or severe instances will be addressed under the progressive disciplinary scale.

Misuse of a Pass & Forgery

Misuse of a Pass

A pass is an official document granting travel to a single, specific location within the school.

- Strict Route Adherence: Misuse is defined as a student failing to adhere strictly to the exact location listed on the pass. Side trips will not be permitted.
- Unattended Locations: If a student reports an area at the direction of a teacher, and the receiving teacher is not there, the student must report directly back to the assigned area

they left.

- **Inter-Teacher Visits:** Students may not leave their assigned area to see another teacher unless they have both:
 1. Their current classroom teacher's explicit permission.
 2. A valid pass requesting their presence pre-issued by the requesting teacher.

Forgery

- **Definition:** Forgery includes altering a hall pass, forging a staff member's signature, manufacturing a counterfeit pass, or falsifying parent/guardian notes, excuses, or legal documentation.
- **Disciplinary Response:** Forgery undermines building safety and administrative recordkeeping. Infractions will result in parent notification, pass privilege revocation, and progressive consequences ranging from Detention to In-School Suspension (ISS).

Gambling

(See Student Discipline Policy #218)

In alignment with state regulations and Board policy, all forms of unauthorized gambling or wagering are strictly prohibited on school grounds, district transportation, and during school-sponsored activities.

- **Definition:** Participating in games of chance or skill for monetary gain, property, or items of value; possessing gambling paraphernalia (e.g., dice, playing cards used for wagering, sports pools); or organizing gambling pools.
- **Disciplinary Guidelines:**
 - **1st Offense:** Parental contact, confiscation of materials/funds, and up to 2 days Detention or ISS.
 - **2nd Offense:** Parent/guardian conference, confiscation, and up to 2 days ISS.
 - **3rd & Subsequent Offenses:** Progressive discipline including Out-of-School Suspension (OSS) and potential law enforcement referral if state statutory codes are violated.

Technology, Prohibited Items, and Search Authority

Prohibited Items

Items that present safety risks or severe instructional distractions are subject to seizure. These include illicit substances, unapproved tools, weapons, fireworks, explicit media, laser pointers, or pepper spray.

- **Surrender of Property:** Students are expected to cooperate with staff. A failure or refusal to surrender a prohibited item will be treated as insubordination. This behavior may result in removal from class and additional disciplinary consequences based on the totality of the circumstances.

Device Management

Unauthorized phone use or possession of items that violate policy may result in confiscation. Confiscated devices shall be handled and returned in accordance with Board Policy #237. Dangerous or illegal items may be secured by the District pending return procedures, investigation, or law enforcement disposition, or referred to law enforcement consistent with applicable law and District procedures.

Cell Phone & Mobile Communication Device Policy

(In Alignment with Act 55 of 2024 & PA School Code § 1302-B / SB 1014)

To reduce classroom distractions, protect student mental health, and promote a safe, engaging learning environment, the District enforces a "Bell-to-Bell" Mobile Device Restriction during the school day.

1. Scope & Storage Requirement

- **Bell-to-Bell Restriction:** Students are prohibited from using or displaying cell phones, smartwatches, wireless earbuds/headphones, or personal electronic communication devices during the entire school day (from the morning arrival bell to the final dismissal bell).
- **Storage Expectations:** Upon entering the building, all personal mobile devices must be powered off (or set to silent) and securely stored out of sight in an assigned locker, backpack, or designated classroom storage area.
- **Restricted Times Include:** Instructional periods, passing periods, lunch periods, study halls, and inside restrooms or locker rooms.

2. Mandatory Statutory Exceptions (State-Required)

In compliance with Pennsylvania law, exceptions to the cell phone policy will be granted **ONLY** under the following documented circumstances:

- **Documented Medical Needs:** Students with a documented medical condition requiring real-time device monitoring (e.g., Continuous Glucose Monitors for diabetes).
- **Special Education & 504 Accommodations:** Students whose Individualized Education Program (IEP) or Section 504 Plan specifically identifies a mobile device as a necessary assistive technology or communication tool.
- **English Language Learners (ELL):** Authorized use of translation software or language access applications under direct staff supervision.
- **Teacher-Directed Instructional Use:** Rare, temporary exceptions where a staff member explicitly approves device use for a specific educational activity.

3. Emergency Communication Protocol

Parent Notice: In the event of a family emergency or necessary communication during the school day, parents/guardians should contact the main office directly. Main office personnel will promptly relay messages or bring students to the office. In the event of a school-wide emergency or safety drill, official updates are released through district notification channels to ensure accurate information and maintain safety protocols.

4. Progressive Disciplinary Structure for Device Violations

- 1st Offense: Device confiscated by staff and held in the main office until the end of the school day. Student warning and parent notification.
- 2nd Offense: Device confiscated and held in the main office. Parent/guardian is required to retrieve the device. Assignment of After-School Detention.
- 3rd Offense: Device confiscated. Parent/guardian retrieval required. 1 Day In-School Suspension (ISS) + loss of self-carry device privileges (device must be turned into the office daily upon arrival for a designated period).
- 4th & Subsequent Offenses: Escalated progressive discipline (additional ISS/OSS) for insubordination and chronic policy non-compliance.

Search and Seizure Authority

(See Search and Seizure Policy #226)

Students have a limited expectation of privacy in school property and district-controlled spaces. To maintain a safe and orderly learning environment, school officials are authorized to conduct searches of students, their belongings, and school-provided accommodations when there is reasonable suspicion that a student is in possession of a prohibited item or has violated the law or the code of student conduct. Searches shall be executed in accordance with applicable state and federal laws, constitutional standards, and Board policy.

- Lockers and School Property: Lockers, desks, and storage spaces are District property, and students shall have limited privacy expectations in those areas. School officials may conduct random or targeted inspections of these spaces at any time, without notice and without student consent.
- Backpacks and Personal Belongings: Personal items brought onto school property, including backpacks, bags, and clothing pockets, are subject to search by administrators if reasonable suspicion exists.
- Vehicles: Student-operated vehicles parked on school property or at school-sponsored functions are subject to search by administration upon reasonable suspicion of a policy violation.
- Electronic Devices: Searches of personal or district-issued electronic devices (including cellular phones, laptops, and tablets) will be limited to examining contents directly relevant to the specific infraction for which reasonable suspicion exists, consistent with legal restrictions and policy.

Dress Code Violations

In accordance with Board Policy 221, students whose attire violates safety or instructional standards, and who are unable or refuse to remedy the issue, may be assigned to an alternate supervised setting or ISS for the day to preserve the learning environment.

Emergency Drill & Evacuation Procedures

During any emergency evacuation or mandatory safety drill, strict adherence to instruction is vital for safety.

- Students must report directly to their building's assigned staging area and remain with their designated teacher.
- Students must follow all directives from emergency personnel, teachers, and administrators. Students are not permitted to leave their assigned area until the "All Clear" is officially announced.
- **Electronic Communication:** Unauthorized phone use that interferes with emergency procedures, staging protocols, or staff commands may result in confiscation of the device.
- **Disciplinary Response:** Defiance, extreme disruption, or leaving an assigned area during a safety drill compromises accountability and safety. Such actions will be reviewed seriously and may result in an Out-of-School Suspension (OSS) or alternative disciplinary consequences based on the severity of the disruption.

Board Authority Statement

Nothing contained within this administrative guideline supersedes the authority of the Board of School Directors to establish policy, approve expulsions, or exercise authority granted under the Pennsylvania School Code.

Administrative Review and Continuous Improvement

The District reserves the right to review and revise administrative disciplinary procedures as necessary to ensure compliance with changes in federal or state law, Pennsylvania Department of Education guidance, Board policy, and district needs.

DRESS CODE (continued)

The purpose for implementing this student dress code policy for all students in grades Kindergarten through 12 is to strengthen the learning environment for classroom instruction and academic performance; prevent disruption to the educational process; facilitate learning; increase the atmosphere for school pride and personal appearance; and enhance the image of students and the school in the community. While requiring a specific type of clothing, it is not the district's purpose to interfere with student decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn must be the foremost objective of the district.

Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items expressly prohibited under this policy, Principals and District Administration have discretion to address any attire/body art that is offensive, degrading, vulgar, contrary to the educational mission of the school, disrupting the learning environment, or infringing upon the rights of others. This dress code policy shall be in effect during the regular school year.

DRESS CODE FOR GRADES 9 to 12

BOYS

Tops. Shirts with a collar and sleeve, in solids, stripes, or plaids, are required. Shirts with patterns that are discreet will be permitted. Patterns must be NO Larger than the size of a dime on either a polo shirt or a button-down shirt. Pictures or wording on the shirt are prohibited. Solid color sweaters including crew neck, v-neck, half-zipper, pullover, boa neck, vest/sweater vest, and cardigan can be worn as part of a layered outfit with a collared shirt.

No more than the top two buttons may be unbuttoned on any style of a collared shirt.

A manufacturer's logo/emblem is permitted on the upper front corner of the shirt or on the sleeve. Collars **MUST BE VISIBLE AT ALL TIMES.**

All shirts must have finished seams, including sleeves, collars, and shirt sides. **TURTLE NECKS OR COWL NECKS ARE NOT PERMITTED TO BE WORN UNLESS THEY ARE UNDER A COLLARED SHIRT.**

Clothing that is torn, revealing, or tight is inappropriate school attire. Clothing that promotes drugs, alcohol, weapons or is offensive either by racial or sexual reference is prohibited.

It is recommended that students "tuck-in" tops. All tops must not go below the mid- thigh area in length.

Bottoms: Bottoms are permitted in the following colors; shades of **black, blue, brown/tan** and must be solid in color. **Cargo pants and shorts are now permitted.** Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor. The width of the pant bottom should be no larger than the shoe size. The hemline must be **NO MORE than 3 inches** above the

knee.

It is recommended that students wear a belt with bottoms. **ALL bottoms must be worn at the waist.** *The waist is defined as the area between the bottom of the rib cage and the top of the hip bone.*

All bottoms must have a finished hem. No shredded shorts or cutoffs are permitted.

Shoes - Dress shoes, boots, sneakers, and sandals are permitted. Slippers, flip-flops, and sneakers with wheels are not permitted.

All clothing must be sized appropriately; therefore, clothing must be no more than one (1) regular size larger or smaller than the student actually measures.

GIRLS

Tops. Shirts with a collar and sleeve, in solids, stripes, or plaids, are required. Pictures or wording on the shirt are prohibited. Solid color sweaters including crew neck,

v-neck, half-zipper, pullover, boa neck, vest/sweater vest, and cardigan can be worn as part of a layered outfit with a collared shirt.

No more than the top two (2) buttons may be unbuttoned on any style of a collared shirt. **Sheer or see-through blouses are NOT permitted.** Collars **MUST BE VISIBLE AT ALL TIMES**

A manufacturer's log/emblem is permitted on the upper front corner of the shirt or on the sleeve. **NO VICTORIA'S SECRET "PINK" ATTIRE WITH BIG PRINT WILL BE PERMITTED**

All shirts must have finished seams, including sleeves, collars, and shirt sides.

Clothing that is torn, revealing, or tight is inappropriate school attire. Clothing that promotes drugs, alcohol, weapons or is offensive either by racial or sexual reference is prohibited.

It is recommended that students "tuck-in" tops. All tops must not go below the mid- thigh area in length.

Bottoms: Bottoms are permitted in the following colors; shades of **black, blue, brown/tan** and must be solid in color. **DENIM PANTS OR JEANS OF ANY TYPE OR COLOR IS PROHIBITED.** **Cargo pants and shorts are now permitted.** Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor. The width of the pant bottom should be no larger than the shoe size. The highest point of hemline must be **NO MORE than 3 inches** above the knee permitted but limited in colors to those outlined previously.

Jeggings and colored jeans are NOT permitted. NO BLACK JEANS permitted.

It is recommended that students wear a belt with bottoms. **ALL bottoms must be**

worn at the waist. *The waist is defined as the area between the bottom of the rib cage and the top of the hip bone.*

All bottoms must have a finished hem. No shredded shorts or cutoffs are permitted.

Dresses: All dresses must have a collar and sleeves. All jumpers must be worn with an approved collared top. Dresses and jumpers must be a solid color, the appropriate length and have a finished hem.

Socks: Any color sock is permitted. Leggings, tights, leotards, etc. are recommended under dresses, skirts and skorts and must be in a solid color.

Shoes: Dress shoes, boots, sneakers and sandals are permitted. Slippers, flip-flops, and sneakers with wheels are not permitted.

All clothing must be sized appropriately; therefore, clothing must be no more than one (1) regular size larger or smaller than the student actually measures.

PROHIBITED

Hooded tops or “hoodies” are prohibited. Hooded tops or “hoodies” may be worn as outerwear but must be placed in lockers upon arrival to school. Outerwear/outdoor clothing is not permitted once classes begin. This includes Northface, Columbia type jackets, jean jackets, full zip athletic/activity type jackets, i.e. dance, cheerleading, etc.

Wearing an oversize/draping shirt hanging at the knee area, touching the knee, or below the knee is strictly prohibited. Students are NOT permitted to carry coats, hoodies, jackets or outer wear of any kind. Items MUST be placed in a locker at the beginning of the school day.

Draping articles of clothing, towels, or other objects out of pant pockets are not permitted.

Tops which expose cleavage, undergarments, or waist/belly button/stomach area are strictly prohibited.

Denim (jeans) of any type or color is prohibited. This includes denim look-alike apparel. Cut-offs or holes of any kind are not permitted in bottoms. Students are not permitted to wear leggings/jeggings as pants, pajama bottoms, yoga pants, athletic style pants and shorts, or sweat pants/jogging pants and sweat shorts, which includes fleece, stretch knits, cotton, nylon, spandex and velour. Wearing bottoms which expose skin or undergarments or wearing oversized, draping baggy style pants to create a “sag” look is strictly prohibited.

Fishnet, thigh-highs or ripped-up stockings are not permitted.

No head coverings are permitted. This includes but is not limited to caps, hats, hoods, bandanas, wave caps, sweatbands, skull caps, sunglasses, headsets, or any other head covering. Combs, rakes, or picks should not be worn in the hair. Any gang attire, symbols, signs, tattoos, hairstyles or other evidence of membership in, or affiliation with, recruitment of, or desire to be affiliated with any gang is prohibited.

JEWELRY AND ACCESSORIES

Jewelry or accessories that may be used as weapons are not to be worn to school. This includes but is not limited to jewelry such as spiked rings, spiked bracelets, spiked dog collars, chained wallets, two or three finger rings that are connected, and bulky chains worn around the neck or waist.

Chains and sharp objects such as spikes are not allowed on clothing or book bags.

Students may not wear tinted glasses or sunglasses. Gold teeth or grills of any type are strictly prohibited.

Requests for exemptions from the dress code based upon one's religion or religious beliefs must be made at least 72 hours in advance in writing to the Principal. The letter must include an explanation of what the religion/religious belief prevents compliance with the dress code.

Other exceptions will require approval from the Building Principal. Such exception requests must be made in writing at least 24 hours in advance and must include a reason/explanation for the request.

TRANSFER STUDENTS

Transfer students must be in compliance with the dress code policy by the first attended day of school.

DUAL ENROLLMENT WITH CCAC

What is the Dual Enrollment Program?

The Dual Enrollment Program at CCAC provides high school students with the opportunity to take college courses while still in high school. Students wishing to take advantage of the Dual Enrollment Program must have the approval of their high school principal, counselor, and their parents. The number of courses, as well as the type of courses taken, will be determined through a joint approval process. In some cases, students may be required to take the CCAC placement test before being approved to take certain courses at the college. Any course taken will be counted as an elective.

*Maximum of 2 credits can be applied to graduation requirements.

* Fees and tuition are the responsibility of the student.

The grades obtained in these courses are not counted in determining the student's grade point average and class rank.

What are the requirements to participate in the Dual Enrollment Program?

Students interested in participating in the Dual Enrollment Program must have a 2.0 GPA or greater from high school. Students must have the approval for participation in the Dual Enrollment Program from a high school principal, counselor and their parents. Students must meet all CCAC program and/or course pre-requisites. Students must complete all necessary forms as required by the college.

DUAL ENROLLMENT WITH PENN STATE GREATER ALLEGHENY

In addition, special arrangements have been made with the **Penn State Greater Allegheny** for students to enroll in college level courses. A liaison has been established between the Guidance Office of the school and the Admissions Office at Penn State whereby qualified students are permitted to take courses at Penn State Greater Allegheny. Students are permitted to take entry-level college courses after a review and acceptance of their high school transcripts by Penn State Admissions Office. Courses taken in the past by McKeesport students include Introduction to Algorithmic Processes, Elementary Calculus, and Calculus II. Students receive college credit upon successful completion of the course. **The grades obtained in these courses are not counted in determining the student's grade point average or class rank.**

Scholarship support information for Penn State Greater Allegheny is available upon request.

EVENTS AND SCHOOL RELATED ACTIVITIES

Semi-Formal Dance:

Students with more than ten (10) absences (legal or illegal) AND /OR ten (10) tardies (legal or illegal) from the first day of school will not be permitted to attend the semi-formal dance. **Students suspended out of school on more than one occasion, will not be permitted to attend the Semi-Formal Dance.**

Any absences or tardies in excess of the numbers stated above MUST be accompanied with a medical excuse for consideration. All excuses for illegal or medical reasons must be turned in to the homeroom teacher within three days of the student's return to school. Any students exhibiting a pattern of violating the code of conduct can also be excluded from participating in the semi-formal at the discretion of the administration. **Any student that has been involved in a physical altercation or who has received a 10-day suspension for drugs, alcohol or weapons will NOT be permitted to attend the semi-formal. NO Exceptions**

Any individual over the age of 21 are not permitted to attend the semi-formal.

Junior/Senior Prom:

Students with more than twenty (20) absences (legal or illegal) AND/OR twenty (20) tardies (legal or illegal) from the first day of school will not be permitted to attend the senior prom. **Students suspended out of school on more than one occasion, will not be permitted to attend the prom.** Any absences or tardies in excess the numbers stated above MUST be accompanied with a medical excuse for consideration. All excuses for illegal or medical reasons must be turned in to the homeroom teacher within three days of the student's return to school. Any student exhibiting a pattern of violating the code of conduct can also be excluded from participating in the prom at the discretion of the administration **Any student that has been involved in a physical altercation or who has received a 10-day suspension for drugs, alcohol or weapons will NOT be permitted to attend the prom. NO Exceptions!**

Students in the ninth grade and freshman from another district, or any individual over the age of 21 **are not** permitted to attend the prom.

Athletic Events/School Activities:

Attendance at all school related activities is encouraged and considered a vital part of supporting the school and promoting school spirit. All McKeesport Area High School students are expected to display good sportsmanship at all times throughout any activity or event. Unacceptable language, inappropriate gestures and physical altercations are examples of behavior not in the realm of good sportsmanship. These behaviors can lead to removal from that particular event and prohibit attendance at subsequent school activities or events.

EMERGENCY EARLY DISMISSAL

In the event that inclement weather forces an early dismissal once students are in school, local media stations, social media outlets and Skyward alerts will be utilized by District Administration for further important information.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly, gets in the **HOLD** position, and awaits further directions by the teacher/administrator to clear the building if necessary.

GRADUATION REQUIREMENTS

Graduation from McKeesport Area High School requires satisfactory completion of at least 26 credits to graduate. All CTE courses that meet for three periods daily for the entire year, upon satisfactory completion, will be awarded three credits. Any subject that meets daily for one semester will grant one-half credit. The minimum of 26 credits will be distributed as follows:

English*.	4.0
Mathematics*.	3.0
Science.	3.0
Social Studies.	3.0
Health and Physical Education.	2.5
Electives (school district approved).	10.5

Honors at graduation will be determined by the grades earned in 9th, 10th, 11th, to the end of the third nine weeks grading period of 12th grade. Graduation honors for STUDENTS CURRENTLY ENROLLED IN GRADES 9, 10 AND 11 are as follows:

95 average and above.....	Highest Honors (Gold Cords)
88 - 94.999.....	High Honors (Silver Cords)
81- 87.999.....	Honors (White Cords)

VALEDICTORIAN - SALUTATORIAN

The highest-ranking student in the Senior Class will be honored as valedictorian. All grades from all subjects which are scheduled for five or more periods a week in 9th, 10th, 11th, and 12th grades will be used, with the exception of Physical Education and Swimming. **The valedictorian will be the student who has the highest numerical average carried out to three decimal places.** The student with the net highest numerical average will be the salutatorian. A student must be enrolled at MAHS for at least 4 semesters to be considered for these positions.

GUIDANCE SCHOOL COUNSELING SERVICES

School counselors are available to provide academic counseling, career counseling and personal counseling for all students.

Academic counseling relates to the selection of courses appropriate to the student's needs, abilities, and interests. The counselors are able to offer their assistance if a student encounters difficulty with a course. Techniques in effective studying can also be presented to the students.

Career counseling refers to the discussion of various careers in which students may have an interest and an aptitude. Since there are over 30,000 different types of occupations in the United States from which to choose, students need to define their goals in order to select a career path in which they will experience success. The counselors can inform students of their strengths by interpreting aptitude and career interest tests for them. Once a career path has been chosen, the counselors can assist students in selecting the college, technical/trade school, business school or other avenues that will provide necessary training.

Personal counseling is available whenever students encounter personal problems preventing them from doing their best work in school. The counselors are trained to deal effectively and confidentially with issues or concerns that confront students during their high school years.

College/Academic Resources and Counseling is available in order to evaluate and select a college, university, trade and business school for continued study leading to degree and certification achievement. The guidance resource center offers materials and computer access to colleges world-wide. College applications as well as SAT and ACT applications can also be completed and submitted from the guidance suite. Students, particularly juniors and seniors are encouraged to explore these extensive resources and materials which are readily available.

HALL PASS

No student is to be out of class or assigned area without a valid e-hall pass or a written hall pass!

With the exception of moving between classes, students are not to move anywhere on school grounds without a signed student planner. Student planners must be completed (including date, time, and signature) by the teacher, staff member, or administrator initiating the pass. **E-hall passes and passes written are the only acceptable hall passes.**

Teachers, staff, and administrators will use their discretion concerning the issuance of hall passes; therefore, not all requests for hall passes will be granted. Upon receiving a hall pass, the student is expected to quickly and directly move to the area to which he/she has been given permission to go. Furthermore, students who in any way misuse or abuse permission to move as well as students who in any way falsify hall passes, duplicate hall passes, or forge any part of a hall pass will face disciplinary action.

Students are expected to conduct themselves in an appropriate manner in the halls. It is the responsibility of every student in the halls to respect the rights of others and to contribute to the safe and orderly exchange of classes. Disruptive behavior and excessive loitering in between classes will not be tolerated. Students are not permitted to carry food or drinks with them in between classes. Those who do not meet these expectations will face disciplinary action.

No hall passes will be issued during periods 1, 4 and 9, unless it is an emergency.

HEALTH SERVICES

A student becoming ill during school should secure a pass from the class or study hall teacher and report to the nurse. If there is a necessity to go home, the nurse will inform the parent and release the pupil from school with a "Permit to Leave Campus." If this procedure is not followed, the pupil will be given an unexcused absence from class (cut) and/or suspension for leaving campus without permission. A student who is required to take prescription medication must report to the nurse upon arrival at school so that the medication can safely and properly be dispensed. Teachers are not permitted to dispense any type of medication to students. In order for all of us to conform to the wishes of parents, verification of student information forms **MUST** be updated each year for each student. This is in place of the emergency card.

HIGH SCHOOL ATHLETIC SCHEDULES

To view all high school athletic schedules, visit <https://www.masdtigersathletics.com>

HONORS DIPLOMA

- Maintain a 93.000 cumulative grade point average
- Earn an Advanced or Proficient rating on the Keystone Exam on at least two of the three Keystone Exams (Literature, Algebra or Biology)
- Successfully complete at least three AP courses (Level 110)
- Successfully complete four years of mathematics including at least Pre - Calculus or Calculus
- Successfully complete four years of Science and/or Social Studies with at least one course being honors or AP
- Successfully complete all graduation requirements.
- Attendance and discipline requirements as determined by administration
- Students must pick-up and complete an Honors Diploma Application from the Guidance Office at the end of the third nine weeks grading period.

INDEPENDENT STUDY

A student may take one credit of independent study per year with the approval of his/her grade level principal and the participating teacher. **All independent study courses are graded pass/fail.** The agreement must be entered into no later than the 10th day of the selected course.

No AP credits may be taken pass/fail.

Although successful completion of the course will result in credit towards graduation, the passing grade in the pass-fail system will not be included in the determination of class rank. However, a failing grade in an independent study course will be included when determining a student's grade point average and also his/her class rank. The teacher will determine the numerical value of the failing a grade. Students who decide to withdraw from a pass-fail course will receive a failing grade.

LAB AND SHOP SAFETY

Correct and safe practices will be enforced at all times. All students will need proper work shoes and clothes. The school is **NOT** responsible for providing these items to students. **Those students that create an unsafe situation may be removed from the class.**

LOCKERS

Lockers are made available to students. The school is not responsible for articles that are lost or stolen.

1. Students must use only their assigned lockers.
2. Lockers are not to be shared.
3. Students should check to assure their lockers are closed and securely locked. Students should make sure nothing is obstructing the ability to open and close locker doors.
4. Students should mark personal possessions with their names and should avoid bringing valuables to school.
5. Pictures, posters, etc. are not to be glued on the lockers.
6. Lockers are not to be vandalized in any way (i.e., kicking, punching, markers).
7. Students should not give their locker combination to other students.
8. Student lockers that are damaged for any reason, including decorations will be held responsible for the cost of any and all repairs.
9. Lockers are also provided for students in Gym, Swimming and CTE courses, students must provide their own locks to secure any and all valuables.

McKeesport Area School District is NOT responsible for any articles that are LOST or STOLEN.

LOCKER SEARCH POLICY

Purpose of Locker Search

The Board acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property and may provide lockers and cabinets for such storage.

Authority for Locker Search

All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. As such, students shall have no expectation of privacy of their lockers.

The Board reserves the right to authorize its employees to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools.

Delegation of Responsibility (Locker Search)

The Superintendent shall develop procedures to implement this policy which shall require:

- All requests or suggestions for the search of a student's locker shall be directed to the school building principal.
- The principal or representative shall be present whenever a student's locker is inspected.
- The principal shall be responsible for the safe-keeping and proper disposal of any substance, object, or material found to be improperly stored in a student's locker.
- Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to properly discharge his/her duty to protect the persons and property in the school.

MAKE-UP WORK

Students who are legally absent for any reason will be required to make up work missed for each class. This work should take approximately the same time as the time missed from class. Only for prolonged illness or extenuating circumstances will additional time be given.

All make-up work must be in to the teacher by the end of the grading periods. A student who does not accept responsibility for missed work may obtain a failing grade.

Assignments can be obtained the day of an absence via email to your child's teacher.

ONLINE COURSES

MASD Online Learning procedures and guidelines

- Must be pre-approved by the principal through submission of application and interview
- A maximum of 2 credits can be taken for recovery through the MASD Online Learning while enrolled in classes concurrently at MAHS.
- Grades are reported in QPA and Class Rank
- An Online course CANNOT be taken if that specific course can fit into the student's regular schedule

FULL-TIME ONLINE LEARNING

MASD offers online learning to students who prefer to take online courses fulltime. The application and interview process to be enrolled in MASD Online Learning Program begins with the grade level counselor.

- Grades are reported in QPA and class rank

The application and interview process to be enrolled in MASD Online Learning Program begins with the grade level counselor. Students must maintain a 7-credit schedule. **ALL On-Line learning students ARE REQUIRED to take the Keystone Exams.**

PARKING PERMIT RULES

You must have a parking permit to drive on campus. Applications for student parking are available in the office. Drivers must provide a copy of their driver's license and proof of insurance.

1. You must work or be involved in extracurricular activities.
2. Once your car is parked, you **MUST** exit your vehicle immediately and enter the building. NO student will be permitted to move their car until you are dismissed.
3. If a student needs to return to their vehicle before dismissal, they **MUST** be escorted by Security, School Police or Administrator.
4. At dismissal, students must wait until buses have left campus.
5. Parking permits must be displayed in the windshield area.
6. Students must obey all traffic signs: stop when directed by security or administration.
7. A \$6.00 fee is required for a new tag.
8. Keep in mind that any infraction of the above rules, poor attendance or a behavior problem will result in loss of permit.

PASS – FAIL GRADES

A student in 10, 11, and 12 may elect to take one credit per year for a pass-fail grade in any elective course that is not in a major area of interest. **No AP elective credit may be taken as a pass-fail grade.** The student must inform the guidance counselor **NO LATER THAN THE 10th CLASS DAY** if he/she wishes to exercise the pass-fail option. A signed agreement will then be placed in the student's permanent record. Once the option has been selected, the decision may not be changed, and the system will remain in effect until the course ends. Although successful completion of the course will result in credit toward graduation, the passing grade in the pass-fail system will not be included in the determination of class rank. However, a failing grade in a pass-fail course will be included when determining a student's grade point average and also his/her class rank. The teacher will determine the numerical value of the failing grade. Students who decide to withdraw from a pass-fail course will receive a failing grade to be determined by the subject teacher.

PHYSICAL EDUCATION

Physical Education is required unless excused by written request of the family physician. Gym attire is to be worn in the gym area only. It is the student's responsibility to arrange any make-up classes with the physical education instructor. Any student who has a medical excuse for Gym MUST still report to class and will be assigned alternate work.

VALUABLES IN PHYSICAL EDUCATION CLASS

1. Students are reminded that they are not to bring valuables or excessive amounts of money on the day they take gym.
2. Students are encouraged to purchase their own lock for use during their gym class.
3. **McKeesport Area High School or McKeesport Area School District WILL NOT BE HELD RESPONSIBLE for any valuables, LOST OR STOLEN. This includes cell phones, money, clothing, shoes, etc.**

SAFE2SAY SOMETHING

Safe2say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to them or themselves or others and to "say something BEFORE it's too late. With Safe2say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

Here's how it works:

- Submit an anonymous tip report through the Safe2saySomething system
- T crisis center reviews, assesses and processes all submissions
- The crisis center sends all submissions to school administration and/or law enforcement for intervention.
- If needed, the crisis center may contact tipsters anonymously through the app.

SCHOOL CLOSINGS IN EMERGENCIES

In the event that school is to be closed for unscheduled reasons, the school administration will notify the television stations that broadcast such announcements: KDKA, WTAE and WPXI.

Should this situation arise, it is the parent's responsibility to provide for and instruct the student of an alternate place to go if the parent is not accessible during the time. **DO NOT CALL THE SCHOOL.**

STUDENT RESPONSIBILITIES

1. Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who damage school property or equipment will be required to pay for the damage or replace damaged items. Detention or suspension may also be a punishment.
2. If books are lost, stolen or damaged, the students must pay for them. Debts are cumulative and are maintained throughout a student's high school career.
3. Students are responsible to identify themselves, while attending school or school related functions, upon request of an administrator, teacher, security guard, bus driver, or staff member. Identification should be made verbally or by presentation of a driver's license. Failure by a student to comply with the request will result in suspension and notification to his/her parents.
4. Use of high-tech calculators: Math and Science teachers today must guard against the inappropriate use of calculators with memories that can store formulas and data. At times, the teacher may determine that these calculators are not to be used for tests, quizzes, or certain assignments. Use of these calculators at these times may result in the teacher determining that cheating has occurred. A failing grade may result in the test or assignment.
5. **Plagiarism: According to the Merriam-Webster Online Dictionary, to "plagiarize" means:**
 - to steal and pass off (the ideas or words of another) as one's own
 - to use (another's production) without crediting the source
 - to commit literary theft
 - to present as new and original an idea or product derived from an existing source
 - In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Students are advised to put information in their own words and to give credit, through citation, for another person's ideas and work. The classroom teacher will determine if plagiarism has occurred and may give a failing grade for the assignment. Plagiarism or any other form of cheating will NOT be tolerated.

Disciplinary actions are as follows:

First Offense:

Handled by classroom teacher, with parent and grade level principal notification.

Zeros will be given for all affected assignments.

Second Offense:

Handled by building principal, parental conference with student, teacher and principal; student will receive a failing grade for the grading period.

The building principal will impose additional penalties.

VISITORS

School policy is to accept only those visitors who have legitimate business into the school. Visitors and guests must register at the security desk in the main lobby to receive the proper clearance before entering the building.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal or transferring is as follow:

- * Secure an authorized withdrawal or transfer note from your parent or guardian.
- * Obtain appropriate forms from the Guidance Office.
- * Have the forms filled out by teachers, return all school books and property, and make sure all fees are paid.
- * Take completed forms to the Guidance Office for final clearance.
- * The office will notify the Guidance Department.

WORK PERMITS

Work permits will be issued at the receptionist's desk in the main office Tuesday and Thursday from 8:00-11:30 and 12:30-2:00.

A parent **MUST** be present at the time of applying for the work permit.

- * Take completed forms to the Guidance Office for final clearance.
 - * **A student should immediately notify the main office in writing of any change of address or telephone numbers.**
 - * The office will notify the Guidance Department.
 - * Students must immediately inform the office if there is a change of address or telephone number

UNLAWFUL SEXUAL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which sexual harassment in any form is not tolerated. This policy includes the Title IX grievance procedure to address complaints of sexual harassment, as required by Title IX's implementing regulation at 34 CRF X106.8(b). The district will ensure that the following procedures provide for the prompt and equitable resolution of complaints alleging sexual harassment.

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

The Board directs that complaints of sexual harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations

Upon receiving a complaint of unlawful sexual harassment, the building principal shall immediately notify the Title IX Coordinator. The Title IX Coordinator may assign up to two Title IX Investigators to investigate the complaint.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The assigned investigator will complete an adequate, reliable, and impartial investigation of all complaints, including the opportunity for the parties to present witnesses and evidence.

The obligation to conduct an investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

The Title IX Investigator shall prepare a written report within ten (10) days, unless additional time to complete the investigation is required. The District will comply with law enforcement requests for cooperation and such cooperation may require the district to temporarily suspend the fact-finding aspect of a Title IX investigation that has been temporarily suspended will promptly resume as soon as notified by the law enforcement agency that it has completed the evidence gathering process, which typically takes three to ten calendar days. In the event of a delay in the District's investigation period to provide for the safety of the victim(s) and the school community and the avoidance of retaliation. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The district will keep the complaint and investigation confidential to the extent in which that is possible.

The Title Investigators' report shall be provided to the Title IX Coordinator.

The Title IX Coordinator will prepare a final report which will be mailed to all parties within sixty (60) days of the complaint and include a notice of the opportunity for the parties to appeal the findings.

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

The district will take steps to prevent recurrence of any discrimination. Disciplinary sanctions to remedy this situation may be suspension or removal from position or counseling. Discriminatory efforts on the victim may be remedied with counseling and ongoing support.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a compliant investigation.

If the complaint is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Title IX Coordinator within fifteen (15) days.

1. The Title IX Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.
2. The Title IX Coordinator may assign up to two (2) new investigators to the complaint and re-investigate the complaint.
3. The Title IX Coordinator will prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complaint, the accused and the Title IX Investigators who conducted the initial investigation.
4. The appeal will be conducted in an impartial manner by an impartial decision maker, Title IX Coordinator: Mr. Adam Shaffer.