

# ***2021-2022*** ***Student Handbook***



## **Moshannon Valley** **Jr/Sr High School**

MOSHANNON VALLEY  
JUNIOR SENIOR HIGH SCHOOL  
4934 Green Acre Road, Houtzdale, PA 16651  
Phone: (814) 378-7616 FAX: (814) 378-5205

Student Handbook & Curriculum Guide 2021-2022



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## Moshannon Valley Jr/Sr High School Schedule

CLASS TIMES	First Semester				Second Semester			
	1 <sup>st</sup> Qtr.		2 <sup>nd</sup> Qtr.		3 <sup>rd</sup> Qtr.		4 <sup>th</sup> Qtr.	
	Days 1-3-5	Days 2-4-6	Days 1-3-5	Days 2-4-6	Days 1-3-5	Days 2-4-6	Days 1-3-5	Days 2-4-6
<b>First</b> <b>8:10-8:58</b> <i>AM CCCTC</i> <i>Departs 8:10</i>								
<b>Second</b> <b>9:02-9:45</b>								
<b>Third</b> <b>9:49-10:32</b>								
<b>Fourth</b> <b>10:35-11:18</b>								
<b>Fifth</b> <b>11:21-12:05</b>								
<b>A Lunch</b> <b>11:21-11:51</b> <i>PM CCCTC</i> <i>Depart 11:40</i>								
<b>Sixth</b> <b>11:54 – 12:38</b>								
<b>B Lunch</b> <b>12:08-12:38</b>								
<b>Seventh</b> <b>12:41-1:27</b>								
<b>Eighth</b> <b>1:30-2:16</b>								
<b>Ninth</b> <b>2:19-3:05</b>								
<b>Teacher Planning</b> <b>3:05-3:30</b>								

### CCCTC

**AM**

All Schools Arrive between 8:30 and 8:40 am and Depart between 10:50 and 11:00 am

- MV: 8:10 Depart/Arrive 8:35 and 10:50 Depart/Arrive 11:15 am

**PM**

All Schools Arrive between 12:00 and 12:10 and Depart between 2:30 and 2:40 pm

- MV: 11:40 Depart/Arrive 12:05 and 2:35 Depart/Arrive 3:00 pm

ACCREDITATION  
Middle States Association of College and Secondary Schools  
The Pennsylvania State Department of Education

<b>Administration</b>	
<b>Superintendent</b>	<b>Dr. John W. Zesiger</b>
<b>Principal</b>	<b>Mr. Kristofer Albright</b>
<b>Assistant Principal</b>	<b>Mr. Darin Ricciotti</b>
<b>Director of Special Education</b>	<b>Mrs. Wendy Payne</b>

<b>Office Personnel</b>	
<b>Mrs. Denise Kephart</b>	<b>JSHS Office</b>
<b>Mrs. Tiffany Lewis</b>	<b>JSHS Office</b>
<b>Mrs. Leslie Tesi</b>	<b>Special Education Secretary</b>
<b>Ms. Brandy Evans</b>	<b>Guidance Secretary</b>

**FACULTY/STAFF**

Subject	Teacher	Subject	Subject
<b>Art</b>	Mrs. Brandie Kephart	<b>Special Education</b>	Mrs. Tina Lewis Mrs. Diane Henninger Mrs. Jennifer Bryan
<b>Developmental Reading/Eng</b>	Mrs. Dorothy Benjamin Mrs. Lisa Abernathy	<b>Librarian</b>	Mrs. Jamie Wagner Mrs. Kathy Brown
<b>Driver Education</b>	Mr. Thomas Webb Mr. Rudy Kowalcyk	<b>Mathematics</b>	Ms. Alyshia Lacey Mr. Brandon Owens Mrs. Alicia Cervenak Mr. Jonathan Deemer Mr. Mitchell Nagle
<b>English</b>	Mrs. Annie Clay Mr. Robert Lewis Mr. Thomas Webb Ms. Laura Nearhood Mrs. Dorothy Benjamin	<b>Management Information Systems</b>	Mr. Rudy Kowalcyk
<b>School Counselor</b>	Mrs. Jayne Kitko	<b>Music</b>	Mr. Charles Gambino
<b>Health and PE</b>	Mr. Bill Reese Mrs. Kenise Buck	<b>Nurse</b>	Mrs. Tonya Lewis Ms. Jessica Canter
<b>Family and Consumer Science</b>	Mrs. Joan Kephart	<b>Science</b>	Mrs. Lillian Eason Mr. Michael Simone Mr. Jeffrey Zeak Mrs. Monica Krejnus
<b>Foreign Languages</b>	Mrs. Shelly Tudor (Spanish) Ms. Laura Nearhood (French)	<b>Social Studies</b>	Mrs. Kristie Buell Mr. Joseph Cervenak Ms. Abigail Houston Mr. Dylan Brown
<b>Technology Coordinator</b>	CJAWS Inc.- Mr. Ryan Skomra	<b>Technology Education/</b>	Mr. Rudy Kowalcyk
<b>Computer Lab Aide</b>		<b>Agriculture</b>	Mrs. Kayla Edmiston

**ALMA MATER**

Moshannon Valley High We Sing To You  
In Ever Warmest Praise  
Of Laughter Bright and Friendships True  
Through All Those Happy Days.  
Hail To Thee, Our Alma Mater  
Loud Your Praises Tell  
With Loyalty The Long Years Through  
To Moshannon Valley High

## 2021-2022 SCHOOL CALENDAR

August 20, 23-24	Teacher In-Service
August 25	First Day for Students
September 6	Labor Day
October 11	Teacher In-Service
October 25	Act 80 Day (1/2 Day for Students)
November 3	Act 80 Day (1/2 Day for Students)
November 12	Teacher In-Service
November 25 – November 30	Thanksgiving Break
December 24-January 2	Winter Vacation School Not In Session
January 14	Act 80 Day (1/2 Day for Students)
January 17	School Not in Session
February 18-21	Winter Break
March 11	School Not in Session
April 14,15,19	Spring Vacation
April 18	Teacher In-Service
May 30	Memorial Day
June 1	Last Student Day/Graduation

Days missed due to inclement weather will be made up on the following dates in the following order: March 11, April 14, April 19, and June, as needed.

## GRADING PERIODS & PROGRESS REPORTS

### 1<sup>st</sup> Marking Period

Mid-Marking Period - September 24, 2021  
 2021 Grades Due –September 27, 2021  
 (11:59 PM)  
 Reports Sent Home – September 28, 2021  
 End of Marking Period – October 28, 2021  
 Grades Due –October 29, 2021 (11:59 PM)  
 Report Cards Sent Home – November 2, 2021

### 2<sup>nd</sup> Marking Period

Mid-Marking Period – December 6,  
 Grades Due –December 7, 2021  
 (11:59 PM)  
 Reports Sent Home – December  
 8, 2021  
 End of Marking Period – January  
 14, 2022  
 Grades Due – January 19, 2022  
 (11:59 PM)  
 Report Cards Sent Home –  
 January 20,2022

### **3<sup>rd</sup> Marking Period**

Mid-Marking Period – February 16, 2022  
2022 Grades Due –February 17, 2022  
(11:59 PM)  
Reports Sent Home – February 22, 2022  
End of Marking Period – March 23, 2022  
2022  
Grades Due –March 25, 2022 (11:59 PM)  
(10:00 AM)  
Report Cards Sent Home – March 28, 2022  
2022

### **4<sup>th</sup> Marking Period**

Mid-Marking Period – April 28,  
Grades Due – April 29, 2022  
(11:59 PM)  
Reports Sent Home – May 1, 2022  
End of Marking Period – June 1,  
2022  
Grades Due – May 31, 2022  
Report Cards Sent Home – June 1,  
2022

Back-to-School Night/Orientation at the Moshannon Valley  
Back-to-School Night/Orientation at the Moshannon Valley Jr/Sr High School is on  
Monday, August 23rd, from 5:00-7:00 pm.

Parent-Teacher Conference days have been scheduled for Monday, October 25th,  
2021 and Wednesday, November 3rd, 2021, from 3:00 pm – 8:00 pm.

#### **BOARD OF EDUCATION**

President – Mrs. Cassandra Kitko  
Vice President – Mrs. Ruth Saupp  
Secretary – Mrs. Elsie Harchak

Mr. Albert Adams 127 Dorthea Street  
Houtzdale, PA 16651

Mr. Kris Bacher PO Box 53  
Glen Hope PA 16645

Mr. Nathan Dotts 6495 Tyrone Pike  
Glenhope, PA 16645

Mr. Robert Reed 900 Brisbin Street  
Houtzdale PA 16651

Mr. Don Wonderling 196 Juniata Avenue  
Houtzdale, PA 16651

Mrs. Cassandra Kitko PO Box 167  
Houtzdale, PA 16651

Mrs. Stacey Warrick-Williams 177 Shoff Lane  
Brisbin, PA 16620

Mr. Larry Saupp PO Box 142

Smithmill, PA 16680

Dr. Daniel Perna  
922 Don St.  
Houtzdale, PA 16651

Superintendent of Schools, Dr. John W. Zesiger

Solicitor: Mr. Dave Conciglio, Miller, Kistler, & Campbell Inc.  
720 S. Atherton Street, State College, PA 16801

## Family Emergency Guide

### Be Prepared for a School Emergency

- ✓ Ensure that your child's emergency contact information is accurate and current.
- ✓ Register for automated e-mail and voicemail messages within *Skyward Family Access*.
- ✓ Become familiar with your schools' emergency communication procedures.

### In Case of a School Emergency

Please follow the practices listed below:

- ✓ DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- ✓ DO NOT phone your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- ✓ Check for e-mail and/or voicemail message from the school district.
  - District's first priority is safety of students and staff.
  - Second priority is to follow all instructions from law enforcement and/or first responders.
  - Third priority is to notify families of the emergency. This notice may not necessarily come at the onset of an incident. Be aware, Messenger notification does not call all phone numbers simultaneously.
- ✓ Tune in to local TV/radio stations for official school news alerts.
- ✓ Rely only on official communication regarding reunification with your child.

### Emergency Terms and Procedures

**Evacuation** is the process used to move students and staff out of the building to an appropriate evacuation assembly point or relocation site (location where students can be kept for an extended period of time) by a pre-designated route (if usable) to avoid a potentially threatening situation that involves the entire building.

**Reverse Evacuation** is used when a general threat exists on the exterior of the school and school occupants are at risk of being harmed by the threat (e.g., a stray dog on campus).

**Shelter: Hazardous Environment** is used to protect school occupants from external threats such as chemical, biological, or radiological releases, and other man-made threats.

**Duck, Cover & Hold** is used if an earthquake or weather related event could be occurring.

**Severe Weather Sheltering** is used when there is a threat of high winds/tornados or other natural threat, which may cause structural damage to the building and/or vehicles. May also be used if the result of the weather created unsafe passages on roadways and bus routes.

**Interior or Administrative Lockdown** consists of securing all doors in the school and moving students to a safe location within the classroom(s) or other room(s). This procedure is used for a variety of situations including: canine searches, an unknown threat inside the building or any event where administration cannot have occupants unsupervised or in the hallways or common areas.

**Exterior Lockdown** consists of moving all students off playgrounds and other outside areas and into the school, securing all entrances, and denying access to any unauthorized persons. This procedure is used for a threat from outside the building.

**ALiCE Protocol** consists of following our Violent Intruder or Active Shooter Response training.

### How Can I Be Reunited with My Child?

**Reunification** is the process to follow should there be a need to reunite parents/guardians with their student outside of the normal dismissal procedures. The procedures are as follows:

- ✓ Individuals who need to pick up students will be directed to the students' location by school or public safety officials. Official information will be distributed via the automated e-mail and/or voicemail notification service that is within Skyward, district website, or local TV/radio station.
- ✓ Parents will be required to check-in via the process the school has set up (e.g. by grade level, by child's last name, etc.)



- ✓ Individuals will be required to present a valid, government-issued photo identification such as a driver's license, state ID, military ID, Permanent Resident ID card, or passport at the check-in area. Students will be released **ONLY** to individuals documented as emergency contacts.
- ✓ Once identified as an authorized individual, school personnel will direct you to another location where your child(ren) will be brought to you.
- ✓ Individuals may be asked to show identification multiple times and before leaving the site.

*The reunification process can, and will be, time-consuming, so people who are picking up students are urged to be patient.*

### **HELPLINE**

The Moshannon Valley School District now offers the Safe School Helpline to allow students to anonymously report anything that threatens the safety of our school. In the event that students feel threatened, know of a possible act of violence, find out about a weapon or are experiencing suicidal thoughts, but are unable to confide in a trusted adult, they can call **1-800-418-6423 ext. 359**. Students should only use this helpline should they feel it is impossible to talk to a trusted adult first. Confiding in a person a student trusts is by far the best way to deal with information about school safety. Moshannon Valley students are asked to confide with a teacher, principal, guidance counselor, security guard or other trusted adult.

The Safe School Helpline was created to give students and families an anonymous way to report any threats of violence or weapons that may be known about. Students should call the helpline only in those situations where there is no immediate threat of violence to students. Any risk of immediate harm should be report to 911 right away.

If students need assistance because of depression or suicidal thoughts, calls will be routed to a trained crisis intervention staff member.

When students make a call to the helpline, make sure they are ready to give accurate, detailed accounts of the situation. Trained personnel will assess the situation and provide the information to school administrators to make a determination about the appropriate response.

In addition to the helpline phone number, **tips can be submitted via text** by sending the words **TIPS** to **66746**, via the Safe School Helpline mobile app available for both Apple and Android phones or on the web at **www.safeschoolhelpline.com**.

### **AFFIRMATIVE ACTION**

The Moshannon Valley School Board declares it to be the policy of this district to provide an equal opportunity for all children to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, sex, ancestry, national origin or disability.

### **NON-DISCRIMINATION POLICY**

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

For information regarding civil rights or grievance procedures, contact the Business Manager at 4934 Green Acre Road, Houtzdale, PA 16651, (814) 378-7616. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons also contact the Business Manager.

### **ALCOHOL AND DRUG PROCEDURE**

Board Approved June 23, 2014

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

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

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.

7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

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

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

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

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

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

***Off-Campus Activities***

**This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:**

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

**The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:**

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

### ***Anabolic Steroids***

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

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

### ***Reasonable Suspicion/Testing***

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

## **DRUG TESTING**

The Moshannon Valley School District considers participation in extracurricular activities and use of district parking facilities to be a privilege and not a right. Students voluntarily choosing to participate in these activities are expected to accept the responsibilities which accompany the privilege. Among these responsibilities is the obligation to be drug, alcohol, and nicotine-free on a year-round basis. Toward this end, Moshannon Valley School District activity students are required to cooperate with and agree to testing for drugs in accordance with this policy (Supreme Court Ruling Board of Education of Independent School District 82 of Pottawatomie County v. Earls). This policy encompasses all students in grades seven (7) through twelve (12) who satisfy the definition of activity student, as defined by this policy. This policy includes those students being educated by the Moshannon Valley School District, or meeting attendance requirements in the Moshannon Valley School District under special circumstances such as consortium, cyber, or charter programs.

An activity student is a representative of the school district and the community-at-large, and the district recognizes them as role models for younger students who frequently model their own conduct on examples set by those students. Thus, when an activity student chooses to participate in these activities, he/she has also chosen to accept to be a role model, and with that choice comes the responsibility of living a drug, alcohol and nicotine-free lifestyle.

The district recognizes that drugs, alcohol, and nicotine have a serious and deleterious effect on motivation, memory, judgment, reaction time, coordination, and performance and that continued or long-term usage of these substances can compound these problems and affect the user academically, physically, and emotionally. It is not the intention of this policy to penalize a student who is taking medication prescribed by a licensed physician for treatment of a medical condition.

The district wants to provide a legitimate reason for students to refuse to consume or use drugs, alcohol, or nicotine and to provide assistance for those who have a problem with these substances.

The purpose of this policy is NOT to punish students. The school district Superintendent, Principal, or other administration shall not report any positive test results to any law enforcement or any officials outside the school district without a court order requiring such a disclosure or an opinion from counsel indicating such disclosure is necessary and legally required, unless the student violates other policies, which would require by statute or other law, the involvement of law enforcement, such as bringing prohibited substances or paraphernalia on school property, etc.

The administration may adopt regulations to implement this policy.

**Drug:** Any substance considered illegal or controlled by the Commonwealth of Pennsylvania, the United States Government, the Food and Drug Administration, the Drug Enforcement Administration (DEA); or any controlled substance which has as one of its effects, the enhancement of performance, including but not limited to steroids. For purposes of this policy, the definition includes but is not limited to, the use of tobacco products and alcohol, which are prohibited by the school district for all students.

**Vendor:** The medical office of company selected by the School Board to administer the testing portion of this policy and procedure.

**Medical Review Officer (MRO):** A licensed physician trained and certified in the process of interpretation of drug testing results, to be selected by the School Board.

**SAMHSA (Substance Abuse and Mental Health Services Administration):** A governmental agency that certifies toxicology laboratories that conduct drug testing following strict guidelines and constant quality assurance programs.

**GC/MS (Gas Chromatography/ Mass Spectroscopy):** A scientific process to identify specified chemical compounds. (A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.)

**Chain-of-Custody Form:** A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The collector and donor initiate the form that follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

**Activity Student:** Junior High School/High School student who participates in a Moshannon Valley School District sponsored extra-curricular organization, participating in interscholastic competition, or any student who applies for permission to utilize district parking facilities. This includes any student who represents Moshannon Valley School District in any extra-curricular activity in interscholastic competition such as Computer Competition, Academic Decathlon, Band, Choir, Cheerleading and Athletics (including managers, student trainers, etc.)

### ***Random Testing***

Random testing will be done without prior notice to the student. The dates of testing, the number of tests to be performed, and the identity of the students to be tested shall be determined by the district in its sole discretion, and may be performed at any time during the school year.

The district may test up to ten (10) activity students randomly at each level (Junior High School/Junior High (Grades 7-9) and High School/Senior High (Grades 10-12), at monthly intervals during the school year or interscholastic seasons without regard to whether the activity student is then participating in the designated activity.

Students selected for testing will be chosen at random. Testing can only be conducted by the testing agency selected by the district.

### ***Consent***

Prior to any student being permitted to participate in an activity, both the student and his/her parent/guardian must sign a consent form which shall explain the collection process and testing procedures and shall serve to authorize the district to enforce this policy. If any student or parent/guardian declines to sign the form, then the student shall not be permitted to participate in the activity. If a student moves into the district and wishes to participate, the student shall be required to provide a properly executed consent before being allowed to try-out or participate.

### ***Sample Collection***

Any eligible activity student selected randomly for use in drug testing who is not in school on the day of testing will be tested at the next available testing time. Students who fail to supply an adequate sample when requested must remain in the collection area and will be allowed to drink up to eight (8) ounces of liquid every one-half hour, up to a total of two and one-half hours. Failure to supply an adequate sample within two and one-half hours may result in determination by the district that the student has refused to provide a required sample under this policy. Parents/Guardians may arrange for special collections at a vendor collection site with prior approval of the building principal or Superintendent.

### ***Collection Process***

All costs of collection, initial testing and interpretation shall be paid by the district.

An outside agency (Clearfield Hospital) will administer a urinalysis to activity students. The agency will take a urine sample from randomly selected activity students.

The sample shall be marked with a number or bar code so as to preserve the student's anonymity outside the district. The key to the number or bar code connecting the identity of the student to a particular sample shall be maintained by the building principal and shall be kept confidential.

The appropriately labeled urine samples shall be maintained so as to prevent contamination and shall be delivered directly into the possession of a representative of the testing laboratory in a manner so as to preclude any possibility of contamination of the samples.

All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GS/MS) confirmatory test.

Once the results of the testing are prepared by the laboratory, the results shall be sent directly to a Medical Review Officer, a licensed physician, to review and analyze the test results. The MRO shall then notify the building principal of the results of the testing. Any negative test results shall result in a acknowledgement letter being sent to the student and parents/guardians.

The student and the parent/guardians shall be given an opportunity to respond to the initial test results conducted at the district expense but, unless some other objective evidence proves the initial test results were wrong, or were due to properly prescribed and administered prescription medication, then sanctions authorized below will apply. Confidentiality shall be maintained with regard to any positive test results. Furthermore, if a school official or representative of the school district personally sees an activity student in possession of drugs or using drugs, these observations shall provide a valid basis for the district to find that this policy has been violated, and sanctions will apply.

### **Testing Process**

1. Activity students will arrive with an acceptable identification (ID) with a photo license, etc. If they cannot provide a photo ID, the school student information system, or a building principal will identify the client.
2. Student is asked to wash his/her hands with soap and water and dry them.
3. No purses, bags or containers may be taken into the collection area with the student.
4. The Chain of Evidence form will be filled out and a list of all medications or over the counter drugs for the past thirty (30) days will be noted. The activity student will be asked whether or not they have eaten any poppy seeds in the past seven (7) days. The top copy of the Chain of Evidence form which includes the name will be kept by the school official. The student is never out of supervision of the collector with the chain of custody.
5. The collector prepares the urine bottle by placing the temperature sticker on the side of the bottle.
6. The collector adds a bluing agent to the water in the urinal or toilet.
7. When the specimen is collected, the attendant will check to make certain that the specimen has the temperature and appearance of a freshly collected urine specimen. The attendant will tightly secure the container lid and seal the bottle with a security seal while simultaneously saying to the client, "I am sealing your specimen with your ID on the specimen, is this the correct ID?" (Client should answer yes).
8. The client will then initial the seal in the presence of the collector and the witness will also indicate the date and time on the specimen and initial the specimen.
9. The activity student will then sign the Chain of Evidence form.
10. The specimen and Chain of Evidence form will then be put in a biohazard bag and placed in a locker transport container. It will then go directly to the lab in a sealed, locked container which will then be opened by the technologist who performs the test. The technologist will document on the Chain of Evidence form the receipt date and time when then specimen arrives in the lab with his/her initials.
11. All specimens will be stored in a locked freezer.
12. Results will be sent to the building principal of the school.

### **Alcohol Testing**

Testing for the presence of alcohol will not be done without reasonable suspicion that the activity student is in possession of or under direct influence of alcohol. If the district has information that a student currently has possession of alcohol or has consumed alcohol and is currently under the influence of alcohol and if the district believes the information to be credible, then the district has the right under this policy to request testing to confirm or deny the information. Refusal by the student and/or the parent/guardian shall be considered a violation of the policy and sanctions will apply as though a positive test result has been obtained.

### **Sanctions**

Sanctions are intended to apply to participation in P.I.A.A. sanctioned interscholastic sports and Moshannon Valley School District sponsored activities or privileges. If a student's test indicates that this policy has been violated or if a student refuses to take a test upon request, then the following sanctions could apply.

#### ***First Offense-***

1. The student shall be suspended from his/her activity for a minimum of forty-five (45) days.
2. Parents/Guardians shall be immediately contacted by the administration.
3. The student shall be referred to the Moshannon Valley Student Assistance Program (MAPS) for counseling.
4. Require the student, under parental supervision, to undergo Drug and Alcohol counseling with an outside professional agency, approved by the district, without expense to the district.
  - a. Appropriate local or state rehabilitation centers
  - b. Other agencies identified by Clearfield County Drug and Alcohol
5. Confirmation of such enrollment shall be submitted within a prescribe time (two (2) weeks from the date of a positive test) to the high school administration. Failure to comply within the prescribed time will be cause for suspension from the activity program(s).
6. The student is required to comply with all recommendations of the counselors to continue activity participation.
7. The student will be tested prior to resuming activity participation (practices and/or activities). This cost will be incurred by the parent/guardian.
8. The student must have a negative test or show a significant reduction in the level of the drug in the urine as determined by the drug testing service to continue any activity participation.

#### ***Second Offense –***

All of the above sanctions may apply as appropriate

The student shall be prohibited from participating in extra-curricular activities and driving privileges for one (1) calendar year.

Nothing in this policy shall curtail or render ineffective any other existing policy of the Moshannon Valley School District with regard to the possession or use of illegal substances or paraphernalia or those policies dealing with expected behavior of students on school property or while engaged in school sanctioned activities.

## ARRIVAL AT SCHOOL

All students will report to the auditorium until 8:00 AM. Students may get breakfast at the Collaboration Center (Library) upon their arrival to school; the breakfast window will be available before 1<sup>st</sup> period after 1<sup>st</sup> period and after 2<sup>nd</sup> period for students to get a second chance breakfast. Students who have excuses or other items of business to transact in the main office should report there between 8:00 and 8:10. Students **will report directly to their 1<sup>st</sup> period class following the first three (3) days of school. Students who arrive after the 8:10 bell will be considered tardy and must sign in at the main office. Students who fail to sign in may be assigned detention or suspension.**

## ATTENDANCE

Please see the Moshannon Valley School District Student Attendance Handbook

## AUTOMOBILES/PARKING PRIVILEGES & PARKING LOT

The only student vehicles permitted on school property will be those who have the administrator's permission. A limited number of student parking spaces exist. Parking space will be assigned to students based on the following criteria:

1. Co-op students
2. PM Vo-tech students
3. Students who work after school or are involved in sports, band, dual enrollment or other after school activities

Once a sport season or activity is over, students may be required to turn in their parking tag so the space can be used. Once all spaces are assigned, no other tags will be issued.

Vehicles must be registered in the office and parking tags must be hung from the rear view mirror where visible. The student's parent/guardian and the appropriate employer or coach must sign the registration form. Parking tags for students will cost \$7.00 for the first tag. If lost or stolen, one additional tag will be issued for \$7.00. No further tag will be issued and the student will lose his/her privileges for the remainder of the year. **No student may drive or park in the school parking lot during school hours without having on file in the principal's office the registration form with authorized signatures.**

Vehicles driven on school property are not to exceed fifteen (15) miles per hour. Upon entering school property, student drivers should proceed immediately to assigned spaces in the student parking area. Students are not permitted to loiter in cars in the parking lot. Upon exiting the parking lot, student drivers must wait for all buses to leave before they may exit. **Any student caught exiting the parking lot before the buses leave will lose driving privileges.**

**Parking on school property is a privilege; this permission may be revoked at any time. Any driving infraction will result in loss of parking permit.**

**Any student who leaves school property without permission will lose his/her driving privileges for the remainder of the school year.**

**The road in front of the gymnasium is one-way out and is NOT to be used by anyone in the morning between the hours of 7:30 and 8:30 a.m. and in the afternoon from 2:00 to 4:00 p.m.**

**All drivers and passengers must exit the building at the end of the school day through the auditorium doors after the last bus has cleared the auditorium doors. Students who do not comply with these regulations will lose their driving privileges.**

On June 23, 2014, the Board of School Directors of the Moshannon Valley School District adopted a random drug testing policy for student drivers (Policies 227 & 227.1). These policies authorize administration to request, at any time and without prior warning, drug testing of student drivers. All student drivers and their parent/guardian will be required to sign a letter accepting the policy before any parking permits will be issued.

## BUILDING AND GROUNDS SECURITY

1. Prohibited Actions. Public schools, as public institutions, must provide a safe environment for students, staff, parents and visitors. The following actions are specifically prohibited: willful physical injury to any persons; willful damage to property; willful disruption of the orderly conduct of classes or any other school program or activity; willful interference with the lawful and authorized activities of members of the school community, such as property for any purpose other than its authorized use; and the illegal or unauthorized possession on school property of narcotics, dangerous drugs, alcoholic beverages, or dangerous weapons as defined by law.

2. Administrative Plans. Principals as chief administrative officers of the schools which they head are responsible for the good order and the safety of students, staff, parents, and visitors in their respective school. Such plans shall include but not be limited to the following: fire emergency, fire drills, tornado drills, bomb threat and school evacuation emergency; other public order emergency which may require the assistance of law enforcement or public safety agencies; accidents or incidents involving physical injury; the admission and regulation of visitors to the school building; peaceful demonstrations on school property; the use of school building or portions thereof during other than regular school hours by authorized individuals or groups, vehicle traffic on school property; access to special areas of potential danger on school property, such

as heating plants and electrical facilities. Such plans shall be consistent with established laws, policies, rules, and regulations, and shall be submitted as appropriate to the Superintendent of Schools for review when so directed.

3. Penalties. Any student, teacher, or other staff member, visitor, or other licensee or invitee who commits a criminal act while in a school or on school property is subject to arrest and prosecution or, in the case of minors, to appropriate proceedings in accordance with law. Persons who commit such acts, or who violate these rules and regulations or such supplemental rules and regulations or fully promulgated by the Superintendent of Schools or his designated representatives or by the School Board or their designated representatives, also subject to removal from the school or school property where their act or action is a danger to the safety of others or interferes with the regular programs or activities of the school.

- A. In the case of students, a principal may also impose appropriate disciplinary penalties, including reprimand, or a suspension, in accordance with Section 1318 of the School Code of Pennsylvania and the Regulations of the Board of Education.
- B. In the case of teachers and other staff members, violations may result in warning, reprimand, or dismissal in accordance with applicable provisions of the School Code of Pennsylvania and regulations of the Board of Education, and appropriate contracts.
- C. In the case of visitors, invitees, and licensees, violations may result in the following:
  1. In the event of interference with the orderly operation of school programs, the violator may be removed from school property. In serious cases involving interference with governmental administration, trespass, or loitering, violators are subject to removal, arrest, and prosecution.
  2. In the event of damage to school or personal property, assault or robbery, and related offenses, violators are subject to arrest and prosecution.
  3. In the event of possession of dangerous drugs, narcotics or dangerous weapons, violators are subject to arrest and prosecution.

### **BUS TRANSPORTATION POLICY**

- I. All students who are assigned to ride a school bus will be assigned a seat on his/her particular bus and are expected to sit in that seat every day.
- II. Requests for temporary changes in loading/unloading zones will be considered for students to be transported to locations other than their assigned loading/unloading zone and the following must be met:
- III. Requests must be submitted by the parent or legal guardian of the student on the form provided by the school district and received by the Business Manager at least TWO SCHOOL DAYS prior to the time change in transportation service is to take place.

#### **Request to Use a Different Bus Route**

Any change must be able to be provided by using established school bus/vehicle routes at no additional cost or additional mileage of the school bus/vehicle. The school bus/vehicle must have available seating capacity for additional students. The requested loading and/or unloading zone for the student does not have to be at the same location, but the student **must use the same bus/vehicle for transportation to and from school**, with exception of kindergarten.

1. Family Emergencies or Parents Out of Town:  
Requests will only be considered if unassigned seats are available. Approval of requests will be considered for a minimum of three (3) consecutive school days.
2. Working Parent (s) or Custody Orders:  
Requests will only be considered if unassigned seats are available. Individuals making the request will be expected to present a regularly assigned work schedule or custody order. The request must involve a consistent and regular change for the entire school year. Approved changes will remain in effect for the school year unless documentation of a change in status is provided at least two (2) days in advance of a new request.

#### **Request to Use the Same Bus**

- IV. Requests for changes of loading and/or unloading zones within the same bus/vehicle route will be considered for one instructional activity per week or for circumstances such as family emergencies, working parents or parents being out of town. Approval of requests will be considered for one day or a set weekly schedule, not on a whenever basis. If these conditions are met, the Business Manager, with discretion, may temporarily approve the change, but the request shall be presented to the Board of Directors at their next regularly scheduled monthly meeting for approval.
- V. Requests for changes or additional school bus loading/unloading zones must be submitted on the form provided by the school district. No change in a loading/unloading zone will be approved by the Board unless the new loading/unloading zone is considered to be a safe stopping point.

### **DISCIPLINE PLAN/SCHOOL BUS**

The Moshannon Valley School District and the school bus drivers have initiated a "School Bus Discipline Plan". Parents are urged to support the school in an effort to transport students to and from school in a safe manner. When a student chooses to disrupt the bus, he/she is jeopardizing the safety of the other students and disciplinary actions will take place.

When a problem is reported, an investigation and a determination are made by the school administrator concerning the extent to which a student is involved. Once this is determined, action will be taken using the consequences in the plan.

**1<sup>st</sup> Reported Violation-** The student will be sent to the principal and a follow-up letter will be sent to the parents. The student and the administrator will review behavior expectations for riding the bus.

**2<sup>nd</sup> Reported Violation-** The student will be sent to the principal and a phone conference may take place with parents. A letter to parents will indicate that continued violations may result in the suspension of bus riding privileges.

**3<sup>rd</sup> Reported Violation-** The student will be sent to the principal for disciplinary action. Parents will be notified if bus-riding privileges are to be suspended. Parents will be responsible for providing transportation to and from school. A parent and/or child conference will take place prior to resuming the riding of the bus.

**Continued Violations-** Continued violations will mean additional suspensions, which may lead to permanent suspension from bus riding privileges for the school year.

**Severe Clause-**THE PRINCIPAL MAY, AT ANY TIME, ASSIGN DETENTION, ISSUE SUSPENSIONS, OR LOSS OF RIDING PRIVILEGES!

**“DON’T LOSE YOUR RIDING PRIVILEGE”  
FOLLOW THESE RULES**

1. Observe same conduct as in the classroom.
2. Be courteous, no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your assigned seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

Bus drivers are to enforce the rules listed above. The rules are posted in all school buses and students are required to follow the rules.

All students are required to be at their assigned loading zone five (5) minutes before the designated loading time. Bus drivers are not required to wait if students are not at the loading zone at the time designated on the published schedule for bus routes. Buses arriving late will make every effort to notify students of their arrivals.

Water, water guns, water containers or any potentially dangerous devices (e.g. firecrackers, caps, knives, guns, etc) are NOT permitted in schools or on school buses/vehicles.

Students are permitted to carry radios, cassette players, video games, etc...on the school bus/vehicle.

The Board of Directors may take any action necessary to provide a safe transportation system including the temporary suspension or revocation of bus riding privileges

**TRANSPORTATION AUDIO AND VIDEO MONITORING**

The method of video/audio taping will be through the scheduled rotation of video cameras, so as not to isolate only certain buses. Based on the number of incidences of misconduct of the seriousness of such reports, video/audio taping of a bus route may be done more consistently (Reference District Policy 810.2, Transportation-Video/Audio Recording).

Review of video/audio tapes will be limited to the appropriate principal, or designee, contractor, and/or the Superintendent or respective designee.

If the parent/guardian received an incident report informing them that their son/daughter was involved in an alleged misbehavior that was video/audio taped, the parent/guardian will have three (3) school days, after receiving the incident report, to submit a written request to view said video/audio tape. This written request must state the purpose and/or reason for reviewing the portion of the video/audio tape that involves their child’s alleged misbehavior. The Moshannon Valley School District asks that the parent/guardian help to work toward a resolution of that incident or situation.

Video and audio documentation of misbehavior will be preserved only until the discrepancy action/disposition is reached. Thereafter all recorded evidence of the misbehavior will be erased.

**UNAUTHORIZED SCHOOL BUS ENTRY**

Amending Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, providing for the offense of unauthorized school bus entry.

55117, Unauthorized school bus entry



- (a) Offense Defined- A person who enters a school bus without prior authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver or a person who enters a school bus without prior authorization of the driver or a school official who refuses to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree.

For further information, contact your local State Police or the Moshannon Valley School District Transportation Office.

### CAFETERIA

In order to create a good dining atmosphere, all students must follow certain simple rules. The cafeteria will be entered only through the designated doors and no one will pass others in line. Proper etiquette will be followed at all times. Any student or group of students, causing a disturbance may be restricted to designated seating areas or may receive detention or suspension in conjunction with the severity of the infraction. Please keep in mind that there is only one place that students are permitted to eat or drink, i.e. the dining room. All materials must be cleared from the table and placed in the proper containers.

**All lunch money must be in a marked envelope and placed in the box in the main office or in the cafeteria.**

### CAFETERIA COMPUTERIZED SYSTEM

The cafeteria operates a computerized system that includes a database of all student and staff ID numbers and pictures. The ID numbers remain the same year to year and the pictures are used, as a safeguard against using other's ID number. Students purchasing drinks must proceed through the lunch line along with those purchasing lunches.

Students and staff members are encouraged to pay for their lunches in advance by utilizing the cafeteria envelopes available in the cafeteria and main office. Completed envelopes are to be dropped off in the cafeteria or main office, in the appropriate slot, **prior to lunchtime. No cash or checks will be accepted in line.** Everyone is encouraged to keep a positive balance in his/her lunch account. When an account becomes low or reaches a negative balance, the student will be notified by the cafeteria cashier and receive a notice from his/her homeroom teacher and is expected to make deposit into his/her account as soon as possible. Within a few days of the close of the school, parents/guardians of any student with a positive balance will have two options: to carry over the monies to next school year or to have a refund mailed to them.

**\*\*Students are not permitted to take food, candy and/or drink out of the cafeteria.**

#### Prices:

Prices: Regular Student Breakfast:	\$1.10 per day
Reduced Student Breakfast:	\$0.30 per day
Regular Student Lunch:	\$2.15 per day
Reduced Student Lunch:	\$0.40 per day
Adult Lunches:	\$3.15 per day
Adult Breakfast:	\$1.55
Iced Tea	\$1.55
Flavored Water	\$.95
Large Water	\$.95
Small Water	\$.60

**\*\*Any debt in excess of \$25.00 may be submitted to the local magistrate's office.**

### NATIONAL SCHOOL LUNCH PROGRAM

The Moshannon Valley School District participates in the National School Lunch Programs in all district buildings.

Free and reduced lunch applications are distributed to each student on the first day of the new school year and are available throughout the year in the office of each building in the district.

### CAREER PORTFOLIO

All students graduating from the Moshannon Valley Jr./Sr. High School must complete a Career Portfolio that fulfills the requirements of the Pennsylvania Department of Education Ch. 339 and Career Readiness Indicator regulations.

Each student is assigned a faculty advisor to guide him/her through the successful completion of each portion of the Career Portfolio project. This faculty advisor will stay with the student until they graduate from Moshannon Valley Jr.-Sr. High School. Any faculty member, however, may be approached for advice or guidance on a given topic related to career education and planning.

The individual student's advisor is responsible for meeting annually with the student, discussing their progress on individual components, checking the student's Career Cruising site to ensure all required artifacts are being uploaded. It is also the responsibility of the student's advisor to assist the student with post-secondary and career planning in addition to helping them prepare for their exit interview.

### **The Career Portfolio Requirement**

According to Pennsylvania Department of Education regulations, **all** high school students in the Moshannon Valley School District will have to complete a career portfolio in order to graduate.

#### **Sec. 4.24. High School Graduation Requirements**

(a) Each school district (including charter schools) shall specify requirements for graduation in the strategic plan under 4.13 (relating to strategic planning). Requirements shall include course completion and grades, completion of culminating project/portfolio and results of local assessments aligned with the academic standards. ... The purpose of the culminating project/portfolio is to assure that students are able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding.

### **Academic Standards for Career Education and Work**

The Academic Standards for Career Education and Work reflect the increasing complexity and sophistication that students experience as they progress through school. Career Education and Work Standards describe what students should know and be able to do within the following four areas:

#### **Career Awareness and Preparation 13.1.**

- A. Abilities and Aptitudes*
- B. Personal Interests*
- C. Non-Traditional Workplace Roles*
- D. Local Career Preparation Opportunities*
- E. Career Selection Influences*
- F. Preparation for Careers*
- G. Career Plan Components*
- H. Relationship between Education and Career*

#### **Career Retention and Advancement 13.3**

- A. Work Habits*
- B. Cooperation and Teamwork*
- C. Group Interaction*
- D. Budgeting*
- E. Time Management*
- F. Workplace Changes*
- G. Lifelong Learning*

#### **Career Acquisition (Getting a Job) 13.2.**

- A. Interviewing Skills*
- B. Resources*
- C. Career Acquisition Documents*
- D. Career Planning Portfolios*
- E. Career Acquisition Process*

#### **Entrepreneurship 13.4.**

- A. Risks and Rewards*
- B. Character Traits*
- C. Business Plan*

Pennsylvania's, and our local economic future depends on having a well-educated and skilled workforce. No student should leave secondary education without a solid foundation in Career Education and Work. It is the rapidly changing workplace and the demand for continuous learning and innovation on the part of the workers that drive the need to establish academic standards in Career Education and Work.

Through a comprehensive approach, Career Education and Work Standards complement all disciplines and other academic standards. If Moshannon Valley's students are to succeed in the workplace, there are certain skills that they need to obtain prior to graduation from high school. These skills have been identified in the Career Education and Work Standards, but the PA Department of Education has left it up to individual school districts to decide how they are to be taught. Districts can implement integration strategies within existing disciplines or can implement stand-alone courses to specifically address these standards. At Moshannon Valley, these standards will be implemented into content-area and specific career courses, in conjunction with the on-going completion of the Career Portfolio requirement.

**\* Refer to Career Portfolio Handbook for more details**

## **CHANGE OF PARENT/GUARDIAN ADDRESS/TELEPHONE NUMBER**

It is extremely important that the office has the correct addresses for all pupils. Any change of address or telephone number, no matter how short a distance it is from the original address is to be reported promptly to the main office, or entered directly into Skyward Family Access.

## **CHEATING**

**The penalty for plagiarizing, cheating or contributing toward cheating or plagiarizing may be a failing grade on an exam/test/quiz, homework, research paper, or other type of evaluation. Teachers may issue a failing grade for the entire evaluation if students cheat or plagiarize on any part of an examination, homework, or research paper.**

Parents will be notified of the incident, and a report will be filed with the principal, cheating incidents may merit additional discipline up to and including suspension and a parent conference.

## **COST OF LOST TEXTBOOKS/WORKBOOKS**

Replacement cost will be assigned by the business office.

## **COLLABORATION CENTER (Library)**

In order to make the Collaboration Center more valuable to both students and teachers, certain basic rules have been adopted concerning its use. All students are responsible for being aware of the following procedures:

### **Collaboration Center USE**

1. The Collaboration Center is for the use of students and teachers.
  - a. Students are permitted to the Collaboration Center during a **SCHEDULED** study hall. **IT IS NOT TO BE USED AS A STUDY HALL** when a substitute teacher is filling in for a teacher who is absent and has not left lesson plans or has indicated class should become a study hall for that day.
2. Teachers may request use of the Collaboration Center for their class by notifying the librarian at least one day in advance to reserve. At that time, if necessary, all scheduled study halls will be emailed by the librarian to hold any students from coming to the library for the requested day/class period.
3. A pupil's conduct should be mannerly and orderly to everyone. Pupils who do not abide by Collaboration Center regulations will be sent back to their study hall from the library.
4. The Collaboration Center will be open at the following times:
  - a. 7:55 AM to 3:05 PM. (The Collaboration Center will be closed during a 30-minute time period for lunch each day).
  - b. 3:05 PM to 3:45 PM for Study Table
  - c. Evening Hours for public use. (Times TBA)
5. Students coming into the Collaboration Center are to sign the sign in sheet at the circulation desk. Accountability for those students not signing in/out of the library will not be provided if their whereabouts are questioned.
6. Those coming to the Collaboration Center and are not out of a scheduled study hall, **MUST HAVE** a signed pass either ahead of time from the librarian and/or the teacher they are to be with for that particular period.
7. A definite quota stating the number of students allowed to use the Collaboration Center will be set for each period. It's at the discretion of the librarian as to whether or not more students will be permitted to the library each period.
8. Electronic devices of ALL kinds (i.e. cell phones, iPod, earbuds, handheld game consoles, etc.) are not permitted to be used in the Collaboration Center. Upon entering the library, students have the option to place these devices in a basket at the circulation desk. If they choose not to and are caught using their device, the device will be removed from their possession and turned into the office.
9. Computers in the Collaboration Center are for students' extended classroom use. Students are not permitted to play games that are not considered educational. If this occurs, a restriction will be imposed.

## **CIRCULATION**

10. The electronic card catalog is now available on the school's website at: [www.movalley.org](http://www.movalley.org), schools, junior/senior high school, quick links, school Collaboration Center.

11. Students should be sure that any book borrowed from the Collaboration Center is properly charged at the circulation desk to his/her library number.
  - a. Students may have up to 2 items checked out at any given time (as long as they have no fines in excess of \$.50).
  - b. All reference materials encyclopedias, dictionaries, etc., must be used in the library.
  - c. Overdue fines are \$.10 per day.
  - d. Lost books will cost the borrower the replacement price. The amount paid will be refunded should the lost book be found before the last day of the school year. Damaged materials must be paid at the price set by the librarian.
  - e. Seniors need to maintain a \$0 balance in library fines to use the library.
  - f. Library fines in excess of \$5 for grades 7 – 11 will result in the loss of ALL library use until the fine is paid in full. Those students will be permitted in the library with a class.

### CELL PHONES

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

Students are permitted to use their cell phones **during their scheduled lunch period, in the hallways between class periods and in the classroom as a classroom instructional tool ONLY**. Due to the large amount of disruption to learning created by cell phone use during class time, when not being used as an instructional tool, students will place cell phones in a secure location at the beginning of each class period. Students will not be permitted to use their cell phones during class time or while using the restroom. Students who have a medical exemption as outlined by the school nurse or 504 plan will be permitted to use their cell phones for medical reasons only. Students will have their cell phones returned at the end of each period. The expectation is that students use this technology responsibly and respectfully. This policy needs to be followed by faculty/staff, as well. (Teachers are permitted to use during scheduled prep and lunch periods.)

### DISCIPLINE POLICY (Students with Disabilities)

See Code of Conduct from PA Professional Standards and Practices Commission in Appendix at the end of this booklet.

The Board prohibits use of cellular telephones to take photographs or record audio or video during the school day, in district buildings, on district property and while students are engaged in school-sponsored activities, unless prohibited by administration or instructor. However, high school students may use cellular phones and other devices without the use of headphones, if used appropriately and respectfully, in the cafeteria and in the hallways during the school day.

### DRESS CODE

The responsibility for the appearance of the students of the Moshannon Valley School District rests with the parents/guardians and the student themselves. They have the right to determine such student dress providing that such attire is not destructive to school property, complies with all safety and health codes/rules, does not interfere with the educational process or lend itself to cause a disturbance from the normal function of the educational process, and otherwise complies with the specific provisions set forth below. Students of the Moshannon Valley School District must be clean, neat, modestly and appropriately dressed as not to disrupt the educational process. Specific provisions governing dress are as follows:

1. Dress must not interfere with the educational process or the rights of others.
2. Dress must comply with all health and safety codes.
3. Shoes must be worn at all times.
4. Head covering of any kind, for boys or girls, is prohibited in the building at any time, unless worn to conform with religious practices or beliefs, or for health reasons. Any head covering worn for religious reasons shall be permitted only after written notice has been given to the Administration, which notice shall include a sufficient explanation of the religious significance and requirements of the head covering. The wearing of any head covering for health reasons shall be permitted only after a signed statement from a medical provider stating that the head covering is needed for health reasons has been provided to the Administration. The ban includes scarves, bandanas, and headbands
5. Logos or sayings on clothing or tattoos may not promote alcohol, tobacco, drug, gang/cult behavior, sex, violence, offensive language, inappropriate behavior, or cause a distraction from the educational process. This standard also applies to pins and buttons.

6. Any clothing that inappropriately exposes one's body is prohibited. This includes, but is not limited to, the following: bare midriff tops, tube tops, low-cut tops, backless tops, "short" shorts, and muscle shirts. Any shirt without sleeves must cover the entire shoulder. (point where arm meets shoulder)  
 Additionally, all clothing shall further meet the following requirements:  
 No under garments or cleavage should be exposed.  
 When standing and with arms down, a student's upper garment should meet, or overlap the lower garment.  
 When standing with hands down to side, the bottom of the skirt or shorts shall not be above the extended fingertips.
7. Pants or jeans are to be worn on the waist. It is not permissible to wear pants in a manner such that under clothing is revealed. The length of pants/jeans must not present a safety/tripping hazard.
8. Ripped or torn clothing with holes above when standing with hands down to side is not appropriate attire for school and is not permitted.
9. Clothing that is excessively large and/or oversized will not be permitted.
10. Sharp, studded apparel and jewelry are not permitted in light of the potential danger to other persons or property.
11. Sunglasses may not be worn in the building in the absence of a medical need documented in a signed, written statement from a medical provider provided to the Administration.
12. Jewelry that is a potential health/safety hazard to wearer or others. All body piercings other than the ears, including but not limited to eyebrow, chin, cheek, lip, nose, tongue are prohibited. Spacers to replace the piercing are not permitted.

The administration reserves the right to have students change clothing or accessories that are inappropriate, offensive, unsafe or disruptive to the educational process. The administration will take disciplinary action with regards to violations of the above dress code. The administration reserves the right to make the final decisions on appropriateness of all apparel.

## DISCIPLINE CODE OF CONDUCT

Moshannon Valley can operate effectively only when students and staff, parents and the community work together in an environment of cooperation and helpfulness. We believe that each student has the right to be able to learn and work in an atmosphere free of disruption. Therefore, students have the **responsibility to respect the rights of others** and to **maintain a high degree of self-discipline**.

The purpose of this **Code of Conduct** is to provide the student with a set of guidelines that exemplify the type of behavior expected of students at Moshannon Valley High School. The code is non-inclusive and provides a basis for student conduct.

The student and parent should realize that the maintenance of discipline in a high school is a multi-faceted task. It is composed of necessary rules corresponding consequences for those who break the rules. In order for a **Code of Conduct** to be effective, cooperation must exist among the administration, faculty, students and parents. Most pupils do not want others to interfere with their right to learn and their teachers' right to teach. Disruptions to these rights, or disrespect to others, will not be tolerated.

It is the student's responsibility to learn the behaviors expected at Moshannon Valley School District. Behavioral expectations at school may be different from those at home or in the community. If they are, students are expected to conform to school expectations while in school. We firmly endorse our **School Wide Positive Behavior Support Plan (SWPBS)**. The few pupils who cannot or will not adapt to the behavioral expectations set forth by the school will be disciplined swiftly and fairly.

The following behavioral expectations are listed by "**Tier.**" The range of disciplinary measures, any of which may be applied for an infraction, are also spelled out. The school district's behavioral expectations and corresponding disciplinary measures are categorized into **Four Tiers**, or levels, of increasing seriousness. **Tier One:** misbehavior is not as serious as **Tier Two**; Tier Two is less serious than **Tier Three**, etc.

It must be remembered, however, that although discipline is tiered, some steps may be bypassed in accordance with the severity of the infraction and that some infractions carry minimum penalties. Discipline is handled on an individual basis, but the penalty, if not mandated, is at the discretion of the administrator.

The State Board of Education has set forth regulations governing student rights and responsibilities in the Pennsylvania Code. The assistant principal/principal/dean of students may choose one or more of the consequences for an offense. The principal will inform the teacher in writing of the action taken. During a crisis/emergency situation, students are expected to comply with all school staff and/or emergency personnel instructions without delay.

**HIGH SCHOOL DISCIPLINE SANCTION CHART**

The philosophy of the Moshannon Valley High School is to:

- Educate all students
- Provide a safe and orderly environment for all students
- Protect the health, safety, and welfare of all students

**\*\*Note:** The charts below details guidelines for discipline based on listed offenses. Discipline given to students may be increased or decreased by the administrator based on the specific infraction(s). Other infractions not included in the following guidelines will be addressed by the administrator on an individual basis, and all ranges of punishment are reserved, at the discretion of the administrator, to address the infraction. Severe incidents may result in police involvement.

**Tier 1**

**Tier 1** behaviors are those behaviors that are insubordinate or cause minor disruptions to the academic environment but do not involve damage to school property or harm to self or others. Tier 1 behaviors result in classroom-level disciplinary responses that may be elevated to administrative response if they are not successfully abated by the teacher or the appropriate school-level committee.

Behavior	Disciplinary Response(s)
<input type="checkbox"/> Attending class without required class materials or assigned work	<input type="checkbox"/> Verbal redirection or reprimand <input type="checkbox"/> Temporary change in cafeteria seating <input type="checkbox"/> Revocation of privileges, including parking/driving/trips/etc. <input type="checkbox"/> Teacher/student conference <input type="checkbox"/> Change of attire <input type="checkbox"/> Parental contact in writing or by phone <input type="checkbox"/> Teacher/Parent conference <input type="checkbox"/> Temporary Removal of Student from Classroom <input type="checkbox"/> In-School Disciplinary Action <input type="checkbox"/> After School Detention <input type="checkbox"/> Behavior contract <input type="checkbox"/> MAPS Referral <input type="checkbox"/> Other school-based consequences as approved by the administrator
<input type="checkbox"/> Behaviors that disrupt or interfere with classroom teaching and learning	
<input type="checkbox"/> Communication with staff and peers that is not polite, courteous, or respectful	
<input type="checkbox"/> Engaging in profanity or obscene/offensive gestures to students	
<input type="checkbox"/> Excessive noise in the classroom, hall, or building	
<input type="checkbox"/> Inappropriate displays of affection	
<input type="checkbox"/> Cafeteria Rules Violations	
<input type="checkbox"/> Late to Class	
<input type="checkbox"/> Off-task behaviors that demonstrate disengagement from classroom learning	
<input type="checkbox"/> Dress code violation	
<input type="checkbox"/> Refusal to comply with reasonable staff instructions, or classroom or school rules	

<input type="checkbox"/> Running in the classroom, hall, or building	
<input type="checkbox"/> Unexcused lateness for school or class	
<input type="checkbox"/> Unassigned area without permission/misuse of hall pass	
<input type="checkbox"/> Any behavior or other minor disruption to the academic environment but does not involve damage to school property or harm to self or others	

## Tier 2

**Tier 2** behaviors are those behaviors not specifically enumerated in any other tier in this chapter that cause disruption to the academic environment, involve damage to school property, or may cause minor harm to self or others. Tier 2 behaviors result in school-based and administrative disciplinary responses.

Behavior	Disciplinary Response(s)
<input type="checkbox"/> Directing profanity or obscene/offensive gestures toward staff	<input type="checkbox"/> Verbal redirection/reprimand <input type="checkbox"/> MAPS Referral <input type="checkbox"/> Teacher/student conference or Administrator/student conference <input type="checkbox"/> Loss of credit on test/assignment (for cheating) <input type="checkbox"/> Revocation of privileges, including parking/driving/trips/etc. <input type="checkbox"/> Parental contact in writing or by phone <input type="checkbox"/> Administrator/parent conference <input type="checkbox"/> Temporary Removal of Student from Classroom <input type="checkbox"/> In-School Disciplinary Action <input type="checkbox"/> After School Detention <input type="checkbox"/> Saturday Detention <input type="checkbox"/> Behavior contract <input type="checkbox"/> Other school-based consequences as approved by an administrator
<input type="checkbox"/> Inappropriate or disruptive physical contact between students	
<input type="checkbox"/> Cheating on tests/assignments	
<input type="checkbox"/> Parking/driving violations	
<input type="checkbox"/> Leaving classroom without permission	
<input type="checkbox"/> Throwing objects that may cause injury or damage property	
<input type="checkbox"/> Skipping/cutting class	
<input type="checkbox"/> Computer and/or internet use violations	
<input type="checkbox"/> Unexcused absence from school	
<input type="checkbox"/> Using computer/office equipment without permission	
<input type="checkbox"/> Any behavior or other disruption to the academic environment, involves damage to school property, or may cause minor harm to self or others	
<input type="checkbox"/> Documented pattern of persistent Tier 1 behavior(s)	

### Tier 3

**Tier 3** behaviors are those behaviors not specifically enumerated in any other tier that cause significant disruption to the academic environment or cause harm to self or others. In addition to lesser consequences, Tier 3 behaviors may result in either on-site or offsite Suspension.

Behavior	Disciplinary Response(s)
<input type="checkbox"/> Plagiarism	<input type="checkbox"/> MAPS Referral <input type="checkbox"/> Teacher/student conference or Administrator/student conference <input type="checkbox"/> Parental contact (written or by phone) <input type="checkbox"/> Parent conference <input type="checkbox"/> Law Enforcement Contact <input type="checkbox"/> Revocation of privileges, including parking/driving/trips/etc. <input type="checkbox"/> Change of schedule <input type="checkbox"/> Saturday Detention <input type="checkbox"/> Loss of credit for plagiarism <input type="checkbox"/> On-site ISS with provision of appropriate intervention services <input type="checkbox"/> Off-site OSS, except in response to unexcused tardiness or absence <input type="checkbox"/> Other school-based consequences as approved by an administrator
<input type="checkbox"/> Bullying, or using repeatedly humiliating or intimidating language or behavior, including Internet bullying and hazing.	
<input type="checkbox"/> Causing disruption on school properties or at any MVSD-sponsored or supervised activity	
<input type="checkbox"/> Communicating slurs based on, but limited to, actual or perceived race, color, religion, sex, personal appearance, sexual orientation, gender identity or expression, including derogatory sexual language	
<input type="checkbox"/> Threatening or coercive behavior to students or staff	
<input type="checkbox"/> Engaging in reckless behavior that may cause harm to self or others	
<input type="checkbox"/> Fighting	
<input type="checkbox"/> Inappropriate use of MVSD computer or network (restricted websites, offensive emails)	
<input type="checkbox"/> Leaving school building or property without permission	
<input type="checkbox"/> Possession or distribution of obscene or pornographic material on school premises	
<input type="checkbox"/> Possession or use of tobacco or alcohol	
<input type="checkbox"/> Detention/Suspension violations, including skipping and misbehaviors	
<input type="checkbox"/> Theft	
<input type="checkbox"/> Any behavior or other conduct not specifically enumerated in any other tier that causes significant disruption to the academic environment or causes harm to self or others	
<input type="checkbox"/> Documented pattern of persistent Tier 2 behavior (s)	



## Tier 4

**Tier 4** behaviors are those behaviors not specifically enumerated in any other tier in this chapter that cause significant disruption to the school operation, destroy school property, or cause significant harm to self or others. Tier 4 behaviors can result in off-site Suspension or expulsion.

Behavior	Disciplinary Response(s)
<input type="checkbox"/> Activating false alarm, issuing a bomb threat,	<input type="checkbox"/> MAPS Referral <input type="checkbox"/> Cost of repair/replacement <input type="checkbox"/> Revocation of privileges, including parking/driving/trips/etc. <input type="checkbox"/> Parental/Administrative Conference <input type="checkbox"/> Law Enforcement Contact <input type="checkbox"/> On-site ISS with provision of appropriate intervention services <input type="checkbox"/> Off-site OSS, except in response to unexcused tardiness or absence <input type="checkbox"/> Alternative Educational Placement <input type="checkbox"/> Expulsion
<input type="checkbox"/> Acts of vandalism, destruction of property, or graffiti (tagging), arson, damaging school technology systems	
<input type="checkbox"/> Contaminating food	
<input type="checkbox"/> Terroristic Threats	
<input type="checkbox"/> Lewd or indecent public behavior or sexual misconduct	
<input type="checkbox"/> Possession of a weapon	
<input type="checkbox"/> Possession of drug paraphernalia or controlled substance, irrespective of the amount or type	
<input type="checkbox"/>	
<input type="checkbox"/> Tampering with, changing, or altering an official record or document of a school	
<input type="checkbox"/> Assault	
<input type="checkbox"/> Any behavior or other conduct not specifically enumerated in any other tier that causes disruption to the school operation, destroys school property, or causes significant harm to self or others	
<input type="checkbox"/> Documented pattern of persistent Tier 3 behavior	

ISS – in-school suspension.

OSS – out of school suspension

### DEMERIT SYSTEM

Positive student behavior often leads to academic success in school. This demerit system serves as a reminder to students that appropriate school behavior is expected at all times. Refusal to follow school rules and appropriate behavior could result in the loss of extra-curricular events and driving privileges.

The MVHS Administration believes that extra-curricular student sponsored events and driving to school are considered to be privileges and not a student right at our school.

#### Office Discipline Referrals:

Students Consequence	Demerits Assigned	Example
1 PM Detention	1 Demerit	2 days of PM Detention = 2 Demerits
1 Saturday School Detention (Behavior Only)	1.5 Demerits	2 days of Saturday School = 3 Demerits
In-School Suspension (ISS)	2 Demerits	2 ISS = 4 Demerits
Out-of-School Suspension (OSS)	3 Demerits	2 OSS = 6 Demerits

Student extra-curricular events will be categorized by each semester as follows:

Semester 1	Semester 2	Yearly
Homecoming Dance	Prom	Club Field Trips
Student Driving Permit	Student Driving Permit	Student Driving Permit
Assemblies	Freshman Dance	
	Assemblies	
Attendance at extra-curricular events such as athletic events, powder-puff football and concerts	Attendance at extra-curricular events such as athletic events, powder-puff football and concerts	Attendance at extra-curricular events such as athletic events, powder-puff football and concerts

**Demerit Guidelines:**

1. When a student has been issued a minimum of six (6) demerits in the first semester, s/he will have her/his privilege to attend or participate in student-based extra-curricular events and/or driving privileges suspended the remainder of the first semester.
  2. When a student has been issued a minimum of six (6) demerits in the second semester, s/he will have her/his privilege to attend or participate in student-based extra-curricular events and/or driving privileges suspended the remainder of the second semester.
  3. When a student has been issued a minimum of twelve (12) total demerits during the school year, s/he will have her/his privilege to attend or participate in student-based extra-curricular events and driving privileges suspended for the remainder of the school year.
  4. If a student accumulates a total of fifteen (15) demerits, s/he will not be permitted to attend school field trips.
  5. Students can have one (1) demerit removed if they successfully complete fifteen consecutive days of school without obtaining an office discipline referral. For example, if a student completes thirty (30) consecutive days without an office discipline referral, they will have two (2) demerits removed.
- \*\* Student(s) demerits will begin at zero (0) at the beginning of each semester. An accumulative total will be kept in case of rules #3 and #4.

**RULES FOR AFTER SCHOOL DETENTION SESSIONS**

Hours for Detentions Sessions: 3:05 PM to 3:45 PM  
 Location for Detention Sessions: Collaboration Center or Main Office Area  
 Detention Rules:

1. Be in the room by the assigned time.
2. Be prepared to do classroom work.
3. Be quiet and remain seated at all times.
4. Be sure to sign in.
5. Remain in your seat until the dismissed by the detention facilitator.
6. No amusements (games, cards, radios, etc.) will be permitted.
7. If a student is asked to leave the session, or if he leaves on his own, additional discipline will follow.
8. If a student is absent on an assigned day/days, it is his/her responsibility to contact the main office the next day. Failure to do so may result in additional discipline.

**Rules for Academic Saturday Detention and Missing/Late Work**

Students will have one week from the original assignment due date to submit work for full or partial credit for missed assignments. After one week, students can only earn full credit for the assignment by staying after school with the classroom teacher or by attending Saturday school and completing the assignment. These sessions will be organized by the teacher and approved by the administration. If a student does not complete the missed assignment in this manner, a zero will be recorded in the grade book.

**\*\* Parent/Guardian will be responsible for transportation.**

An excused absence will be the only reason for missing detention sessions. The Main Office must schedule this make-up date and no additional letter will be sent.

**After school activities, work, and lack of transportation will not be considered reasons for missing assigned detention sessions. Missing assigned detention sessions for these reasons will result in suspension from school.**

A phone call notifying parents of the assigned detention sessions will be made as soon as possible to allow as much time as possible to make transportation arrangements. Transportation arrangements are the responsibility of the parents at all times!

## BEHAVIORAL EXPECTATIONS OF STUDENTS ON SCHOOL SPONSORED FIELD TRIPS

### A. Field Trips During the School day

1. All usual school rules and penalties apply.
2. In the event of a rule violation, Parents will be called to come and take the student home.
3. The police may be involved if the nature of the offense indicates a law has been broken.
4. Students with 2 or more OSS will be denied the privilege of participating in all field trips for the remainder of the school year. These instances will be reviewed by the Principal, Asst. Principal and the Advisor. If the incident occurs at the end of the school year this restriction will carry over for the summer and first semester of the next school year.
5. After review by the advisor and the Principal/Assistant principal, an infraction deemed to be a serious infraction (including, but not limited to an infraction which compromised the safety of another person) will result in the student being denied the privilege of participating in all field trips for the remainder of the school year.

### B. Field Trips Overnight or during the Weekend

1. All usual school rules and penalties apply.
2. In the event of a rule violation, Parents will be called to come and take the student home immediately, or arrangements will be made to send the student home immediately at the students and/or parent's expense.
3. The police may be involved if the nature of the offense indicates a law has been broken.
4. After review by the advisor and the Principal/Assistant principal, an infraction deemed to be a serious infraction (including, but not limited to an infraction which compromised the safety of another person) will result in the student being denied the privilege of participating in all field trips for the remainder of the school.
5. Students with 2 or more OSS will be barred from attending off grounds field trips. The principal has the discretion to prohibit participation of students with only 1 OSS

## REASONABLE PHYSICAL FORCE

Corporal Punishment is strictly prohibited; however reasonable force may be used in certain situations.

1. To quell or prevent a disturbance, thus insuring the safety of all persons.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection and safety of persons or property.
5. Passive physical restraint will be used whenever possible.

## EDUCATIONAL TRIPS

Please see the Moshannon Valley School District Student Attendance Handbook

## EMERGENCY NOTIFICATION SYSTEM

The Moshannon Valley School District has implemented an emergency notification system which will automatically call a student's parent or guardian in the event of a school delay, school closing, early dismissal, or an emergency crisis situation. The system will play a recorded message when a phone is answered, whether answered live or by an answering machine or voicemail. Listed below is important information you need to know about the system.

**Live Answers** When a phone is answered live; there is a short pause of several seconds at the beginning of the message, usually just a few seconds. You should answer your phone as you normally would by saying "hello" and waiting for the message to begin. Multiple "hellos" will delay the message.

**Answering Machines and Voicemail** If the phone is answered by an answering machine or voicemail, the system will detect that your machine or voicemail has answered and will play the recording to your machine or voicemail. The notification system will hang up/disconnect after 5 rings if there is no answer and will attempt the call again after approximately 15 to 20 minutes for a maximum of three attempts.

**Morning and Day Calls** In the event of a delay, cancellation, or closing decision is made in the early morning hours, the broadcast message will notify students primary phone number listed in the notification system.

In the event of an early dismissal due to weather or emergency crisis situation, the broadcast system will notify the student's secondary phone number listed in the notification system.

If you have any questions regarding the notification system, need to provide updated phone numbers, or wish to have your name removed from the notification list, please visit the school district website at <http://www.movalley.org> or contact the Administration Office. Please note that it is the responsibility of a student's parent/guardian to provide the District with updated contact information.

## EXTRACURRICULAR ACTIVITIES

### **(Participation in Extracurricular Activities)**

It is the desire of the school to sponsor a variety of activities in order to provide something that would appeal to every pupil. Participation in activities is entirely voluntary. Students should carefully examine the offerings before becoming affiliated with any organization. Extreme care should also be exercised in not becoming overloaded with extracurricular endeavors. Students who miss class for extracurricular activities are expected to be proactive & make up all assignments when absent from class.

### **EXTRACURRICULAR ACTIVITIES/ PARTICIPATION IN /PRACTICE**

No student is permitted to practice or participate in an activity (including but not limited to, sports, band, cheerleading, and plays) unless they have been present in school by 8:00 A.M. on the day of the activity/event. Special circumstances must be approved by the principal and only bona fide doctors' excuses or other urgent circumstances will be considered by the principal in waiving this policy.

A student, who is suspended, **either in school or out-of-school**, is not eligible to participate in extracurricular or interscholastic events on the day(s) of suspension(s). Any student who does not comply with the code of conduct may be denied participation in extracurricular, interscholastic, or other school sponsored events. This includes all sporting events; stage performances, dances, and any school related events held on school property or where the school is represented.

### **ATHLETIC PROGRAM**

School sponsored athletics: Baseball, Boys and Girls Basketball, Bocce Ball, Cheerleading, Cross Country, Football, Girls Soccer, Softball, Girls Volleyball and Wrestling. Varsity letters can be earned in each of these sports, according to each of their requirements. All sports are under the sanction of the PIAA and follow all of their regulations. PIAA Handbooks are available for review upon request.

### **ELIGIBILITY RULES – P.I.A.A.**

You are not eligible:

1. If you are 19 years of age prior to midnight, June 30.
2. If you have attended eight semesters of school after entering grade 9.
3. In a sport if you have played four seasons beyond the eighth grade in that sport.
4. If you completed the work of grades 9, 10, 11 and 12 inclusive.
5. If you have participated in an all-star game, contest or event.
6. If you have violated your status as an amateur athlete by: (a) accepting money or items of monetary value, (b) accepted a sweater and/or jacket from an organization other than your high school, or (c) violated any other section of the PIAA Amateur Status Rule.
7. If you have transferred from your school to another without a corresponding change of residence by your parents or legal guardian.
8. If you have not passed a physical examination given by a physician, a certified school nurse practitioner, or a physician assistant before your first sports season of the academic year. You are also not eligible if you have not been re-examined or certified by a licensed physician of medicine, a certified school nurse practitioner, or a physician assistant that your condition is satisfactory before each subsequent sports season or before you commence to train or practice the intended sport.
9. A student who is a member of a school team may not participate in an athletic contest (golf tournament, track meet, etc.) outside the school program in the same sport during the same season unless the principal permits the student to do so and unless the principal waives Article VIII, Section I (A) of the PIAA By-Laws by writing to the PIAA Executive Director notifying the Executive Director of his decision/action prior to the student's participation in the non-school athletic contest. A student who participates in an athletic contest outside of the school program as an individual or as a member of a team in the same sport during the same season without the waiver being properly filed with the PIAA Executive Director and being placed in the school's permanent file in the PIAA Office before the student participates in an athletic contest is ineligible in the involved sport for the remainder of the season.
10. If you have not passed at least two (2) credits during the previous grading period and previous school week.
11. A pupil who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of Forty-five (45) school days following his/her twentieth (20<sup>th</sup>) day of absence, except that where there is an excused absence due to death in the immediate family or of a near relative as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or to attend a religious activity/function which the church requires its members to attend, or an excused absence of five (5) or more school days due to the same confining illness or injury, such excused absence may be waived from the application of this rule by the district committee. Attendance at summer school does not count toward the forty-five (45) days required.

On June 23, 2014, the Board of School Directors of the Moshannon Valley School District adopted a random drug testing policy for athletes (Policies #227 & #227.1). This policy authorizes administration to request, at any time and without prior

warning, drug testing of student-athletes. Once chosen, the student athlete must submit to a drug test by a laboratory facility selected by the district (and paid for by the district). The student athlete test results will be provided to the building principal. If the test results are negative, no further action will be taken. If the test results are positive, a second test of the sample retained by the original laboratory may be obtained (at the expense of the parents). If the second test is negative, no further action will be taken. If the second test is positive (or if the first test was positive and parents did not opt for a second test) then the following actions will be followed:

1. The principal or his/her designee will hold a parental conference to make the parent(s) or guardians aware of the results of the testing.
2. The principal will use the Moshannon Valley School District Drug & Alcohol Policy to outline the District's stance.
3. The student with a first offense, during his/her school career, will be suspended from athletics for the remainder of the current sports season.
4. The student will be required to be retested at his/her own expense to regain athletic privileges and must test negative prior to regaining athletic privileges.
5. The student who has two (2) offenses will be barred from athletic participation the remainder of his/her years in the Moshannon Valley School District.

Athletes will be randomly selected to participate in the screening from a list of all student athletes. Should any athlete at any time refuse to submit a sample for testing, this shall result in disqualification from all athletic programs for the remainder of the school year.

No athlete will be added to the team roster until Section Two of the Parent/Guardian and Student-Athlete Signature Page has been signed and returned to the athletic office.

#### **MOSHANNON VALLEY ACADEMIC ELIGIBILITY**

The grades for core courses (Mathematics, English, Science, Social Studies and CCCTC programs) will be reviewed weekly by the high school principal, assistant principal or athletic director. A student must be passing **all four** core courses to maintain athletic and extra-curricular eligibility. This is in addition to the application of the PIAA eligibility rules on all participating students on a regular basis. If a student is ineligible due to grades, the student will be unable to participate in competitions and events for a one-week time period (Sunday to Sunday) until eligibility is revisited. The Athletic Director and Administration will meet with students each Wednesday to discuss grades/study table.

#### **SPORTSMANSHIP**

It is the earnest desire of the Moshannon Valley Schools to foster clean sports in athletic activities. All boys and girls, whether players or spectators, should observe the rules of good sportsmanship and fair play. All students are expected to act in such a manner that they may be a credit to themselves, their school, and their community; all school rules apply to sporting events. Actions, words, or gestures meant to demean coaches, players, fans, or officials are not consistent with the ideals of this school. Consequences for these actions are at the discretion of the principal, based upon the conduct involved, and may include removal from the event, banishment from the season events in the sport, or exclusion up to a calendar year from all sporting activities

#### **ATHLETIC COURTESY & SPORTSMANSHIP**

Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify these principles in his own actions and earnestly advocate them before others.

- a. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break. The stealing of advantage in sport is theft.
- b. No advantages are to be sought over others except those in which the game is understood to show superiority.
- c. Unsportsmanlike or unfair means are not to be used even when they are used by opponents.
- d. Visiting teams are to be honored guests of the home team, and should be treated as such.
- e. No action is to be taken or course of conduct pursued that would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
- f. Remember that a student spectator represents his school the same, as does the athlete.
- g. Any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.
- h. Decisions of officials are to be abided by, even when they seem unfair.
- i. Officials and opponents are to be regarded and treated as honest in intention in games when opponents conduct themselves in an unbecoming manner, and when officials are manifestly dishonest or incompetent, future relationships with them should be avoided.
- j. Good points in others should be appreciated and suitable recognition given.
- k. The practice of "booing" is regarded as discourteous and unsportsmanlike.

### **CLASS OFFICERS**

Class advisors should be taken into the confidence of all class committees and members. Class officers will be nominated and voted on at the beginning of the 2020-2021 School Year.

### **SENIOR HIGH CLUBS**

#### **ACADEMIC DECATHLON**

The purpose of the United States Academic Decathlon is to develop and provide academic competition, curriculum, and assessment to promote learning and academic excellence through teamwork among students of varying achievement levels. The team is open to students 9-12 and is made up of 3 “A” students, 3 “B” students and 3 “C” students; they compete against other schools throughout the school year. The students take exams in art, music, language and literature, economics, math, science, and super quiz whose subject changes from year to year. They also give speeches, write essays, and participate in interviews. Students gain knowledge in all the subject areas, gain confidence for their future endeavors, and learn camaraderie through the competition with other districts. Advisor is Mr. Brandon Owens

#### **DRAMA CLUB**

This organization is open to all students (9-12) who have an interest in theater – onstage or backstage. Activities at meetings will consist of (1) planning field trips to various theatrical events in the area, (2) updating students on theatre opportunities, local workshops, auditions, (3) discussion of theatre in general and reviews/critiques of productions attended by members, and (4) preparing for the spring musical production. Advisor is Ms. Justine Washic.

#### **FRENCH CLUB**

This club is open to students in grades 9-12 who are enrolled in French I to IV. It provides enrichment and expansion in the learning of the French language and culture. Advisor is Ms. Laura Nearhood.

#### **SPANISH CLUB**

The Spanish Club is open to students in 9-12<sup>th</sup> grades that are currently enrolled in a Spanish Class. The purpose of the club is to enrich the student’s knowledge of the culture and customs associated with the Spanish Language. The Club accomplishes this goal through different field trips. Advisor is Mrs. Shelly Tudor

#### **NATIONAL HONOR SOCIETY**

The National Honor Society exists for the purpose of creating enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in the students of Moshannon Valley High School.

Any student in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade, who has a cumulative average of 92% or above, starting in the 9<sup>th</sup> grade, can be considered for membership. Inductions are held in November. Students are required to maintain high standards of scholarship – 92% or above, service – volunteering 15 hours, leadership – in and out of school activities and character. The advisors are Mrs. Alicia Cervenak and Mrs. Jayne Kitko

#### **SKI CLUB**

The club is open to all students 7 – 12. The club travels to Tussey Mountain Ski Area, for four Saturday outings. All new skiers and snowboarders must take lessons from Tussey’s certified instructors the first two trips they take with the club: all others are encouraged to continue taking lessons beyond those required. The trips begin after January 1 and the students pay all costs. Club officers are elected each fall and serve till the end of the academic year. Advisors is Mr. Brandon Owens.

#### **TEEN COURT**

Teen Court has been established in Clearfield County to reach teens who are first-time offenders in order to divert them from a course of behavior that could lead to habitual problems with the law. By offering an alternative to parents/guardians paying fines, etc., the juvenile accepts responsibility for his/her own behavior. Teen court offers the participating youth a “hands on” educational process to learn about justice.

Teen attorneys must be in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade. Teen jury volunteers must be between the ages of 12 and 18. All Teen Court volunteers must be in good academic standing, agree to serve at least one year (12 months), abide by the Teen Court rules, respect the oath of Confidentiality, and demonstrate maturity and sensitivity.

Teen Offenders must be between the ages of 12 and 17 and be first time offenders, must be referred by the District Magistrate or the Juvenile Probation Officer, or School Officials, must admit to the offense, must sign an agreement to comply with all rules of the program, and must accept responsibility to not commit a delinquent act after signing the Teen Court Contract. The parent/guardian must participate at the pre-trial school conference and attend the trial. Advisor is Mrs. Kristie Buell.

### **TRI-M MUSIC HONOR SOCIETY**

Is an internationally recognized organization sponsored by the Music Educator's National Conference to recognize outstanding students in Music and music achievement.

Students are selected by the music faculty and on the recommendation of their peers. Selections are based on academic achievement and music participation and accomplishments. Advisor is Mr. Todd Sproull.

### **Varsity Club**

The objective is to develop good sportsmanship and responsibility in the young men and women who are members of the organization. The purpose of the Club is to raise money for varsity first-letter jackets and support Moshannon Valley athletics. The Club is open to students in grades 9-12 who participate on the varsity level, cheerleaders, team managers, statisticians and scorekeepers. The Club instills the ethics of good sportsmanship, hard work, and discipline with the end result being: success in life outside of sport. Advisor is Mr. Thomas Webb.

### **ARMORY CLUB/WEIGHTLIFTING CLUB**

The program is open to all students in grades 7-12. Programs are designed for students looking to improve themselves in general fitness or sports-specific areas. The weight room is generally open five days a week for 2-3 hours a day at various times including the summer months. The program is designed to bring awareness, knowledge and skill in the areas of weightlifting, cardiovascular health, flexibility training, and general overall good health. The program also teaches self-discipline, camaraderie, self-confidence, and mental wellness through physical activity. Interested students must fill out a permission form to participate in this activity. Advisor is Mr. Michael Simone.

### **YEARBOOK STAFF**

Members of the staff are responsible for putting together, "The Knight" for publication. Artistic talent and writing ability are extremely useful. Accuracy, determination and spelling ability are required. Students 7-12 may join. Advisor is Mr. Rudy Kowalczyk.

### **LITERATURE CLUB**

The purposes and goals of the Literature Club are to enhance the knowledge of literature taught in the classroom as well as provide financial support for various trips. The membership of the Literature Club would automatically include college prep. seniors and be open to tech. prep seniors as space is available. Advisor is TBD

### **MATH CLUB**

The membership of the Math Club includes those students enrolled in the Trigonometry and Calculus classes. The purposes and goals of the Math Club are to explore real-world math problems, discover strategies to solve such problems, and to provide financial support for the Math Day field trip. Advisor is Mr. Jonathan Deemer.

### **ART CLUB**

The purpose and goal of the Art club is to allow students to experience the real life connections between what is taught in the art room and art that is found in the world that surrounds us. Through events in the art club, such as guest speakers, mural projects, art field trips etc. students will gain knowledge of how their talents and creativity can allow them opportunities to apply what they learn through art courses to their daily life and will allow them to be more successful in their future either through their career or by using their talents towards a hobby that would allow them additional success and fulfillment in their life. Advisor is Mrs. Brandie Kephart.

### **TECHNOLOGY STUDENT ASSOCIATION**

This club will involve many aspects of Technology Education. As official members of the Technology Student Association (TSA), students will be competing at various levels – Regionals (Mid-February), State (Mid-April) and Nationals (Mid-June). Numerous competition categories and focus areas provide something for everyone who likes a hands-on learning environment and application-based opportunities. The Advisor is Mr. Alaric Gallo

### **HISTORY CLUB**

History Club is an organization for students in grades 10-12 who enjoy learning about our past outside of the classroom. Students will meet throughout the school year to plan a field trip to an important American historical landmark. Students will elect officers and work with advisors to plan trips. Advisor is Mrs. Kristi Buell.

### FIELD TRIPS

All school-sponsored field trips must be approved in advance by the principal. These field trips shall be limited to the hours of the school day, that is, with departure not before 7:30 AM and return to school by 2:35 PM. Exceptions to this rule will be considered on an individual basis.

### FRIENDS OF RACHEL CLUB

The Friends of Rachel (FOR) Club is about empowering students to create and foster a school culture marked by kindness and compassion. Our club aims to transform the climate into one of respect and caring, so that every student feels comfortable working and learning at Moshannon valley. Our efforts are only possible if students and educators work together. The FOR Club will set up various student activities and events throughout the year. Advisors are Mrs. Tina Lewis, Mrs. Dorothy Benjamin, Ms. Abigail Houston, and Mrs. Jayne Kikto.

### GYM RULES AND REGULATIONS

- ❖ No one will be allowed in the gym at any time unless accompanied by a teacher.
- ❖ All persons using the gym are expected to act in an acceptable manner at all times.
- ❖ The utmost care must be taken to keep all equipment in good order at all times.
- ❖ Appropriate attire to be worn includes shorts, T-shirt, sweats, athletic socks and sneakers. No jean shorts, cargo pants, buttons and/or zippers.
- ❖ No jewelry at any time, including body piercing even if covered, due to safety reasons.
- ❖ No gum chewing
- ❖ Grading
  - a. Class is scheduled for one (1) semester 90 days.
  - b. Students are expected to dress (3 points for dressing appropriately) and participation (3 points for participation).
  - c. Grades are based on points earned from each class session.
  - d. No credit will be earned for the following violations;
    1. Late to class
    2. Inappropriate dress
    3. Disrespectful to others
    4. Inappropriate language/behavior
    5. Not working to one's potential – lack of effort
  - e. All physical fitness testing is mandatory unless medically excused.

### HALL PASSES

In order to maintain an atmosphere conducive to a good education, as well as good discipline, some type of system is necessary to regulate the movement of students throughout the building while classes are in session. No student should be in the halls during class time without a pass signed by the teacher. **This is a shared responsibility between the student and teacher.** Passes will be issued to students during homeroom at the beginning of each marking period.

Any student who abuses the hall pass privilege may lose that privilege. A teacher has the authority to refuse to sign a hall pass.

1. Students on the hall pass restriction list will NOT be issued a pass.
2. Only one pass for one student will be issued to the restroom at one time for any given room.
3. A student must obtain permission to go to the nurse.
4. A student must obtain a pass from a classroom teacher if that student wishes to go to another classroom.
5. A student must go DIRECTLY to his/her destination and return with NO other stops.

### HAZING/INITIATION

By action of the School Board any type of initiation for school sponsored activities, which inflicts personal contact, ridicule, or placing any person in jeopardy is prohibited. Clubs using these procedures will be disbanded. Students violating this rule and found guilty will be restricted from participating in extracurricular activities as well as subjecting themselves to other punishment as the case may warrant.



## **HOMEBOUND INSTRUCTION**

The Moshannon Valley School District provides Homebound Instruction during the school year for those students unable to attend school for an extended period of time because of illness, accident, etc. Parents/guardians should contact the high school guidance office.

## **IDENTIFICATION PROCEDURES FOR SPECIAL SERVICES**

In compliance with state and federal law, notice is hereby given by the Moshannon Valley School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If the District identifies your child, as possibly in need of such services, you will be notified of procedures, individualized services, and what programs are available for children who are determined to need specially designed instruction due to the following conditions.

Autism/Pervasive Developmental Disorder	Neurological impairment
Blindness or visual impairment	other health impairments
Deafness or hearing impairment	Physical disability
Developmental delay	Serious Emotional Disturbance
Mental Retardation	Specific Learning Disability
Multi-handicapped	Speech and Language Impairment

If you believe that your school-age child may be in need of special education, screening or evaluation services are available to you at no cost, upon written request. You may request screening and evaluation at any time, even if your child is not enrolled in the district's public school program. Requests for evaluation and screening are to be made to the school psychologist.

In compliance with state and federal law, the Moshannon Valley School District will provide to each handicapped student those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the public school program.

## **KINGDOM SCROLL**

The Kingdom Scroll is the electronic School District newspaper, which will be published twice a year. Managing editor is Mr. Kowalczyk.

## **LOCKERS/LOCKS**

Each student is assigned a hall and gym locker and a lock at the start of the school term. This lock must remain on the locker – LOCKED AT ALL TIMES. Responsibility for the lock and the items placed into the locker remains with the student at all times. In the event a lock is lost or stolen, the student must report the lock missing to the office. This, however, does not relieve the student from the responsibility of paying for the lock. The cost of a missing lock is \$5.00.

## **MEDICATIONS**

Although the school district strongly recommends that medications be given in the home, it realizes that the health of some children requires that they receive medication while in school. To insure the safety of your child, special guidelines MUST be followed: No Medication will be given without a written order from the student's physician. The physician's written order must include the following:

- a. Student's name
- b. Diagnosis
- c. Name of medication
- d. Dosage
- e. Administration

The medication should be received by the school in packaging according to current pharmacy standards with enough medication for one day only. Weekly/monthly dosages of medication may be kept in school if needed and as directed, in writing, by a physician. Any dosage other than daily must be delivered to school by the child's parent, guardian, or other designated person as determined by the parent or guardian.

In addition to the physician's directions, parents must submit written permission for school officials to administer the medication. It would be helpful if the parent would mention this policy to the family physician at the time of examination.

Self-administration of asthma inhalers:

- a. Student wishing to carry their asthma inhaler must demonstrate the ability to self-administer said inhaler by meeting the criteria set forth by the school district.
- b. The Certified School nurse will verify in writing that the student has met the required criteria for self-administration.

- c. The parent or guardian of the student will sign the school district's medication policy and self-administration criteria.

### **POLICE AND JUDICIARY**

For the protection of all students, faculty, staff, and administration, it will be the policy of the Moshannon Valley School District to cooperate as much as possible with all police and judiciary departments. Student contact with the police will be limited unless parental permission can be obtained. Whenever possible, the parents will be in attendance for any interrogation or arrest. No child shall be released to police authorities without proper warrant, appropriate evidence, or parental permission, except in the event of an emergency or for the protection of life or property as determined by the administration.

### **PRIVACY RIGHTS OF PARENTS AND STUDENTS**

All information gathered about your child by the public schools is subject to the confidentiality provisions contained in federal and state laws. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure of third party information. Moshannon Valley School District protects the confidentiality of students' records. Educational records and personally identifiable information cannot be released without written parental consent or, if the student is over the age of 18, the consent of the student.

### **PROM INFORMATION**

The Junior Class sponsors the Annual Spring Prom, and seniors are guests of the Junior Class for this event. Members of the Junior and Senior Classes may purchase tickets to the prom. No one below the freshman level may attend the prom as a guest, and no one over the age of 20 may attend as a guest.

### **PTSO**

Parents, faculty, students, support staff and community individuals support the PTSO with the purpose being to provide students with school activities for the welfare of the student body. The group has sponsored the 7<sup>th</sup> grade orientation evening, awards day program, the school store and chaperoned junior and senior high dances. It maintains a supportive attitude and a strong faith in the positive potential of the District.

### **PUBLIC DISPLAY OF AFFECTION**

Most parents of students attending MVHS do not want their students subjected to daily exposure of public affection. Behaviors, which are, not appropriate for public places makes other people uncomfortable, shows poor judgment, and are demeaning to the individuals involved. Please demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a public place. Please limit displays of affection to hand holding and avoid the practice of having arms around one another, sitting on each other's lap, or various other degrees of affection.

### **SCHOOL DAY**

After arrival on school grounds, students shall not leave except upon permission by the Principal or Assistant Principal. Permission to leave the school will be granted in accordance with the statement under the heading "Early Dismissal" in the Handbook. First offenders of the above rules will be subject to attending detention sessions. Subsequent infractions may result in suspension from school.

The parking lot and the cars parked thereon are off limits to students except when coming to school or at dismissal time.

### **SCHOOL NURSE**

A school nurse is on duty in the high school daily during school hours. All matters concerning personal health should be referred there. Only first aid treatment is administered in case of accidents or illness in school.

In the event of the Nurse's absence, all requests for medical assistance should be reported to the Main Office. It shall be the responsibility of the parents to transport students home if they become ill during the school hours. If the student is unable to attend class following a period of time, he/she will be sent home. The parent or guardian will be contacted to provide transportation home. When class periods change, no student will be permitted in the suite unless he/she has reported to his/her next class period and has secured a signed pass from the teacher to see the nurse. After the school nurse has seen a student, the student will return to class with a signed pass that will be forwarded to the main office by the teacher at the end of the day.

### **SCREENING AND EVALUATION FOR SPECIAL SERVICES**

The Moshannon Valley School District uses specific procedures for identifying and evaluating the needs of school-aged students requiring special programs or services.

**SCREENING** – To identify students who may be eligible for special education, various screening activities are conducted. Routine screening of a child's hearing is carried out at Kindergarten through third, seventh and eleventh grades. Vision screening is done at every grade level. Speech and Language concerns are screened during Kindergarten Registration, fourth

grade as well as on a referral basis. Teachers continually assess gross-motor, fine-motor, academic and social/emotional skills.

MDE-IEP – If progress is not made with the involvement of the Instructional Support Team, the District will seek parental consent to conduct a Multidisciplinary Evaluation (MDE). The team will make recommendations for interventions to meet the student's specific needs and this requires parental involvement. Parents are invited to participate in the development of the Comprehensive Evaluation and the development of the Individualized Education Plan (IEP) for the purpose of determining eligibility, specially designed instruction and appropriate educational placement. If the parents disagree with the recommendations of the IEP Team, they may initiate due process procedures by noting disapproval on the Notice of Recommended Educational Placement (NOREP).

### SEARCHES

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.

All lockers, desks and other storage spaces are and shall remain the property of the school district. As such, students have no reasonable expectation of privacy in their lockers, desks or other storage spaces.

**All students should be aware that because school property is subject to search at any time, any expectations of privacy by a student in an assigned school lockers or the contents therein shall be deemed unreasonable. Accordingly, students shall not keep or place any material or items in lockers, desks, and other storage areas which the student does not want discovered or searched by district officials.**

School officials or their authorized agents may conduct random, periodic, sweeping or generalized inspections or searches of all lockers, desks or other storage spaces without regard to any individualized suspicion.

Students are encouraged to keep their assigned locks or cabinets closed and locked against incursion by other students, but no student may use a locker, desk or storage space as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The District also reserves the right to conduct canine searches of school property inclusive of vehicles parked on school property.

Articles used for storage of personal property, including but not limited to, book bags, back packs, gym bags, purses, etc. may also be searched upon reasonable suspicion that they contain drugs or contraband.

Students or persons bringing motor vehicles onto school property impliedly consent to the search thereof on reasonable suspicion that they contain drugs or contraband.

Upon reasonable suspicion, students suspected of being under the influence of drugs or alcohol shall submit to a blood, breath or urine test performed by qualified personnel; refusal may result in suspension or expulsion.

### SETTLEMENT OF SCHOOL BUSINESS

At the close of the school term or when a pupil withdraws from the school, all textbooks and other property must be returned, and all business matters with the school must be fully settled. Students will be required to pay for all lost or damaged items. **Any debt in excess of \$25.00 may be submitted to the local District Court.**

### STUDENT ASSISTANCE PROGRAM

The Moshannon Valley Assistance Program for Students (MAPS) is conducted by a team who has been trained through a state-endorsed program of drug, alcohol and suicide prevention. This team works in cooperation with the Clearfield-Jefferson County Drug and Alcohol Services. MAPS is an identification, intervention, referral and support program. Information and support groups are offered throughout the school year. Parents or students wishing more information on the MAPS program should call the school and request to talk with one of the following members:

Mrs. Dorothy Benjamin, Faculty Member  
Mrs. Tina Lewis, Faculty Member  
Mrs. Kenise Buck, Faculty Member  
Mrs. Jayne Kitko, Guidance Counselor  
Mr. Todd Sproull, Faculty Member  
Mr. Kristofer Albright, HS principal

This program is to help students who need assistance/guidance in the areas of mental health, drugs, and/or alcohol. This program is made possible in part through drug-free grant monies. Parents, students or teachers may make referrals to MAPS.

### Homeless

The Pennsylvania Homeless Children's Initiative is the Pennsylvania Department of Education's response to the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. The key mandate of the law is to ensure that homeless children and youth have access to free, appropriate education on an equal basis with other children.

By definition of this act, homeless children are found in the following places or situations:

- Public or private shelters
- Public or private places not designated for or ordinarily use as regular sleeping accommodations for human beings such as vehicles, parks, motels, campgrounds, etc.
- Living with a parent in a domestic shelter, individuals, and/or friends due to a lack of housing
- Runaway children (under 18 years of age) and children and youth who have been abandoned or forced out of their home by parents or other caretakers
- Children of migrant families who lack adequate housing
- School-age, unwed mothers or expectant mothers living in houses for unwed mothers when they have no other available living accommodations

Please see Mrs. Kitko for any Homeless concerns.

## COMMONWEALTH OF PENNSYLVANIA

### STATE BOARD OF EDUCATION

#### PENNSYLVANIA CODE

#### TITLE 22. EDUCATION

#### CHAPTER 12

### STUDENT RIGHTS AND RESPONSIBILITIES

#### § 12.1. Free education and attendance.

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

- (1) The student is married.
- (2) The student is pregnant.
- (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
- (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

#### § 12.2. Student responsibilities.

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:

(1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

(3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.

(4) Assist the school staff in operating a safe school for the students enrolled therein.

(5) Comply with Commonwealth and local laws.

(6) Exercise proper care when using public facilities and equipment.

(7) Attend school daily and be on time at all classes and other school functions.

(8) Make up work when absent from school.

(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.

(10) Report accurately in student media.

(11) Not use obscene language in student media or on school premises.

### **§ 12.3. School rules.**

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

### **§ 12.4. Discrimination.**

Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

### **§ 12.5. Corporal punishment.**

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:

(1) To quell a disturbance.

(2) To obtain possession of weapons or other dangerous objects.

(3) For the purpose of self-defense.

(4) For the protection of persons or property.

## § 12.6. Exclusions from school.

(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).

(b) Exclusion from school may take the form of suspension or expulsion.

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

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

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act (20 U.S.C.A. § § 1400—1482).

(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

**§ 12.7. Exclusion from classes—in-school suspension.**

- (a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).
- (d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

**§ 12.8. Hearings.**

- (a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- (b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
  - (1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
  - (2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
  - (3) The hearing shall be held in private unless the student or parent requests a public hearing.
  - (4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
  - (5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
  - (6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
  - (7) The student has the right to testify and present witnesses on his own behalf.
  - (8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
  - (9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
    - (i) Laboratory reports are needed from law enforcement agencies.
    - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act (20 U.S.C.A. § § 1400—1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

## **§ 12.9. Freedom of expression.**

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards must conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space should be provided for the use of students and student organizations.



(3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

#### **§ 12.10. Flag Salute and the Pledge of Allegiance.**

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

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

#### **§ 12.11. Hair and dress.**

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

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

## **§ 12.12. Confidential communications.**

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

## **§ 12.13. [Reserved].**

## **§ 12.14. Searches.**

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

## **§ 12.15. [Reserved].**

## **§ 12.16. Definitions.**

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

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

*Governing board*—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

*Prekindergarten*—A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district's entry age for kindergarten, unless individual exceptions to the age requirements are made by the school district.

*School entity*—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

*Student assistance program*—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

*Student services*—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. § § 14-1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

## **STUDENT RECORDS**

### **§ 12.31. General requirements.**

- (a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records
- (b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.
- (c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

### **§ 12.32. Elements of the plan.**

The plan for student records must conform to applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

### **§ 12.33. [Reserved].**

## **SERVICES TO STUDENTS**

### **§ 12.41. Student services.**

(a) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in § 4.13(a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P. S. § 780-101—780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P.O. Box 90, Harrisburg, Pennsylvania 17108. A school district that operates a prekindergarten program shall address its prekindergarten program in its strategic plan.

(b) Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

(1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues. When prekindergarten is offered, these services must include nutritional services or referrals. Nutritional services include:

- (i) Federal and State funded school meal programs.
- (ii) Special Supplemental Feeding Program for Women, Infants and Children (WIC).
- (iii) Food Stamp Program.
- (iv) Pennsylvania Fresh Foods Program.
- (v) Local food and nutrition services for children and families.

(2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

(i) Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.

(ii) Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.

(3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

(i) Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.

(ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.

(iii) Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.

(c) Student services must:

(1) Be an integral part of the instructional program at all levels of the school system.

(2) Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.

(3) Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.

(4) Provide basic health services outlined in Article XIV of the Public School Code of 1949 (24 P. S. § § 14-1401—14-1423) for students and information to parents or guardians about the health needs of their children.

(d) When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.

(e) Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

(f) The Department will provide guidelines and technical assistance to local education agencies in planning student services.

#### **§ 12.42. Student assistance program.**

School entities shall plan and provide for a student assistance program under section 1547(g) of the Public School Code of 1949 (24 P. S. § 15-1547(g) regarding alcohol, chemical and tobacco abuse program)

#### **TELEPHONE CALLS**

**THE TELEPHONE IN THE MAIN OFFICE IS TO BE USED FOR SCHOOL BUSINESS AND EMERGENCIES.**

#### **TOBACCO USE**

**Students are not permitted to possess or use tobacco of any kind while on the school premises, school bus, or school grounds.** This prohibition applies to the regular school day activities, after school, and in the evening during school related events and any field trips taken by a school organization. This ban also includes simulated tobacco devices such as e-cigarettes/vapes and other nicotine dispensing devices or products.

**Any student who is enrolled in the Moshannon Valley School District will be governed by these rules.**

State law and local board policy forbid use of tobacco products. All teachers will enforce this regulation at all times by checking the restrooms between classes and at lunchtime. Students are subject to appropriate disciplinary action for violation of this policy and proceedings will be initiated with the District Court under Act 145. This may result in a fine and payment of court costs.

### **UNLAWFUL HARASSMENT**

A school district policy, #248, exists with regard to sexual impropriety. Students who wish to review this topic may secure a copy of the policy from the Guidance Office. Moreover, Guidance Counselors are available to discuss policy issues with students.

### **USE OF SCHOOL BUILDING**

Student groups desiring the use of the school must have faculty chaperones at all times. No student will be permitted in the building for any purpose without meeting this requirement. Groups outside shall initiate arrangements with the High School Secretary and shall secure a copy of the policies of the School Board in regards to building use.

### **VISITORS**

All visitors must report to the main office to obtain permission prior to visitation. They are required to sign in and obtain an identification badge. Visitors are expected to respect all rules and regulations that apply to students. Students are not permitted to bring visitors to school for the day.

### **WEAPONS POLICY**

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

**Definitions:** “weapon” – the term shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent by the school.

**Authority:** The board prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any school-sponsored activity, and in any public conveyance providing transportation to school or a school-sponsored activity.

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

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disability Education Act.

**Delegation of Responsibility:** The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student’s parents and to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of education.

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

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe School on the designated form twice per year, as required.

**The provisions of this policy shall not apply to items identified as a weapon being used as part of a program approved by the Superintendent or building principal.**

**Guidelines:** Students and staff shall be informed concerning this policy at least annually. The Superintendent, who shall prescribe special conditions or procedures to be followed, may make an exception to this policy. Weapons under the control of law enforcement personnel are permitted.

### **WORK PERMIT**

The Pennsylvania Labor Laws require any person under the age of eighteen years to secure a work permit in order to be employed. This applies to any type of job for which you receive pay whether it is after school hours, over weekends, or during summer vacations. Work permits may be obtained in the high school office. It is a requirement that a parent or guardian be present to sign the work permit application.

## STUDENT DEMONSTRATIONS (SCHOOL POLICY ON)

The right of public school students to freedom of speech was affirmed by the United States Supreme Court in the case of *Tinker vs. Des Moines Community School District*, 393 U.S. 503 (1969). Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights. (Title 22, Chapter 12, Section 12.9 of the Pennsylvania Code).

Whenever a student demonstration takes place, the following procedures must be followed.

Students are read a prepared statement in accordance with the "Administrative Procedure for Dealing with Student Demonstrators" as approved, November 17, 1975. That procedure notifies the students that they are in violation of the rules and regulations of the Moshannon Valley School District and asks them that those who fail to respond to this request within the next five minutes will be suspended from school for a minimum of three days.

The second phase of the procedure informs them that the five minutes are up and that if they do not return to class immediately they will be suspended. Those who do not return to class are then suspended from school for a minimum of three days. They are then warned that, since they are suspended, they must leave the school district property or face removal, arrest, and prosecution under the criminal laws of the Commonwealth of Pennsylvania. They are now given five minutes to leave school property.

If they choose to remain, the police are called and they are removed, arrested, and prosecuted.

**Resolved:** that nothing in this policy shall be constructed to permit or authorize the restriction of freedom of speech, peaceful assembly, or the rights and responsibilities of students as guaranteed under the law.

## NETWORK/INTERNET ACCEPTABLE USE POLICY

**Purpose:** Access to the district network and Internet will enable users to explore thousands of resources that would otherwise not be available. Everyone needs to be warned that some material available via the Internet may contain information that is illegal, defamatory, inaccurate or potentially offensive to some people. While it is the intent of the district to make Internet access available to improve learning and instruction, ways to access other materials may be found. Moshannon Valley School District believes that the benefits users derive from Internet access, specifically use of information resources and collaboration opportunities, and outweigh those disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, Moshannon Valley School District supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for acceptable behavior on school computer networks just as they are in a classroom, hallway, or at a school event. The network is provided for students to conduct research and communicate and collaborate with others both within the district and at remote locations. Access will be given to those staff and students who agree to act in a considerate and responsible manner. For students, parent permission is required. Access is a privilege – not a right and requires responsibility on the user's part.

Individual users of the district computer network are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information resources such as television, movies, radio, and other potentially offensive material.

Network storage areas are not private property. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

As outlined in Board policy and procedures on student's rights and responsibilities (copies of which are available in each building), the following behaviors are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, attacking, or insulting others
- Vandalizing computers, computer systems or computer networks
- Violating copyright laws
- Using anyone else's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Copying licensed software
- Sharing passwords
- Offer Internet access to any individual via your account

### SANCTIONS:

Violations may result in a loss of access

Additional disciplinary action may be determined at the building level in conjunction with existing practice regarding inappropriate language or behavior  
When applicable, law enforcement agencies may be involved  
Academic ramifications will be in the hands of the teacher.

## **CURRICULUM GUIDE**

### **FORWARD**

The Curriculum Guide is intended to provide each of you with information in planning your school program for next year and in future years. Included in the guide is a description of each course, the number of periods per cycle that each class meets, and the credit value assigned to each class. You will also find prerequisites and suggested study with some subjects.

Planning your program for next year will require the cooperation of you, your parents, teachers, counselors, advisors, and any others you seek out for assistance. The decisions you make will have a profound effect on what you will do in future years in high school and beyond. Much material is available in the Guidance Office and Media Center in the form of books, catalogs, pamphlets, and other reference materials, which can be helpful with your choices. The computer terminal through Guidance Information Services can supply you with much educational and occupational information along with financial aid programs. An aide is located in the Career Resource Area to assist you in locating information.

There are many factors involved in assessing the success you will realize with your program. Certainly your achievement in the classroom must be considered, along with your attitude, citizenship, character, activities record, and attendance.

Counselors will meet with all classes in assisting with the registration for the next school year. This will take place during the month of December. They will distribute materials, give specific directions for the classes, and answer questions as they arise. In January, the students will register for the classes they wish to enroll in for the following year. Students may set up individual appointments with the counselors to discuss their future program(s).

The final decisions you make with your program rest with you. There are many who are available to assist you in arriving at your decisions, but you are responsible for the planning. You must consider carefully your aptitudes and interests, your wants and your needs, so that what you plan is what is best for you. Working with it diligently now will go a long way in assuring you a happy future.

## **PENNSYLVANIA DEPARTMENT OF EDUCATION CHAPTER 4 SECTION 4.24 HIGH SCHOOL GRADUATION REQUIREMENTS**

### **§ 4.24. High school graduation requirements.**

(a) Each school district, including charter schools, shall specify requirements for graduation in the strategic plan under § 4.13 (relating to strategic plans). Requirements shall include course completion and grades, completion of a culminating project and results of local assessments aligned with the academic standards. Beginning in the 2002-2003 school year, students shall demonstrate proficiency in reading, writing and mathematics on either the State assessments administered in grade 11 or 12 or local assessment aligned with academic standards and State assessments under § 4.52 (relating to local assessment system) at the proficient level or better to graduate. The purpose of the culminating project is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding.

(b) Beginning in the 2002-2003 school year, students who attain a score at the proficient level on any State assessed discipline administered in grade 10, 11 or 12 shall be granted a Pennsylvania Certificate of Proficiency for that discipline. Students with disabilities who meet the required proficiency level on State assessments with appropriate accommodations shall be granted a Pennsylvania Certificate of Proficiency.

(c) Beginning in the 2002-2003 school year, students who attain a score at the advanced level of proficiency on any State assessed discipline administered in grade 10, 11 or 12 shall be granted a Pennsylvania Certificate of Distinction for that discipline. Students with disabilities who meet the required proficiency level on State assessments with appropriate accommodations shall be granted a Pennsylvania Certificate of Distinction.

(d) Each school district, including charter schools, shall describe in its strategic plan under § 4.13 how its planned instruction is designed to prepare students to meet the requirements of subsection (a).

(e) Children with disabilities who satisfactorily complete a special education program developed by an Individualized Education Program team under the Individuals with Disabilities Education Act and this part shall be granted and issued a regular high school diploma by the school district of residence. This subsection applies if the special education program of a child with a disability does not otherwise meet all requirements of this chapter. Children with disabilities who meet the required proficiency level on State assessments shall be granted the appropriate Certificate of Proficiency or Distinction.

(f) The Department will develop Pennsylvania Certificates of Proficiency and Distinction for each of the State assessed disciplines. The Department will distribute the certificates to each school district in sufficient quantity for the school district to issue to its students who have earned the Certificates. School districts shall enter student names on the appropriate certificate as described in subsections (b) and (c) and present the certificates to the student.

(g) The Department will develop, or cause to be developed, Certificates of Proficiency so as to acknowledge and recognize those students who attain a level of at least proficient in all State assessed disciplines. The certificates must be distinctive and differentiated from the certificates described in subsection (f). The certificates shall be awarded to students as appropriate in lieu of those prescribed in subsection (b).

(h) The Department will develop, or cause to be developed, Certificates of Distinction so as to acknowledge and recognize those students who attain a score at the advanced level of proficiency in all State assessed disciplines. The certificates must be distinctive and differentiated from the certificates described in subsection (f). The certificates shall be awarded to students as appropriate in lieu of those prescribed in subsection (c).

(i) Beginning in the 2003-04 school year, PSSA scores in each assessed discipline shall be included on student transcripts and may be released only with the permission of the student and parent or guardian, or the student only if the student is 18 years of age or older.

(j) This section does not allow for the release of individual student PSSA scores to the Department or other Commonwealth entities in accordance with § 4.51(c) (relating to State assessment system).

## **MOSHANNON VALLEY GRADUATION REQUIREMENTS**

### **REQUIREMENT COMPONENTS**

In order to graduate from the Moshannon Valley High School, students shall complete the following requirements: 1.) demonstrate proficiency of the PA standards; 2.) accumulate the prescribed credits including a planned course in library/media skills; 3.) complete a graduation project. The guidelines for the completion of these requirements are described below.

### **STANDARDS**

Students will demonstrate mastery of the learning standards through satisfactory completion of a sequence of planned courses. The professional staff will determine which standards apply to each of the courses taught within their particular academic discipline, and the curriculum revision will assure the delivery of the standards. In harmony with Chapter 4 students are encouraged to communicate in a language other than English, including the ability to understand and interpret written and spoken language on a variety of topics and to develop knowledge and understanding of other cultures. Students who are not successful with the Pennsylvania Assessment Testing will be required to remediate the deficiency post 11<sup>th</sup> grade assessment testing.

### **CREDITS**

<u>UNITS OF CREDIT</u>	<u>COURSE TITLE</u>
4	English/Communications
4	Mathematics (with accommodations)
4	Science
4	Social Studies
2	Arts and/ or Humanities
2.5	Health & Physical Education
.5	Family Life Skills
_____	Additional courses from among those approved for credit toward graduation



All planned courses, which meet daily, each day of the cycle for 178 days, are considered full-time courses and are assigned the value of one unit of credit. Planned courses, which meet fewer times, are assigned a fraction of a credit for each period in class.

### **INDIVIDUALIZED EDUCATION PLAN**

According to district policy, an eligible student who satisfactorily completes a special education program developed by an Individualized Education Plan team shall be granted a regular high school diploma by the Moshannon Valley School District. This applies if an eligible student's special education program does not otherwise meet all requirements of Chapter 4.

### **HOME SCHOOLING**

School district policy does not permit the awarding of a diploma or otherwise acknowledging a home educated student's education.

### **PROMOTIONAL REQUIREMENTS**

The Moshannon Valley School Board of Education approved the following requirements for promotion.

1. Students will earn a minimum of five (5) credits in 7<sup>th</sup> grade or they will be retained.
2. Students will earn a minimum of six (6) credits in 8<sup>th</sup> grade or they will be retained.
3. A student will not be retained for more than one (1) year in 7<sup>th</sup> or 8<sup>th</sup> grade.
4. A student may be socially promoted from 7<sup>th</sup> to 8<sup>th</sup> grade and also from 8<sup>th</sup> to 9<sup>th</sup> grade.
5. A student who has been socially promoted from 7<sup>th</sup> to 8<sup>th</sup> grade may be socially promoted from 8<sup>th</sup> to 9<sup>th</sup> grade at the end of the first year in 8<sup>th</sup> grade provided they pass all scheduled subjects and have no more than three (3) disciplinary actions recorded.
6. 25 earned credits will be required to graduate.

\*Students planning on college are reminded of World (Foreign) Language entrance requirements.

One course in Physical Education must be scheduled each semester/year by each student. Credit in Physical Education must be earned for each year. The physical education program shall be adapted for students who are unable to participate in the regular physical education program.

The courses listed in the Curriculum Guide may be scheduled to fulfill the additional course requirements. However, a course may count to meet only one graduation requirement.

### **Courses which identify/satisfy state requirements:**

English 9: 109, 119

Mathematics: 319-372

English 10: 110, 120, 113, 114

English 11 and 12: 111, 113, 114, 121, 112, 122

Science: 409-462

Social Studies: 209-242

Arts or Humanities:

The Arts shall be defined as subjects that embrace art, music, literature, foreign languages, history, philosophy, or additional courses in English and Social Studies.

Health: 730, 739

Physical Education: 709-712

All subjects, which meet daily, are considered full-time subjects and are assigned the value of one unit of credit. Subjects, who meet fewer times, are assigned a fraction of a credit.

All subjects in which there is a logical sequence must be taken in proper succession.

At the discretion of the principal, courses offered below the senior high level may be used to meet graduation requirements if the standards for awarding credit are equal to those used in the equivalent senior high school course. This credit may not apply toward a course failure. A course offered at the 7<sup>th</sup> and 8<sup>th</sup> grade level may count for fulfillment of graduation requirements if the school district gets Department of Education approval for curriculum exception under 5.12(a), by submitting (1) a local board statement that courses offered in grades 7 and 8 have planned course criteria identical to those offered in grades 9-12; and (2) local board minutes approving the 7<sup>th</sup> and 8<sup>th</sup> grade courses for graduation credit.

### **OPTIONS FOR AWARDING PLANNED COURSE CREDIT**

- (a) **COMPLETION** – Credit shall be awarded upon satisfactory completion of planned courses as shall be determined by the principal in consultation with the teacher.
- (b) **CREDIT BY EVALUATION** – With prior approval of the principal, credit may be awarded to regularly enrolled students who successfully complete an evaluation, which assesses mastery of planned course content and objectives, regardless of the instructional time spent.
- (c) **INDEPENDENT STUDY** – Independent study courses may be offered for planned course credit if they are based on written plans which consist of at least the components described in the definition of planned course in the section below relating to definition.

Planned course – content and instructional time to reach learning objectives typically consisting of 120 clock hours of instruction or a fraction thereof. Fractional planned courses, when offered, should be in blocks of no less than 30 clock hours.

## COURSE OFFERINGS 2020-2021

### ARTS

608 Art Concepts I  
621 Advanced Art  
622 Art Concepts II  
624 Crafts and Creativity  
615 Crafts and Creativity II  
616 Crafts and Creativity III

### CONSUMER SCIENCE

767 Family/Consumer Science (7<sup>th</sup>)  
769 Family/Consumer Science (9<sup>th</sup>)  
771 Family Life Skills  
783 Success in the Home  
784 Child Development

### FOREIGN LANGUAGES

651 French I  
652 French II  
653 French III  
654 French IV  
655 French V  
661 Spanish I  
662 Spanish II  
663 Spanish III  
664 Spanish IV  
665 Spanish V

### LANGUAGE ARTS

107-177 Language Arts – 7<sup>th</sup> Grade  
108-188 Language Arts – 8<sup>th</sup> Grade  
109 Language Arts-College Prep – 9<sup>th</sup> Grade  
110 Language Arts- College Prep – 10<sup>th</sup> Grade  
111 Language Arts- College Prep – 11<sup>th</sup> Grade  
112 Honors Language Arts-College Prep – 12 Grade  
113 AP Language and Composition  
114 AP Literature and Composition  
117-167 Literary Strategies & Practices – 7<sup>th</sup> Grade  
118-168 Literary Strategies & Practices – 8<sup>th</sup> Grade  
119 Language Arts-Tech Prep – 9<sup>th</sup> Grade  
120 Language Arts-Tech Prep – 10<sup>th</sup> Grade  
121 Language Arts- Tech Prep – 11<sup>th</sup> Grade  
122 Language Arts- Tech Prep – 12<sup>th</sup> Grade  
133 Speak Up! Fundamentals of Public Speaking  
134 Group Communications and Debate  
140 Career Exploration II  
151 SAT Prep Verbal  
181 Communications I  
182 Communications II  
183 Intro to Mythology and Folklore  
184 Intro to Theater & Shakespeare  
940 Keystone Literature (remediation)  
941 Keystone Literature Project Class (remediation)

### MANAGEMENT AND INFORMATION SYSTEMS

503 Video 1  
511 Introduction to Web Design  
520 Desktop Publishing  
531 Yearbook

533 Broadcast  
541 Computer Programming I  
543 Computer Programming II  
580 Photo Editing  
591 Advanced Photo Editing  
594 Animation  
550 AP Computer Science Principles

### MATHEMATICS

301 Pre-Algebra 7  
308 Algebraic Concepts  
318 Algebra 1 Part 1  
319 Algebra 1 Part 2  
321 Algebra 2 A (11<sup>th</sup> Grade)  
328 Algebra 1 A (8<sup>th</sup> Grade)  
330 Algebra 1 B (Tech Prep)  
337 Pre-Algebra (7<sup>th</sup> Grade)  
339 Algebra 2 A (9<sup>th</sup> Grade)  
347 Pre-Algebra (7<sup>th</sup> Grade)  
349 Algebra 2 B (Tech Prep)  
340 Geometry A  
341 Geometry B (Tech Prep)  
357 GoMath! 7  
358 GoMath! 8  
360 Pre-Calculus  
362 Honors Calculus  
364 Financial Literacy (12<sup>th</sup> Grade)  
365 Probability and Statistics  
367 Advanced Placement: Calculus AB  
351 SAT Math Prep  
907 Math for Success 7  
908 Math for Success 8  
909 Math for Success 9  
920 Keystone Algebra (remediation)  
921 Keystone Algebra Project Class  
367 Advanced Placement: Calculus AB

### MUSIC

628 Music  
630 Concert Band  
638 Concert Choir  
631 Music Theory/Appreciation

### PHYSICAL ED./HEALTH/SAFETY

707 PE 7  
708 PE 8  
709 PE 9  
710 PE 10  
720 PE 11 & 12  
737 Health  
739 Health  
740 Traffic Safety

### SCIENCE

407 Physical Science  
408 Life Science  
411 Environmental Science

419 Intro to Bio-technology  
 420 Biology Concepts  
 421 Applied Chemistry  
 423 Integrations of Science  
 429 Biology (9<sup>th</sup> Grade)  
 431 Academic Chemistry  
 432 Honors Physics  
 442 AP Chemistry  
 451 Honors Environmental Science  
 453 Honors Anatomy and Physiology  
 460 Exercise Science  
 463 Honors Chemistry  
 929 Science for Success  
 930 Keystone Biology (remediation)  
 931 Keystone Biology Project Class

**SOCIAL STUDIES**

209 US History I  
 210 US History II  
 211 World Studies  
 212 Government/Economics  
 202 Government (CCCTC and Transfer Students)  
 222 Economics (CCCTC and Transfer Students)  
 227 World Geography (7<sup>th</sup> Grade)  
 228 Career Exploration (8<sup>th</sup> Grade)  
 232 AP US History  
 238 Civics (8<sup>th</sup> Grade)  
 242 Sociology  
 243 Current Events  
 244 Psychology I

**TECHNOLOGY EDUCATION**

567 Intro to Technology Education I  
 568 Intro to Technology Education II  
 570 Product Design & Manufacturing  
 571 Product Design & Manufacturing (Independent Study)

575 Architecture & Construction  
 576 Architecture & Construction (Independent Study)  
 578 Robotics

**AIDE COURSES**

162-172 Library Aide  
 502/552 Technology Education Lab Aide  
 632-642 Music Aide  
 592 Video Production Aide  
 752-753 PE Aide  
 480-481 Chemistry Aide  
 124-125 Language Arts Aide  
 252-262 Social Studies Aide  
 583 Computer Aide

**Vocational Education Exploration Program**

**810/850** Medical Office Assistant  
**811/851** Collision Repair Technology  
**812/852** Automotive Mechanics Technology  
**813/853** Carpentry and Building Construction Technology  
**804** Cosmetology 1 (**p.m. only**)  
**814/854** Cosmetology 2 (**a.m. only**) and 3 (**p.m. only**)  
**815/855** Diesel Equipment Maintenance  
**816/856** Digital Media  
**817/857** Diversified Occupations/Cooperative Education  
**818/858** Drafting and Design  
**819/859** Electronics and Robotics Technology  
**820/860** Electrical Occupations  
**821/861** Culinary Arts and Food Management  
**822/862** Health Occupation Technology  
**823/863** Precision Machine Technology  
**824/864** Masonry  
**825/865** Welding & Metal Fabrication Technology  
**826/866** Information Technology  
**827/867** HVAC/R

**FULL-TIME COLLEGE ENROLLMENT**

Exceptionally able students may leave high school prior to the senior year to attend approved colleges full time at the discretion of the school district. The high school diploma shall be awarded to these students upon successful completion of the freshman year of college.

Students who take this option will not be considered for valedictorian, salutatorian or other awards presented at graduation.

**ENROLLING IN COLLEGE CLASSES PRIOR TO GRADUATION**

Senior students are permitted to enroll in college level courses during the regular school day. Qualified senior students will be able to earn college level credits and meet high school graduation requirements simultaneously.

1. Parents will be responsible for course fees, tuition, and transportation to the college or university.
2. Parent permission and principal approval are required.
3. Students will meet the entrance requirements of the college or university they will be attending.
4. Students will be up to date in meeting credits toward graduation and maintain normal progress in meeting high school graduation requirements.
5. The student must fulfill all high school graduation course requirements.
6. Students must maintain enrollment in courses totaling 4 class periods at Moshannon Valley High School.
7. College credit and grades will not be used in determining high school GPA, honor roll, and class rank.
8. The Psychology, Economics classes (on the high school level) may be waived by the guidance counselor to facilitate the scheduling of the courses for the part-time student.
9. Any college level course may substitute for any senior year required course with the exception being: two college level English courses count as English 12.
10. Students will provide an official transcript from the college or university to the high school upon completion of the course.
11. Students must be carrying an 87% or higher or receive administrative approval to participate in the college course.

12. Students will receive 1.5 credits per college course that they complete.

### **CO-OP PROGRAM FOR HIGH SCHOOL STUDENTS**

The co-op program is offered through Clearfield County Career and Technology Center. This program is only offered for seniors. See the guidance department for details.

### **SCHEDULE ADJUSTMENTS**

Any schedule changes or requests for changes must be made by contacting the guidance office **no later than the end of the second week of the 2020-2021 school year**. Requested schedule changes after the second week of school require consultation with the principal, guidance counselor, parent(s) and the affected teachers and the meeting does not guarantee a change in schedule will take place. **NO required course will be dropped or changed after the 1<sup>st</sup> two weeks of school without administrative approval**. Failing grades, not “liking a class” or a teacher, or failing to achieve honor roll will **not** be considered as valid reasons for dropping a course.

### **PHYSICAL EDUCATION**

The Pennsylvania School Code states that all students are required to participate in Physical Education. Students who may be restricted for medical reasons from participating in the regular Physical Education shall, whenever possible, be assigned to the Adaptive Physical Education program where activities are limited to those recommended by the family physician.

### **REPORTING PUPIL PROGRESS**

To perform its function, the school shall attempt to provide an appropriate curriculum and a continuous evaluation process. Furthermore, the school shall evaluate and report student strengths and weaknesses to both students and parents through assignments and examinations, interim progress reports, report cards, pupil and parent conferences, and formal recognition of achievement such as the honor roll and scholastic awards.

### **HOMEWORK AND ASSIGNMENTS**

Research by the Pennsylvania Department of Education shows that for high school students a positive relationship exists between homework and achievement. Furthermore, regular and reasonable homework may develop student initiative and responsibility, provide necessary practice and application of skills, and allow parents to participate in their child’s school program. Therefore, homework is an important part of the high school program.

Ideally, homework reinforces and enriches classroom-learning experiences. Whether creative, research-oriented, or skill developing in nature, homework is most effective when given with specific objectives and directed toward the needs of the individual students.

Teachers will attempt to plan homework to ensure that assignments are closely related to course objectives and that each assignment and its purpose are understood by students.

Students are responsible for completing and submitting assignments on time, and they should seek help from their teachers if they encounter difficulties while preparing assignments.

Parents can help their children with homework by encouraging them to complete assignments on time, by providing a time and place conducive to study, and by encouraging their children to seek help from teachers.

### **EXAMINATIONS/ASSESSMENT**

Quizzes, examinations, and class projects are essential to the school program because they provide teachers and students with measures of student’s strengths and weaknesses. Tests may require students to review material studied or to demonstrate or apply learned skills to problem solving. Using test results, teachers can identify areas, which may require further study. Teachers or departments are required to administer semester-end or year-end final examinations. Where the final examination is used, the examination grade is a factor in determining the final course grade.

Students are responsible for arranging to make up quizzes and tests missed due to absence, on or before a deadline to be established by the teacher, but no later than 6 days following the student’s return to school. Any extension of this time due to exceptional circumstances requires the approval of the school principal.

Class projects and authentic assessment are vital measures of the student’s ability to apply the knowledge and/or perform the skills learned in the classroom.

### **INTERIM PROGRESS REPORTS**

With interim progress reports, teachers may commend a student for outstanding achievement or progress, or they may indicate low achievement in a course and suggest ways to improve. Midway through each marking period and at other such times as a staff member may deem appropriate.

### **REPORT CARDS**

Report cards are issued quarterly and are distributed to the student through homeroom in the first three quarters, with the final report card distributed to students on the last student school day.

Teachers report the student's scholastic grade and may record comments about the student's conduct, attitude, and effort. The school administration reports school absences and tardiness. Scholastic Grades represent the teacher's assessment of a pupil's level of achievement in completion of course requirements. These are based on evaluations of content mastery, study and homework assignments, projects, research papers, class participation, and so forth. In addition, for courses such as physical education and industrial arts in which a student's actual presence may be necessary to complete course requirements, class attendance may be a grade factor. Teachers are also encouraged to report final examination grades if they are a significant factor in the final grade.

**Any student who receives a grade of 35, or less, for one marking period will automatically fail the course, no matter what the final average may be for that course for the year.** This does not apply to students with excused long-term absences.

### **GRADING SYSTEM**

#### **Moshannon Valley High School Grading System**

##### **For Classroom Use**

A  
B  
C  
D  
F

##### **For Report Card Use**

93 – 100% -Outstanding achievement  
92 – 84% -High achievement  
83 – 78% -Satisfactory achievement  
77 – 70% -Minimal achievement – receiving credit  
69 – below -Failure – no credit

- P - Course requirements met in a course graded “pass” or “fail” – receiving credit.
- F - Course requirements not met in a course graded “pass” or “fail” – no credit.
- W - Student withdrew from course before meeting course requirements – no credit.
- I - Course requirements incomplete due to excused absence or other allowable circumstance. (Students must complete requirements, and teachers must issue a grade change within six school days following the end of the marking period. Any extension of this time due to exceptional circumstances requires the approval of the school principal.)

#### **Clearfield County Vocational-Technical School Grading System**

##### **For Classroom Use**

A  
B  
C  
D  
F

##### **For Report Card Use**

95 – 100% -Outstanding achievement  
94 – 84% -High achievement  
83 – 77% -Satisfactory achievement  
76 – 70% -Minimal achievement  
Below 70% -Failure – no credit

### **CONFERENCES**

Parent-Teacher Conference days have been scheduled for Monday, October 28, 2019 and Wednesday, November 6, 2019, from 3:00 pm – 8:00 pm.

Teachers welcome the opportunity to meet students and/or parents in conference to review progress. Parents may call the high school office to arrange a mutually convenient meeting time.

### **TUTORING**

Students in need of tutoring are requested to consult with the Counselor. The Counselor is able to arrange for tutoring with members of the National Honor Society, and faculty members.

### **HONOR ROLLS**

- At the end of each marking period, the high school program recognizes high scholastic achievement described below:
- ❖ **Distinguished Honor Roll** – Distinguished Honor Roll is prepared by the administration and lists for recognition those students who have earned a weighted scholastic average of 93% or above and who have achieved a passing (P) grade in all courses graded on a pass/fail basis. An incomplete or grade below a B in any subject will disqualify a student from the Distinguished Honor Roll.
- Honor Roll** – An Honor Roll is prepared and recognizes students who have earned a weighted scholastic average of 84% and above and who have achieved a passing (P) grade in all courses. An incomplete or grade below a B in any subject will disqualify a student from the Honor Roll

## HONOR STUDENTS

In keeping with tradition, a Valedictorian and Salutatorian are named and recognized at the commencement exercises. In order that these top two positions may be determined prior to the commencement programs, final grades for those students vying for these positions are requested on school day #135.

Honor students are recognized as part of the graduation program and have a cumulative scholarship average of 92% or more that has been recorded from the beginning of their freshman year.

## RANK-IN-CLASS

### Meaning

Rank-in-class is the position of any one student in a graduating class in relationship to all other students. Rank is computed at the end of each year and is based upon a percentage average, cumulative to include all semesters.

### Purpose

1. The rank-in-class is generated primarily to assist the student in gaining acceptance to a college program.
2. A student's rank-in-class assists in determining scholarship and award recipients.

The rank includes all students in the class. All grades earned in subjects in the curriculum are included except those, which are graded on a pass/fail basis. Grades and credits transferred from other high schools are used in calculating the class rank. The school reserves the right to interpolate these grades to the Moshannon Valley High School grading system.

## SENIOR COMMENCEMENT REQUIREMENTS

Seniors desiring to participate in commencement exercises must fulfill the graduation requirements. Students not fulfilling the requirements will be excluded from participation. Students who are missing 1 course may walk at graduation but will not receive their diploma until proof of successful completion. If a student is deficient in two or more courses, then the student will not participate in commencement activities and will not receive a diploma until proof of successful completion.

## GUIDANCE SERVICES

Guidance Services in the Moshannon Valley High School are meant to serve the needs of school and community. They are systematically organized to aid individuals in situations of the present and in planning for the future. It is hoped that they will help the individual pupil to grow to self-understanding, to make wiser decisions, and to do increasingly effective planning.

More specifically, the individual is of central importance. Our attitude aims to help the individual:

1. To understand himself.
2. To make the most of his capabilities, interests, and other qualities.
3. To adjust himself satisfactorily to the varied situations within his total environment
4. To develop the ability to make his own decisions wisely and to solve his problems independently.
5. To make his own unique contributions to society to fullest possible extent.

To be effective, those involved in Guidance Services need to consult with teachers, parents, and others involved in the lives of the pupils.

There is one counselor in Guidance Services at the high school. (Grades 7-12) **Mrs. Jayne Kitko**

You are to contact the counselor at your convenience. The counselor is prepared to help you with your:

1. Program of studies.
2. Personal inventory (grades, test scores, etc.)
3. Educational and vocational planning.
4. Personal difficulties.
5. Scholarship and loan programs.
6. Employment opportunities.

You are invited and urged to see your school counselor concerning any topic you wish to discuss.

## JOB PLACEMENT SERVICES

The Guidance Office houses a wide variety of occupational and educational information, including college catalogs, reference books, pamphlets, scholarship information and placement materials. Counselors are available to work with individuals as they use these materials and to provide counseling for those who need assistance in career decision making.

Each pupil is ultimately responsible for his or her academic progress and the eventual decision of post high school placement. However, during the four years in high school, much is done to assist each pupil in arriving at that decision.

Counseling for those with an interest in the programs at the Area Technical School begins in the ninth grade. A representative from the Technical School visits and meets with the entire tenth grade; providing information about the programs

available should students elect a Technical Program. Sophomores are taken to the Technical School for a day. They spend time in the shops and laboratories of interest.

**Pupils from Moshannon Valley High School may attend the Clearfield County Vocational-Technical School as Juniors and/or Seniors. Sophomores are eligible to attend depending upon Trade and administrative approval.**

Each pupil plans his program each year with a career in mind, whether it be more education to reach that goal or a program that will lead him directly into the labor market. Counselors are available to assist with the planning along with the parents and pupil. The Guidance Information Services is also available to provide data for career placement.

Outside agencies share with us much information about career opportunities in many fields. Representatives discuss with interested person's requirements, demands, and future outlook of various careers. Persons also have the opportunity to take advantage of a Cooperative Program in the fields of Agriculture and Business.

There are always considerations to be given special needs students. These students can be successful despite certain handicapping conditions. It is our desire to meet the needs of these special pupils. The district conducts many activities designed to prepare eligible students for transition from school to life. Requests are made to agencies including but not limited to the Office of Vocational Rehabilitation, Mental Health/Mental Retardation, Housing Authority, Office of Human Resources and Job Training Partnership Act to participate in activities designed to facilitate a successful transition.

## **VOCATIONAL EDUCATION EXPLORATION PROGRAM (V.E.E.P.)**

This program is for 9<sup>th</sup> and 10<sup>th</sup> graders and the minimum age is fifteen (15) years of age. Certain other requirements must be met to qualify for this program. Complete descriptions are available in the guidance office.

### **STUDENT RECORDS PURPOSE**

#### **MOSHANNON VALLEY SCHOOL DISTRICT**

Student records are essential to the child's success in school. A system of maintaining student records begins with the Kindergarten experience and continues through the Twelfth grade or upon the student's termination of attendance if before graduation. If a staff of professionally trained educators is to provide adequate instruction, its members must come to know their students as individuals and the various school records make this possible.

Proper use of records by Administrators, Guidance Personnel and Teachers will lead to effective teaching, counseling and program selection for students. Parents can reach greater understanding and provide cooperative attitudes towards school problems through the proper utilization of student records. Certain parts of the record are of a permanent nature and contain information that will remain in the school district files indefinitely. Others are of a temporary nature and their usefulness terminates at specific levels of instruction. Since all records (permanent or terminal) contain certain confidential information, it is important that policies and guidelines be established to control their availability to persons within and outside the school district. The Moshannon Valley School District shall adhere to sound practices in the compilation, maintenance and dissemination of student records and the protection of the right to privacy of the students and parents.

#### **I. Classification of Student Information**

Student information collected by the Moshannon Valley School District for record purposes will be classified, according to the type of information collected, into the following four categories as set forth in PA code:

A. Category A (Liberal Access) Information contained in this category includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system. It will be kept in each student's cumulative folder and shall be maintained for all elementary and secondary students and include the following:

1. The student's name, address, telephone number, birth date, sex, place of birth, date of entry, date of withdrawal, school previously attended and reason for withdrawal.
2. The parent's first and last names, their educational level attained and where they can be reached in case of emergency.
3. The student's attendance record.
4. The student's group standardized test scores.
5. All other records, which meet the guidelines, set forth in PA code.

B. Category B (Limited Access) – Items in category B will include verified information of clear importance, but not absolutely necessary to the school in helping the child or in protecting others. It shall include the following items:

1. The student's scores on individual standardized intelligence and aptitude tests, and interest inventory results.
2. The student's health record.
3. Family background information.
4. The student's awards, letters of commendation and record of participation in school activities.
5. Teacher or counselor observations.
6. Verified reports of serious or recurrent behavior patterns.



7. Although PA Code does not address Exceptional Children's records, confidentiality of educational records of exceptional children is addressed by Board Policy #216 (October 1996). Exceptional Children's records, including the current IEP, CER, NORA, Consent to Evaluate and/or Intent to Re-evaluate and Invitation to IEP Conference shall be included in Category B.
  - C. Category C (Restricted Access) – This category includes information, which is potentially useful but not yet verified or clearly needed beyond the immediate present. It shall include the following items:
    1. Legal or clinical findings such as psychologist's reports and reports from outside agencies concerning the student.
    2. Unevaluated reports of teachers, counselors and others, which may be needed in ongoing investigations and disciplinary or counseling action.
    3. All other records which meet the above guidelines.
  - D. Category D – Confidential, Personal Files of Professionals in the School.
    1. School counselors and other professionals may maintain personal and confidential files containing diagnosis and other memory aids for their own use in providing services to students. These files are to be maintained in a manner prescribed by professional ethics and Act 287 of the State Legislature.
- II. Collection of Student Information
- No information shall be collected from students without either prior informed individual consent from the child and his or her parents or representational consent from the School Board.
- A. Information Requiring Individual Consent
    1. Individual consent from students and parents shall be required for all Category "B" and Category "C" information.
    2. Prior to the requesting of individual consent, parents shall be fully informed, in writing, as to the methods by which the information will be collected; the uses to which it will be put; the methods by which it will be retained; and the persons to whom it will be available and under what conditions. If such explanation is impossible or undesirable, the reasons shall be presented.
    3. In all situations where individual consent is obtained, it shall be obtained in writing.
    4. Where individual consent is required, the student's consent shall also be obtained where he or she is reasonably competent to understand the nature and consequences of his or her decision.
    5. When a student reaches the age of eighteen and no longer is attending High School, or is married (whether age eighteen or not), his or her consent alone must be obtained.
  - B. Information Requiring Representational Consent
    1. The School Board, the elected representatives of the parents, shall have the authority to grant consent for the collection of the following information:
      - a. All Category "A" information
      - b. Such additional information as is agreed upon by the School Board and the School Administration, with the prior parental knowledge of intent to engage in such an agreement.
    2. In situations in which representational consent is sufficient, students and their parents shall be informed in advance, by school officials, annually, of the purposes and character of the information collection, and shall be given reasonable opportunity by the School Board to contest the necessity or desirability of the collection process of the proposed use of the information. However, the decision of the School Board is, subject to higher authority or judicial review, binding on all students and parents, whether or not they might individually have consented to the collection.
  - C. Information for which Informed Consent is Difficult to Achieve
    1. In situations, such as interviewing or diagnostic testing by the school counselor, social worker, nurse, psychologist or school principal, where the requirement of informed consent cannot be met because of such factors as the age of the student, the unforeseeable course of the interview process, or student felt obligation to participate, the following procedures shall be followed:
      - a. The professional shall inform the student as fully as possible, consonant with his or her professional responsibility and the capacity of the student to understand the implications of the situation, about the information that is likely to be obtained, and shall stress the voluntary character of the student's participation.
      - b. Where reasonable doubt exists about the capacity of the student to understand the implications of the situation, either because of the student's age or other circumstances, or where a student clearly in need of intervention declines to participate, parental consent shall be sought.
      - c. If, in the cases under "b." parental consent is not given, further steps of a compulsory nature shall be initiated only if: the counselor is entirely convinced, giving full attention to the privacy interests involved, that intervention is imperative; both the student and his or her parents have been fully informed, as far as that is possible; and appropriate school authorities, such as the quasi-judicial review panel mentioned in the Maintenance section, have consented.
  - D. Information Collected for Non-school Purposes
    1. Where the information is to be collected for non-school purposes by school personnel or outsiders, then the above recommendations shall be fully applied, with the further provision that prior informed consent must be obtained from the responsible school authorities.

2. In cases where the information is to be collected under conditions of anonymity, the collecting agency must still obtain the appropriate form of consent. The school authorities shall establish procedures for regulating the collection of such information, including the following:
  - a. Notification to students and parents that their participation is voluntary.
  - b. Careful review of the instruments and procedures to be used for any such information collection to determine whether the methods and/or inquires constitute a significant potential invasion of privacy, even though the information is to be collected under conditions of anonymity.

### III. Maintenance of School Record

The Moshannon Valley School District will provide for the review and update of student information contained in each category and destroy such information that is no longer useful.

#### A. Category "A" Information

1. Information in this category shall be retained by the school for at least 100 years.
2. This information should be located under lock and key in the Guidance Office, Principal's Office or Main Office or each school.

#### B. Category "B" Information

1. The school shall give serious consideration to the elimination of unnecessary information in this category at periodic intervals such as policies of transition from Elementary School to Junior High School and Junior High School to High School.
2. Great care must be exercised by the school to ensure the accuracy of information in this category.
3. All information in this category shall be destroyed when the student leaves school. Exceptions may be made where, under vigorous standards and impartial judgment, good cause for retention can be shown.
4. Maintenance of Exceptional Children and health records are addressed on page 12.

#### C. Category "C" Information

1. Information on this category shall be reviewed at least once a year and destroyed as soon as its usefulness is ended. Information from this category may be transferred to Category B under two conditions.
2. Information may be transferred to Category B if the following two conditions are met:
  - a. The continuing usefulness of the information is clearly demonstrated.
  - b. The validity of the information has been verified, in which case parents must be notified and the nature of the information explained.
3. If for any reason, unevaluated information is held for more than one year, the existence of this information must be discussed with the parent and the reason for its maintenance explained fully. Parents should then have an opportunity to challenge the decision to maintain such information.

#### D. Review Policy

Parents of students or eligible students have the right to inspect and review the education records of the student in accordance with the following:

1. A parent or an eligible student may request to inspect and review the education records of the student by reporting to the building of the student's attendance and speaking to the Principal or School Counselor. Parents or eligible students will be asked to submit this request in writing.
2. It is understood that the school will not deny access to an education record without a description of the circumstances in which the agency or institution feels it has a legitimate cause to deny a request for a copy of such records.
  - a. Access to such educational records shall be accorded within thirty days of said request
  - b. Parents or eligible students may receive a copy of said records at no cost.
  - c. Access shall be noted on the student access log.
3. Educational records are maintained within the building of the child's attendance within the following locations:
  - a. Student's official folders which include classroom grades, standardized test scores, copies of letters to parents and other types of Category "A", "B" or "C" information are housed within the Guidance Office, Principal's Office or Main Office.
  - b. Health records are housed in the School Nurse's office
  - c. Disciplinary records are maintained in the Principal or Assistant Principal's office
4. Persons who have direct responsibility for collecting, maintaining and releasing records are the following:
  - a. Director of Pupil Services and School Psychologist – Moshannon Valley School District Administration Office, 4934 Green Acre Road, Houtzdale, PA 16651
  - b. The Principals, Assistant Principals or Guidance Counselors in the specific schools:  
Moshannon Valley Elementary School, Green Acre Road, Houtzdale, PA 16551  
Moshannon valley JSHS, 4934 Green Acre Road, Houtzdale, PA 16551

#### E. Conduct of the Hearing

Students and their parents may challenge the validity of any information contained in categories "A" or "B" by informal or formal written petition for a hearing to the appropriate building principal. The principal's decision may be

appealed to the Superintendent of Schools, and Superintendent's decision may be appealed to the Board of School Directors.

1. Principals and the Superintendent shall hear challenges within thirty days of a student or parental request and shall render judgments within thirty days of such hearings. The parent of the student or the eligible students shall be given notice of the date, place and time at least seven days in advance of the hearing.
2. If there is no resolution of the conflict for the parent in the meetings with Principal or Superintendent, the School Board shall hear challenges no later than the second regularly scheduled meeting following the date such a challenge is filed, and shall render a judgment at the next regularly scheduled meeting following such hearing. Hearings may be closed at the request of the student or his or her parents, but judgments shall be rendered in public hearings.
3. The parent of the student or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised, and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The decision of the institution shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

F. Security of the Student's Records

The Director of Pupil Services and Individual Guidance Counselors shall be responsible for record maintenance and access, and shall educate the staff concerning maintenance, access policies, and security, with emphasis upon privacy rights of students and parents.

G. Microfilming Student Records

The Moshannon Valley School District will only microfilm category "A" information for the purpose of record keeping upon the student's graduation or withdrawal from the school district.

1. The student's cumulative folder will remain active for a period of one year after graduation. This file will be maintained at the Moshannon Valley Junior Senior High School. After a period of one year, Category "A" data will be microfilmed.
  - ❖ Two microfilm copies of the student's Category "A" information will be kept. A copy will be filed in the Guidance Office at the High School and the second copy will be kept in a safety box at a local bank, never to be used unless the copy of the microfilm in the Guidance Office is damaged or destroyed.
  - ❖ Category "B" and "C" data will be burned or shredded upon graduation with the following exceptions:
  - ❖ Category "B" – Exceptional Children data is currently kept in storage indefinitely.
  - ❖ Category "B" – Student Health data is kept in storage for a period of seven years.
2. When a student withdraws from the Moshannon Valley School District, his or her file will be placed in an inactive file for a one-year period before being microfilmed and destroyed in accordance with the above policy.
3. When a student withdraws from the Moshannon Valley School District, his health record will be forwarded to the new school upon proper written request. If he does not continue in school for other reasons, his health record will be kept on file for a period of seven years and then destroyed.

IV. Disclosure of Student Information

Fundamental Principle: In situations in which the school is asked by other agencies, institutions, or individuals to disclose student information to other parties' stringent precautions are required to protect the rights of the student against infringement of privacy, misinterpretation of data and inappropriate use.

A. Release of Information to Educational Officials

The School may, without consent of parents or students, release a student's permanent record file, including categories "A" and "B" to the following:

1. School official, including administration, teachers and pupil personnel workers within the district who have a legitimate educational interest. A legitimate educational interest shall be clearly defined as "an interest that shall lead to some benefit to the student". Example: an improvement of instruction for the student, and improvement in student attitude, behavior or conduct, educational award, educational honor or scholastic scholarship. Concurrent with a benefit to the student is the question of why the requester "needs to know," said information. The request must meet the guidelines of help, assistance or aid to the student. This shall also include officials of area vocational-technical schools, the Intermediate Unit or other agencies, which operate classes in which the student is enrolled at least part-time, or which provide educational services directly to the student. School personnel with a legitimate educational interest desiring access to pupil records shall be required to sign a form that will be kept in the student folder stating date and purpose for review.

A record of accesses as related to disclosure shall be maintained and made a part of the record for as long as the record to which it pertains is maintained.

2. The State Secretary of Education and his officers or subordinates, provided that the intended use of data is consistent with the Secretary's statutory powers and responsibilities.
  - A-1. The Comptroller General of the United States
  - A-2. The Secretary
  - A-3. The Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education
  - A-4. State Educational Authorities

- A-5. State and Local Officials or Authorities to whom information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974. This sub-paragraph applies only to statutes, which require that specific information be disclosed to State, or Local officials, and does not apply to statutes, which permit but do not require disclosures. Nothing in this paragraph shall prevent a state from further limiting the number or type of State or Local officials to whom disclosures are made under this subparagraph.
  - A-6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering prediction tests, administering student aid programs and improving instruction; provided, that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted; the term “organizations” includes, but is not limited to, Federal, State and local agencies and independent organizations.
  - A-7. Accrediting organizations in order to carry out their accrediting functions.
  - A-8. Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.
  - A-9. To comply with a judicial order or lawfully issued subpoena; provided that the educational agency or institution makes a reasonable effort to notify the parent of the student or the eligible student of the order or subpoena in advance of compliance therewith, and
  - A-10. To appropriate parties in a health or safety emergency where the welfare of the student or other individuals is in jeopardy.
3. Officials of other school systems in which the student intends to enroll.
    - a. The student’s parents shall be notified of the transfer and shall receive a copy of the record if desired.
    - b. The student’s parents shall have an opportunity to challenge the record’s content via a judicial-like procedure specified in the selection on Maintenance.

**B. Release of Information to Other than Educational Officials**

The school or any other school personnel may not divulge, in any form, to any persons other than the educational officials listed above, any information contained in the school records except:

1. With written consent from the student’s parents specifying records to be released and to whom.
  - a. A copy of the records to be released shall be given to the student’s parents and/or the student if desired by the parents
2. Or in compliance with judicial order, or orders of administrative agencies where those agencies have the power of subpoena.
  - a. Parents and/or students shall be notified of all such orders and of the school’s compliance.

**C. Parental or Student Consent and Requests**

1. Where parental and/or student permission is required for the release of school records, procedures for obtaining this permission shall take into account the differences in the kinds of information contained in the student’s record file.
  - a. Routine, nonspecific consent applies only to Category “A” information.
  - b. Additional, separate, and specific consent shall be required for the release of any information in Category “B”.
  - c. Under no conditions, except by judicial order or subpoena, shall the school release information in Category “C”.
  - d. Under no conditions, except by judicial order or subpoena, shall the school release information gathered by any non-school agency, which is included in the school record, with the exception of birth date.
2. Each matter of request for consent must be handled separately and no blanket permissions for release of information within an extended period of time may be solicited.
3. The school may comply with parental requests for the release of information to specified persons or agencies, with the following exceptions, based on the student’s age:
  - a. For purposes of this part, whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.
  - b. The status of an eligible student as a dependent of his or her parents for the purpose of the prior consent regulation does not affect the rights accorded to and the consent required of this eligible student.
  - c. Section 430 of the Act and the regulations in this part shall not be construed to preclude educational agencies or institutions from according rights to students in addition to those accorded to parents of students.
  - d. Either a child, or the child’s parents or guardians, or their legal representatives, may have access to Category “A” information. Parents may have access to Category “B” information. Students may have access to Category “B” information with parental permission, unless they qualify without parental permission due to age or marital status.
4. This right of access includes the right to challenge the validity of information contained in the record through procedures to be developed by the school and involving a formal review process incorporating due process principles.

**D. Anonymous Information for Outside Research**

1. The school may not provide anonymous information from its record for the likelihood of identifying any individual because of his unique characteristics is negligible.
2. Governmental agencies, in mandating the provision of information should abide by the recommendations herein contained to assure the rights of privacy.
  - a. Where identification of individual is nevertheless legally required, with or without consent, written protest shall be made by the school to the requesting agency, parents shall be informed of the specific information which has been provided, and legislative redress should be sought.

**E. Conditions for Disclosure of Directory Information**

Personally identifiable information of categories “A” and “B” from the education records of a student defined as “directory information” may be disclosed to the publicized news media provided that:

1. Annual notice before the opening of school in the fall shall be given to the parents of the possible disclosure of said information.
  - a. Parents of eligible students have the right to deny in writing the release of said information. This notice of denial must be presented to the school within two weeks after said notice of intent to release information.
  - b. An institution may disclose directory information from the education records of an individual who is no longer in attendance at the institution without following the procedures under paragraph ( c ) of this section.
  - c. An institution which wishes to designate directory information shall give public notice of the following:
    - c-1. The categories of personally identifiable information, which the institution has designated as directory information.
    - c-2. The right of the parent of the student of the eligible student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information, and
    - c-3. The period of time within which the parent of the student or the eligible student must inform the agency or institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student

**MOSHANNON VALLEY HIGH SCHOOL PROFILE**

**GENERAL INFORMATION:**

**School Code:** 391835  
**Principal:** Kristofer Albright  
**Grades:** 7 through 12  
**Control:** Public  
**County:** Clearfield  
**Enrollment:** 432 (Fall 2017)  
**Telephone:** (814) 378-7616  
**Student/Counselor Ratio:** 432/2  
**School Profile:** Yes  
**Accreditation:** Middle States Association & PA State Dept. of Education

**CLASS OF 2020 PROFILE:**

**2020 Graduating Class: 73**

**Postgraduate Plans:**

4-Year Public College ..... 52%  
 2-Year College ..... 16%  
 Military ..... 05%  
 Employment ..... 24%  
 Undecided ..... 03%

**DESCRIPTION:**

A rural setting

**LOCATION:**

School is located on Route 53, three miles south of Houtzdale in southeastern Clearfield County. The school is 25 minutes south of Clearfield, 35 minutes north of Altoona and 40 minutes west of State College.

**POLICY ON SCHOOL VISITS:**

Advanced notice required **Contact:** Guidance Secretar

**NEIGHBORING SCHOOLS:**

Clearfield Area HS, Clearfield  
 Glendale Area HS, Flinton  
 Philipsburg-Osceola Area HS, Philipsburg  
 West Branch Area HS, Allport

**CURRICULUM:**

**Graduation Requirements:** Grades 9-12 – 25 units including English 4, Mathematics 4, Social Studies 4, Science 4, Arts or Humanities 2, Health & Physical Education 2.5, and electives.  
 Students must also complete a graduation project

## ANNUAL NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of ages ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record they wish to inspect. Forms to request a review of a student's records are available in the guidance office at each building. The principal or designees will make arrangements for access and notify the parent or eligible student of time and place where the records may be inspected.
- (2) The right to request amendment of the student's education records that the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Upon request, the parent or eligible student will be given a copy of the record disclosed.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Street  
Washington DC 20202-4605

Parents are hereby notified that information in student records shall be destroyed at the end of grades 2, 5, 8 and 12 if the information is no longer useful or valid. Examples include but are not limited to Kindergarten screenings, Instructional Support Team information, Enrichment screenings, and duplicate information. Parents or eligible students should contact the student's guidance counselor in writing by April 30<sup>th</sup> of the year in which their child attends the grades listed above if they wish to have information sent home rather than destroyed.

6/2/99

## NOTIFICATION TO PARENTS OF INFORMATION TO BE COLLECTED

In accordance with the recommendation of the Superintendent of Schools and the Guidance Department, the Board of Education has given its representational consent to collect the following information on students throughout the current school year.

1. The student's name, address, telephone number, birth date, sex, place of birth, date of entry into school, date of withdrawal from school, school previously attended, and reason for withdrawal.
2. The parent's first and last names, address, telephone number, place of work, educational level attained, and where they can be reached in case of emergency.
3. The student's attendance record
4. The student's academic grades and class rank
5. The student's test scores as revealed through the following testing program:

### DISTRICT K-12 TESTING PROGRAM

- a. DIBLES (K)
- b. DIBLES (Grade 1)
- c. DIBLES (Grade 2)
- d. Otis-Lennon (Grade 2)
- e. Reading and Math State Assessment Testing (Grade 3)
- f. Reading, Science and Math State Assessment Testing (Grade 4)
- g. Reading, Writing and Math State Assessment Testing (Grade 5)
- h. Reading and Math State Assessment Testing (Grade 6)
- i. Reading and Math State Assessment Testing (Grade 7)
- j. Reading, Writing, Science and Math State Assessment Testing (Grade 8)
- k. Keystone subject testing Biology, Algebra, English (Grades 8-12)
- l. PSAT (Grade 10)
- m. NMSQT (Grade 10)

- n. ASVAB (Grade 11)
- o. ASVAB (Grade 12)
- p. CDT Formative Testing in Math, Biology, English and Reading are given in grades 3 through 11.

This information will be collected upon registration with the school district and updated as necessary to remain accurate. The information is used to identify the student; for effective communication with the student, parent, guardian or surrogate; to establish ongoing proof of residence and to monitor and evaluate student's educational progress. This information is made a part of the student's permanent record and will be retained as long as it continues to be relevant. This information is available to school district personnel who have a specific educational responsibility for the students. Students over age eighteen, parents, guardians, or surrogates have the right to contest the necessity or desirability of the collection of this data information or its use by contacting the school principal. Should your child transfer to another school system, his or her permanent record will be transferred to the new school system upon request by that school system. If your child transfers to another school district, you may request copies of your child's record to take to the new school. No individual or agency outside of the school system will be permitted to inspect your child's school record without your written permission. Should you wish to examine your child's record file at any time, you may arrange to do so by making an appointment with your child's counselor.





MEMORANDUM

**To:** Parents/Guardians of High School Students  
**From:** Mr. Kristofer Albright, High School Principal  
**Date:** July 30, 2020  
**Re:** Student Handbook for School Year 2020-2021

I have received a copy of the Moshannon Valley Jr/Sr High School Student Handbook for the 2020-2021 school year. This handbook provides useful information that you and your child may need during the school year. Included in this booklet, you will find information regarding the school calendar, attendance regulations, dress code, discipline rules, while in school or riding the school bus and additional information on day-to-day procedures of the school.

Please read this handbook for future reference. **DETACH AND RETURN THE BOTTOM OF THIS SHEET TO YOUR CHILD'S HOMEROOM TEACHER BY FRIDAY, September 11, 2020.**

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*Student safety and confidentiality are paramount to the Moshannon Valley School District and is in accordance with school board policy, Children On-line Privacy Protection Act (COPPA), Federal Education Rights and Privacy Act (FERPA) and relevant state and local laws. The District does provide directory information including name, grade, and in some cases address as required to third party vendors such as, but not limited to, PDE, DRC, Skyward, GoMath, Benchmark Literacy, GeoListening, iStation, Study Island, Strawbridge, Jostens, Sadlier, ScheduleStar, Transfinder, and PIAA. Your signature below constitutes acknowledgement that MVSD and third party vendors may share and store information between themselves pertaining to your child. Parents may inquire and restrict disclosure of information to some vendors by contacting the District office.*

If you have any questions regarding this booklet, please call (814) 378-7616. Thank You.

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I have received a copy of the Moshannon Valley Jr/Sr High School Student Handbook for the 2020-2021 school year.

\_\_\_\_\_  
*(Name of Student) please print)*

\_\_\_\_\_  
*(Signature of Student)*

\_\_\_\_\_  
*(Signature of Parent/Guardian)*

\_\_\_\_\_  
*(Homeroom Teacher & Room#)*

\_\_\_\_\_  
*(Grade)*

\_\_\_\_\_  
*(Date)*

