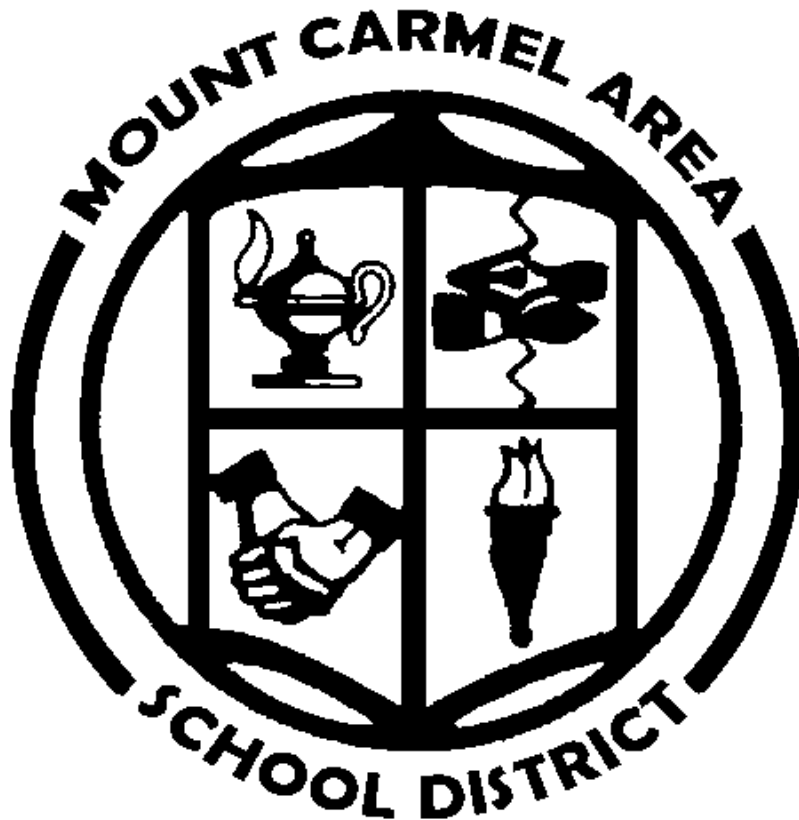


# **STUDENT HANDBOOK**

## **2011-2012**



**MOUNT CARMEL AREA JR. SR. HIGH SCHOOL**

**ADMINISTRATION:**

**MR. BERNARD STELLAR**

**MRS. LISA VARANO**

**MR. GREGORY SACAVAGE**

**(570) 339-1500**

## **PRINCIPAL’S MESSAGE**

Welcome to the Mount Carmel Area Junior-Senior High School. This handbook will assist you with the transition to our school. Please share this information with your parents. In addition, the handbook is a very good resource to help you and your parents answer many questions about policies and procedures. If you have any questions or problems please contact the High School or Guidance Office.

**Have a successful and memorable school year!**

## **MCA VISION STATEMENT**

**IT IS THE VISION OF THE MOUNT CARMEL AREA EDUCATIONAL COMMUNITY TO CREATE A SAFE LEARNING ENVIRONMENT THAT NURTURES THE INTELLECTUAL, SOCIAL, EMOTIONAL, AND PHYSICAL WELL-BEING OF EACH CHILD.**

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## **ATTENDANCE**

The Mount Carmel Area School District's attendance policy is required to ensure maximum student attendance and punctuality. No factor has a more direct relationship to a student's success in school than a good attendance record. The school can best fulfill its goals when students are present in the classroom.

The student's parent/guardian is legally responsible to ensure that the child attends school on a regular basis and is absent only for reasons allowed by law (illness, death in the immediate family, and educational excuse are the most common). Any parent/guardian found violating the law is subject to prosecution, fines (up to \$300), court costs, and sentencing to complete a parent education course. If the parent is not convicted and the child continues to be truant, the child will be fined up to \$300 or be assigned to the adjudication alternative education program. In addition, the juvenile's driving privileges may be revoked.

### **Absences:**

- Parents should call the school by 9:00 a.m. (339-1500 ext. 3134) to report a student's absence.
- Students must report to the television studio when returning to school and present a written excuse.
- Students who miss an excessive number of school days will be required to provide a doctor's excuse. After 7 days of absences, a warning letter will be sent to the parent. After 10 days of absences parents will be notified in writing that a doctor's note will be required for all subsequent absences. Failure to provide a doctor's excuse when required will cause the absence to be unlawful. After 3 unlawful absences, a warning letter will be sent to the parent. A copy of the letter will be sent to Northumberland County Children & Youth Service and Juvenile Probation. Any unlawful/unexcused absences after this letter will constitute a fine being levied against the parent/guardian of the student and the student or another suggested disposition by the District Magistrate. Fines will continue for any unlawful/unexcused absences.
- Students with excessive absences (10 or more illegal/ unexcused days per semester) will not be allowed to participate in sports, extra-curricular activities, clubs, prom, operetta, dances, etc. for the remainder of the semester (two marking periods).
- Families are encouraged to take vacations during the summer months to ensure their child's academic success. Vacations during the school term require pre-approval. A vacation pre-approval form must be submitted to the Superintendent's Office. These days count towards a student's absence record and are therefore discouraged. Approval will be denied for students who are failing and/or have excessive absences.

### **Tardiness:**

- Students who are tardy must sign-in and report to the ISS room. The student will be sent to class at the discretion of the administration. Students will be required to make-up the tardy time. After five tardies without a doctor's note, a student will begin to accrue detentions for this offense.
- Students assigned to ISS for the day will eat lunch in the ISS room and be responsible to do their schoolwork and behave appropriately.
- To participate in after-school activities, students must be in homeroom on time the day of the event. Unusual circumstances will be handled at the discretion of the administration.

## BELL SCHEDULE

7:37	First Bell
7:38	Warning Bell
7:40 - 7:50	Homeroom
7:52 - 8:34	Period 1
8:37 - 9:19	Period 2
9:22 -10:04	Period 3
10:07-10:49	Period 4

Lunch Block A		Lunch Block B		Lunch Block C	
10:49-11:19	Lunch A	10:52-11:34	Period 5 (5A)	10:52-11:34	Period 5 (5A)
11:22-12:04	Period 5 (5B)	11:34-12:04	Lunch B	11:37-12:19	Period 6 (6A)
12:07-12:49	Period 6 (6B)	12:07-12:49	Period 6 (6B)	12:19-12:49	Lunch C

12:53 - 1:35	Period 7
1:38 - 2:20	Period 8
2:20 - 3:02	Teacher Plan

## CELL PHONES

- Students may carry cell phones provided they are turned “off” at all times. **This means “off”, not on the muted or vibrate mode.** Upon entering the building in the morning, phones and all other personal electronic devices, must be turned off and should not be visible. This includes every area of the building, including the cafeteria.
- At dismissal, students are permitted to use their cell phones; however students may not use a cell phone in any classroom.
- If a student phone or any other personal electronic device is discovered turned “on”, it will be confiscated by the staff member and sent to the office and the following disciplinary actions will be implemented:
  - First Offense:** A parent will be contacted and the cell phone/personal electronic device will be returned to the student at the end of the day.
  - Second Offense:** A parent will be contacted, the student will serve an after-school detention and a parent will be required to come in to the school to pick-up the cell phone/personal electronic device.
  - Third Offense:** The third offense constitutes “defiance of authority” and will result in a suspension and loss of cell phone privileges for the remainder of the school year.

**The district is not responsible for lost, stolen, or damaged cell phones or personal electronic devices.**

## COMPUTER/INTERNET USAGE

The district requires parents and students to sign a Computer/Internet Policy that defines rules and regulations for technology usage. Students will be disciplined accordingly if they abuse this privilege; school computer usage may be compromised if the policy is violated.

## DISCIPLINE

Depending on the severity of or its type, the following infractions can result in after-school detentions, Saturday detention, or school suspension. After school detention is held **Monday – Thursday, 2:30 – 3:30 pm. Saturday detention is held 8:00 – 10:00 am.** A parent conference with a district administrator, teacher, or staff member may be held because of repeated violations of the following infractions:

### **Infractions:**

- Abuse of lavatory privilege.
- Abuse of parking privilege.
- Bullying.
- Classroom disturbance.
- Entering hallways without a pass.
- Inappropriate language or gestures.
- Misconduct/disturbance in school or at school related activities.
- Misuse of locker or sharing locker combinations.
- Public display of affection.
- Unexcused lateness to class.
- Use of electronic devices during the school day.

Serious infractions, listed below, will result in one to five days of suspension. Repeated infractions will have escalating consequences. Any suspension of five days or more will require an informal hearing with a district administrator. A ten-day suspension will result in an automatic exclusion review with the Superintendent of Schools. After the second ten-day suspension, the superintendent will schedule an expulsion hearing before the Board of Education. An expulsion from school is for the remainder of the school year, or longer if warranted.

### **Serious infractions:**

- Bullying.
- Cheating.
- Continuously violating the dress code.
- Cutting class.
- Damaging school or student property.
- Defiance of authority.
- Failure to attend assigned detention or Saturday suspension.
- Leaving school without permission.
- Not signing in when tardy.
- Offensive language, gestures, or displays.
- Possession or use of tobacco on school property or at a school event.  
*A three-day suspension for the first tobacco offense and an arrest will occur.*
- Verbal abuse.
- Willful fighting.

Egregious offenses, listed below, represent a violation of the law. In such cases, students are subject to civil and/or criminal penalties, as well as a 10-day suspension from school after the first offense. Students are subject to a 10-day suspension and Board hearing, with an administration recommendation for expulsion for the remainder of the school year or longer. A recommendation for expulsion will occur for possession of drugs or weapons, or for an assault of an employee.

**Criminal Offenses:**

- Abuse of controlled substance
- Arson, false alarms
- Bomb threats
- Commission of an act punishable under the state crime code.
- Extortion
- Physical assault
- Possession of weapon (probable expulsion)
- Theft
- Threat to harm others (will require a medical evaluation to return to school)
- Unlawful harassment
- Vandalism

**In-School Suspension (ISS)**

Students will be sent to ISS for displaying disruptive behavior that impacts instruction. Students sent to ISS may be assigned an after-school detention. After three ISS periods assigned by the same teacher, it is the teacher's responsibility to contact the parent to resolve the issue. Continued infractions may result in denial of school privileges and/or disciplinary consequences.

**DRESS CODE**

Students are required to be dressed according to the standard dress code policy. This may be a combination of the following options:

**Boys:**

- Approved accessories - sweaters, sweatshirts with or without hoods, turtlenecks, vests, mock turtlenecks-(red, white, navy blue, gray, black or pink) with or without school logo
- Gym clothing-sweatpants, shorts, wind pants and appropriate shirts
- Khaki, navy blue, gray, and black slacks (*No cargo or baggy style*)
- Khaki, navy blue, gray, or black shorts-approved length (*No cargo or baggy style*)
- Red, white, navy blue, gray, black or pink long or short sleeve golf shirt, button down dress shirt, crew neck, V-neck with or without approved school logo (*No T-shirts or tank tops*)
- Shoes, sneakers, coordinated socks

**Girls:**

- Approved accessories – red, white, navy blue, gray, black or pink hosiery, sweaters, sweatshirts with or without hoods, turtlenecks, vests or mock turtlenecks –with or without school logo
- Gym clothing – sweatpants, shorts, wind pants, appropriate shirts
- Khaki, navy blue, gray, and black shorts – approved length, no more than 4 inches above the knee. (*No cargo or baggy style*)
- Khaki, navy blue, gray, and black slacks/capri pants (*No cargo, baggy style, or low-rise*)
- Khaki, navy blue, gray, or black skorts, skirts, dresses, and jumpers – approved length, no more than 4 inches above the knee
- Red, white, navy blue, gray, black, or pink long or short sleeve golf shirt, dress blouse, crew neck shirt, v-neck shirt with or without approved school logo (*no T-shirts, tank tops, or mid-riff shirts that expose the skin*).
- Shoes, sneakers, coordinated socks
- Wristlets, carried throughout the school day, must be no larger than 5 X 8 inches.

## Dress Code Guidelines

- Backpacks and purses must be stored in lockers; students may not carry backpacks and/or purses to class.
- Clothing must be of proper fit, not to exceed one size beyond correct size.
- Clothing of any type with tears or holes is not permitted.
- Hats, bandannas, headbands, chains, gloves (*including fingerless gloves*), belts and any other accessories with protruding pointed studs are not permitted.
- Jeans (*including skinny jeans*) of any color are not permitted, even on gym days.
- Leather clothing is not permitted; corduroy is permitted.
- Pants are not to be worn low so undergarments are exposed.
- Rubber flip-flops are not permitted.
- Slacks and shorts with side pockets on leg(s) are not permitted.
- Underclothing is not permitted to be seen through outer clothing.

New students entering Mount Carmel Area School District shall be granted a grace period of two weeks before being required to conform to the dress code.

Principals can use their discretion to designate specific days that permit students to wear other types of clothing.

## DROP/ADD POLICY

Written permission must be received from the following:

1. guidance counselor.
2. student's parent.
3. teacher whose class student is dropping.
4. teacher whose class student is entering.

**Week 3 through end of 1<sup>st</sup> Marking Period:** Student must put a request in writing stating why he or she is requesting to be moved to a different course. A committee will then review this request. Following the review, a meeting will be held with the committee, the student, and parent/guardian.

Should approval be granted by the committee to move the student into a different course, the student will be given a withdrawal (W) for the first four weeks of school.

**Weeks five through nine:** Should approval be granted by the committee to move the student into a different course, the student will be given a withdrawal (W) for the final grade and a pass (P) or fail (F) for all remaining marking period grades. A failing (F) grade in any course will keep a student off the honor roll and possibly prevent entrance into the National Honor Society.

## **SCHEDULE CHANGES WILL NOT BE PERMITTED AFTER THE FIRST MARKING PERIOD.**

### EMERGENCY CLOSINGS/MESSAGES

If schools must be closed due to inclement weather, the local radio stations will be asked to make announcements. Postings can also be viewed on local television stations and home web-pages.

The School District has recently updated its emergency contact system with **ALERT NOW**. Parents will continue to receive automated phone calls alerting them of any type of emergency message. To ensure the accuracy of the new notification system, it is critical that home and/or cell numbers be updated and accurate.

## FUNDRAISING

The principal will approve all fundraising activities. All monies should be turned in to the activity advisor by check. Cash will not be accepted. Any outstanding fundraising money due will be turned over to the district magistrate.

### GRADING SYSTEM / HONOR ROLL

Numerical grades are placed on report cards for each marking period. These grades correspond to the marking system listed below. Permanent record grades are recorded numerically.

<b>A</b>	<b>90 - 100</b>	<b><i>Excellent</i></b>		
<b>B</b>	<b>80 - 89</b>	<b><i>Good</i></b>		
<b>C</b>	<b>70 - 79</b>	<b><i>Average</i></b>		
<b>D</b>	<b>65 - 69</b>	<b><i>Poor</i></b>		
<b>F</b>	<b>0 - 64</b>	<b><i>Failure</i></b>		
				<b>HONOR ROLL</b>
			<b>Distinguished Honors</b>	<b>95 - 100</b>
			<b>1<sup>st</sup> Honors</b>	<b>90 - 94</b>
			<b>2<sup>nd</sup> Honors</b>	<b>85 - 89</b>

### Progress Reports

- Any parent wishing to schedule a conference must contact the guidance office. Teachers are not available during instructional time.
- Parents can access homework assignments and grades for their child through eSchoolbook. If you need to set up a user account, please contact the Technology Resources Office @339-1500 ext. 3152.
- Report cards are issued quarterly throughout the year to inform parents of their children’s progress. Parent-teacher conferences are scheduled by teachers as needed.

### GUIDANCE AND COUNSELING

The Junior-Senior High School has two guidance counselors to advise students on careers and academics. In addition, counselors are available to students for personal problems. If parents would like to schedule an appointment with a counselor you may call 339-1500, ext. 3122 or 3123.

### HANDICAPPED STUDENTS

In compliance with state and federal law, the Mount Carmel Area School District will provide services to each protected handicapped student, without discrimination or cost to the student or family, as follows: those related aids, services or accommodations needed to provide the student with an equal opportunity to participate in and obtain the benefit’s of the school program and extra-curricular activities to the maximum extent appropriate to the student’s abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in, or access to, an aspect of the school program.

These services and protections for “protected handicapped students” are different from those applicable to all eligible or exceptional students enrolled or seeking enrollment in special education programs.

For more information on the evaluation procedures and provisions of service for protected handicapped students, contact the school psychologist at 339-1500 ext 3169.

### HOMEBOUND EDUCATION

Students who are severely ill and require homebound education, as defined by a physician, will be provided five hours of instruction per week. Report cards will note modified curricula if the time period is excessive. Students with excessive homebound instruction will not be included in the class rankings. Students on homebound instruction cannot work, participate in sports, or attend school functions unless approved by the superintendent.

## **LOCKERS**

Lockers are loaned to each student at the high school. Lockers are to be used to store school-related items. It is the students' responsibility to maintain clean, neat lockers. Students are not permitted to share lockers nor should they share their combinations with friends. School authorities have the right to search a student locker when there is reasonable cause for the threat of safety, health or welfare to students of the school.

## **LOST AND FOUND**

Personal property should be labeled. Please turn in found textbooks, workbooks, notebooks, and articles of clothing, etc. to the office. Students who misplace one of the above should check with the office. Students will be responsible to pay for lost /damaged school items prior to obtaining their final report card.

## **PEST MANAGEMENT**

The Mount Carmel Area School District utilizes the Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Building and grounds are routinely monitored to detect any pests that are present throughout the school.

Occasionally it may be necessary to use chemicals to manage a pest problem. These materials will only be used when necessary and will not be routinely applied. The school district will contract with a pest management company to perform services on site. Pesticides will not be applied during school hours and notices will be posted 72 hours prior to applications and for 48 hours following the application.

Parents or guardians of students may request prior notification of specific pesticide applications that will be made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the school in writing. You may include your e-mail address if you would like to be notified electronically. Each year the district will prepare a new notification registry.

If a material application must be made to control an emergency pest problem (stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices, or voids; and swimming pool maintenance chemicals. If you have any questions, please contact Dave Fegley, IPM Coordinator, at the Mount Carmel Area Elementary School: Phone: 339-1500, ext. 3170.

## **PHYSICAL EDUCATION**

Students must successfully complete the state requirements of Physical Education to graduate. Students must dress and participate in all physical education classes. Gym lockers are provided to every student; students are required to use the gym lockers to secure their personal belongings. The school district is not responsible for lost and/or stolen personal property.

**PSSA TESTING DATES**

<b>Assessment</b>	<b>Dates</b>	<b>Grade(s)</b>
<b>PSSA Grade 12 Retest in Math, Reading, Science, and Writing</b>	<b>October 24 - November 4, 2011</b>	<b>12</b>
<b>PSSA Math and Reading</b>	<b>March 12 - 23, 2012</b>	<b>3 - 8, 11</b>
<b>PSSA-M Math and Reading</b>		<b>4 - 8, 11</b>
<b>Math and Reading Make-Ups</b>	<b>March 26 - 30, 2012</b>	<b>As Needed</b>
<b>PSSA Writing</b>	<b>April 16 - 20, 2012</b>	<b>5, 8, 11</b>
<b>PSSA Science</b>	<b>April 23 - 27, 2012</b>	<b>4, 8, 11</b> □ □
<b>PSSA-M Science</b>		<b>8, 11</b>
<b>Writing and Science Make-Ups</b>	<b>April 30 - May 4, 2012</b>	<b>As Needed</b>

**SCHOOL COUNTS! PROGRAM**

*School Counts!* is a program that encourages students to keep their grades up, come to school every day, be on time, and take academic courses that challenge them. Students meeting the program criteria are recognized yearly and are issued a certificate. School Counts certification will give students a better chance of obtaining area jobs with supporting businesses. The program is run by Central Susquehanna Opportunities and the Brush Valley Regional Chamber of Commerce. To learn more about this program, please visit: [www.pct.edu/k12/schoolcounts/](http://www.pct.edu/k12/schoolcounts/)

**SCHOOL LUNCH/BREAKFAST PRICES**

Students will utilize a Cafeteria Computer System (Caf Trac) to purchase meals and other food/drink items. Students will be assigned an account ID number to access their account. Students will have the opportunity to deposit money into their accounts daily. Students should hand in deposits to their homeroom teacher; the homeroom teacher will send the deposits directly to the Caf Trac terminal. (*Note: Deposits will no longer be taken in the high school office.*)

Students will be permitted to obtain a lunch for **only** 3 days without an account balance. On the fourth day of insufficient funds students will be required to carry their own lunch from home. Report cards of any student who owes funds will be held at the end of the school term until the delinquent funds are paid. All unpaid balances will be turned over to the district magistrate.

**SCHOOL LUNCH PRICES FOR THE CURRENT YEAR**

Lunch                                **\$1.50**                                Breakfast                                **\$1.00**

Reduced lunch                **\$0.40**                Reduced breakfast                **\$0.30**

## **SCHOOL NURSE SERVICES**

### **Illness During the Day**

The School Nurse is responsible only for the emergency care of injuries and sudden illness that occurs while the student is in school. The Nurse is not available to diagnose or treat students who come to school with prior injuries or illnesses except in special cases that are under medical care and with the physician's written orders. If a student becomes ill during the school day, the student should report to the Nurse's Office. The school nurse makes a professional evaluation and will send your child home when necessary.

Only persons designated on the Emergency Form will be contacted to pick up the student. All telephone numbers must be recorded on the form and updated promptly when there are changes.

When contact is made to the parent/guardian for an illness/injury, the parent/guardian must come to the Nurse's Office to transport the student to his/her home, the doctor, or the hospital.

### **Immunization**

Pennsylvania Immunization Law requires students to be properly immunized according to their age and grade level. Please confer with your family physician to ensure immunizations are current and forward records to the school nurse.

### **Insurance**

It is recommended that students purchase accident insurance. A school accident policy is available for a nominal fee. Forms will be distributed the first week of school and are also available in the Principal's Office.

### **Latex-free Facility**

The Mount Carmel Area School District provides a latex-free environment to accommodate staff and students with severe allergies. Please note that this includes the presence of latex balloons in any part of the building.

### **Medication**

All medication should be given outside of school if possible. Most medications, even those scheduled for three times per day, can usually be given outside of school hours. The Nurse's Office does not have cough, cold, flu medication, allergy medications or antibiotics.

School policy prohibits students from carrying on their person ANY medication that is prescribed or purchased as "over the counter." Students requiring oral medication during school hours may have the nurse administer such medication in compliance with the following regulations:

- All prescription and over-the-counter medication must be in the original container (State Law).
- Child's name, purpose of medication, time and dosage to be administered, possible side effects and termination date.
- Written instructions signed by the parent/guardian and physician.

***Medication sent to school in baggies, unlabeled, or not in the original container will not be administered.***

Respiratory inhalers are permitted to be carried and self-administered with a prescription from a physician. In addition, an Asthma Action Plan, signed by the student's physician and parent, must be on file in the Nurse's Office. All inhalers must have a label on the inhaler or include the box prescription label.

All "controlled medication:" Ritalin, Dexedrine, Concerta, Adderall, etc. must be brought to the Nurse's Office by the parent/guardian. Do not send these medications to school with your child. All controlled medications are counted by the nurse and locked in a secure cabinet.

The school nurse has standing orders from the school physician to dispense the following: acetaminophen, once a week to students with parent signed consent form on file; Tums; salt water for sore throats.

Parents may come to the Nurse's Office to administer medication to their child, from the original medication container, if they so choose.

## **Physicals**

The school health law requires medical examinations for children upon original entry into school and in grades 6 and 11. Mount Carmel Area School District recommends that these examinations be done by your family physician since he/she can best evaluate your child's health and assist you in obtaining necessary treatments and corrections. Forms that must be completed by your physician may be obtained from the school nurse.

## **SCHOOL PROPERTY**

Any student who does not return school property such as books, uniforms, and/or miscellaneous items will be required to pay for the missing items. Senior assessments must be paid by the designated due date. Report cards, diplomas, and schedules will be withheld until all items are returned or paid for.

## **SECURITY**

A school Security Resource Officer is employed to maintain a safe and secure school environment. The SRO has the authority to issue citations when the situation warrants.

The Mt. Carmel Area School District utilizes surveillance cameras in its buildings, as well as on grounds and buses.

All campus traffic must abide by safety regulations established by the district.

High school students may **only** be dropped off in the parking lots. Cars are **not** permitted on the upper level.

## **S.P.A.R.C. - SELECTING, PLANNING AND RESEARCHING CAREERS**

This program is funded by the U.S. Dept. of Education and is designed to help students explore career and educational options. Students must meet the criteria set by the Dept. of Education in order to participate. More information is available through the [\*\*SPARC Talent Search\*\*](#) link available on the MCA homepage.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is a group of teachers, support personnel and administrators who have been trained to work with at-risk students at the junior high school level. At-risk behaviors include: drug and alcohol use and abuse, depression, suicide, eating disorders, pregnancy, physical and sexual abuse, any drastic change in a student's behavior, physical appearance or peer relationships.

**Team members for the 2011-2012 school year include:**

<u>Administration:</u>	Mr. Bernard Stellar , <i>Principal</i> Mrs. Lisa Varano, <i>Curriculum Coordinator</i>
<u>Social Worker:</u>	Ms. Lubeskie
<u>Teachers:</u>	Mrs. Schauer Mrs. Nestico Mrs. Madison
<u>Guidance Counselors:</u>	Mrs. Darrup, <i>SAP Coordinator</i> Mrs. Frank
<u>School Nurse:</u>	Mrs. Gregory
<u>Drug and Alcohol Liaison:</u>	Ms. Carla Pidcoe
<u>Mental Health Liaison –</u>	Ms. Laura Herman

Any teacher, parent, student or community member can make a referral by speaking to a team member. Referrals may be anonymous.

**STUDENT RECORDS**

Natural parents have the right to review official school records unless a court order is on file specifying otherwise. School policy prohibits the release of confidential student information to individuals or agencies outside the school staff without parental knowledge and consent.

Parents/students should contact the Principal’s Office to make an appointment to review records.

Notarized guardianship documents need to be on file in the office.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student’s education records. These rights are:

- the right to inspect and review the student’s education records within 45 days of the day of the request for access is made. Parents or eligible students should submit to the principal (or appropriate school official) written request that identifies the record(s) they wish to inspect. The school official will make arrangements and notify the parent or eligible student of a time and place where the records may be inspected.
- the right to request an amendment to the student’s educational record when the parent or eligible student believes the record is inaccurate. Parents or eligible student should write to the principal or appropriate school official, clearly identifying the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested, the school 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 a hearing.
- the right to consent to disclose personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure to school officials with legitimate

educational interests. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

A school official is a person employed by the school 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 school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist) or parent serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her task.

## **SUMMER SCHOOL**

- Summer school for students in grades 9-12 will be offered, either on or off-site, for Pre-Algebra, Algebra I, Geometry, and 9<sup>th</sup> and 11<sup>th</sup> grade English. The cost of the course is determined by the host district.
- Summer school begins the second week after dismissal and runs for six weeks. Students must attend all sessions of summer school to receive credit. Family vacations are not excused absences and should be planned accordingly.
- Physical Education, when offered on-site during the summer, has a cost of \$50.

## **TRANSPORTATION**

Mount Carmel Area School District has a responsibility to provide safe, efficient transportation for all children. The following policies have been adopted to discourage disciplinary problems on district-owned or contracted buses. Drivers are responsible for maintaining control of students on or near their vehicles. Whenever problems arise that the driver is unable to resolve, the building principal will give assistance. A conduct report will be sent to the parents.

**CATEGORY I Violations** which occur on or near the vehicle will result in:

- **First offense: conduct warning to the parents**
- **Second offense: three-day bus suspension**
- **Third offense: 10-day bus suspension**

**CATEGORY I Violations:**

- **Unacceptable language**
- **Excessive mischief**
- **Being rude, discourteous, or annoying to the driver**
- **Eating or drinking on the bus**
- **Littering**
- **Violation of safety procedures**

**CATEGORY II Violations** that occur on or near the vehicle will result in:

- **Automatic three-day bus suspension**
- **Possible extended bus suspension and/or permanent expulsion.**
- **Students suspended from school cannot participate in extra-curricular activities during their suspension.**

**CATEGORY II Violations:**

- **Violation of safety procedures**
- **Destruction of property**

- **Fighting, pushing, tripping**
- **Possession of tobacco products**
- **Smoking on the bus (probable arrest)**

The Weapons and Dangerous Instruments Policy (4527) adopted by the state/district will be followed when necessary.

### **Bus Assignment /Transportation**

Students transported to school are assigned to a bus and **must always ride on that bus**. Only in the case of extreme emergency or hardship will exceptions be made. Visiting friends after school is not an acceptable reason to change a bus assignment.

To request a valid change, a written note stating reasons for that change must be submitted to the building principal. The superintendent or designee must then grant approval. Please keep in mind that a written request does not mean approval.

All inquiries concerning transportation should be made to the superintendent's office @ 339-1500 ext. 3120.

### **Walkers-Bikers-Chauffeured Students**

Students who walk to school should enter the Sixth Street entrance and utilize the sidewalk for safety. Students who ride their bicycles to school should use the same entrance and park their bicycles in the rear of the high school in the bike rack. The principal recommends that all bicycles be locked to the bicycle rack during school hours. Skateboards, roller-blades, scooters, etc. are not permitted on school property. Students being dropped off at the high school must be dropped off in one of the parking lots. **Students may not be dropped off on the upper level where the buses enter and exit. No vehicles are permitted in the upper level driveway.**

### **Parking Passes**

All students who drive to school must have a parking pass. All vehicles must be registered in the SRO's office. This process can be done on any school day during regular school hours. To obtain a parking pass, a student must provide a copy of his/her driver's license and current insurance and registration cards. In addition, he/she must supply the car model, make and plate number. Upon completed registration, the student will be issued a parking pass by the school security officer. The pass must be visible any time the vehicle is parked on campus.

### **NCCTC / SCCTC**

Students who elect to **drive or are passengers** to and from NCCTC must have signed permission forms on file in the Principal's Office.

Students who are attending SCCTC are required to use school provided transportation

### **TECHNOLOGY RESOURCES**

The MCASD has varied technological resources available to assist you in research and learning. United Streaming and Power Library are on-line resources purchased by the district for your use. A link for each is accessible through the home page. These resources are accessible from your home computer as well.

### **TV STUDIO**

The MCA TV Studio broadcasts live school news daily, 7:40 – 8:00 am. Rebroadcasts of community interest programs are aired every Wednesday from 8:00 – 11:00 pm. on channel 13.

## **VISITORS INFORMATION**

- For the safety of all our students and staff, all visitors must utilize the intercom system before entering the school.
- Visitors must sign in, wear a visitor tag, and sign out before leaving the building.
- A video camera system has been installed to ensure the safety of all students, staff, and visitors. Video cameras are utilized in the buildings, and on the grounds and buses.



## Parental Acknowledgement

By signing below, I acknowledge that I have received the Mount Carmel Area School District 2011-2012 handbook. I have read, understand, and will comply with all district policies and procedures described in this handbook.

Parent (print name): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Please sign and return this form to your child's homeroom teacher.