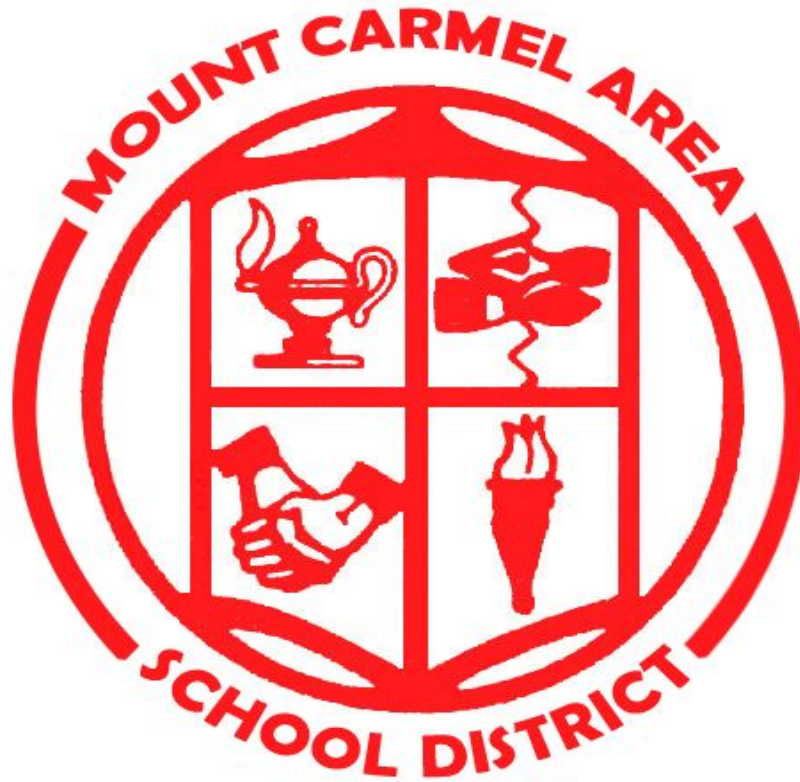


Student Handbook



2018-2019

Mount Carmel Area Jr. Sr. High School

Administration:

Mr. Bernard Stellar, Superintendent

Mrs. Lisa Varano, HS Principal

Mr. Pete Cheddar, JHS Principal

Mr. Greg Sacavage, Athletic director

Mrs. Nicole Edmondson, Special Education Coordinator

(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 JH-SH Principal Office 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.

In an effort to further reduce truancy our school district has partnered with Northumberland County Children and Youth Agency who has developed Truancy Prevention Specialized Unit. This Unit utilizes Children and Youth and Juvenile Probation Staff. The purpose is to assist families who by LAW (PA ACT 138) have been identified as truant. This will include:

- Attendance at Student Attendance Improvement Plan meetings (SAIP)
- Direct contact with student and families
- Offer community based supports
- Facilitate Parental Truancy Assistance Program (PTAP)
- Recommend and refer to Children and Youth
- Recommend and attend magisterial hearings.

A child is considered Truant after accumulating 3 or more unexcused absences and habitually truant after 6 or more unexcused absences. Parents can contact Northumberland County Children and Youth at (570)988-4237 or email truancy@norrycopa.net

Absences:

- Parents should call the school by 9:00 a.m. (339-1500 ext. 3134) to report a student's absence.
- Students must present a written excuse for absence to attendance office in the television studio within 3 days of returning from the absence. All absences are marked unexcused until the district receives a written excuse explaining the absence.
- After a student has been unexcused absence for a total of three (3) days during the school year, an official notice will be mailed to the parents/guardian. Parent/guardian will be invited to attend a Student Attendance Improvement Plan meeting to discuss attendance issues with their child. Parents who fail to comply with the provisions of the compulsory attendance law may, on summary conviction thereof, be required to pay a fine plus court costs.
- After 6 unexcused a referral may also be sent to Northumberland County Children & Youth Service and Juvenile Probation for attendance issues. Any unexcused absence after a warning 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.
- The MCA attendance policy will review the attendance records of students who have missed ten (10%) of the days school has been in session. A review will be held on the 45th, 90th and 135th day of the school term.
- Please be advised that truancy is considered public information and may be released to local news agencies, if requested.
- Students who miss an excessive number of school days will be required to provide a doctor's excuse. After 7 days of absence (or 10% of the school term) a warning letter will be sent to the parent. After 10 days of absence (or 10% of the school term) parents will be notified in writing that a doctor's note may be required

for all subsequent absences. Failure to provide a doctor’s excuse when required will cause the absence to be unlawful or unexcused. After 3 unexcused absences, a warning letter will be sent to the parent and will be required to attend a student attendance improvement plan meeting.

- A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.
- Students with excessive absences (10 or more unexcused days per year) will not be allowed to participate in sports, extracurricular activities, clubs, prom, operetta, dances, etc. for the remainder of the school year. Unusual circumstances will be handled at the discretion of the administration.
- 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 may be denied for students who are failing, have excessive absences and/or vacation days exceeding 5 days.
- **Excused Absence and missed work:** The number of days allowed for makeup school work will be equal to the number of days absent. Students who are seriously ill and will be out a significant amount of time should have their parent (s) contact the guidance office in order to make arrangements to obtain school work. Students who are illegally absent or unexcused from school will not have the opportunity to make up assignments/assessments that were missed for credit and will receive a zero for any such assignment given.

Tardiness:

- To participate in after-school activities, students must be in school on time on the day of the event, unless a doctor excuse is provided. Unusual circumstances will be handled at the discretion of the administration.
- Students must report to the registration table when coming in tardy and then will be directed to the attendance office/television studio.
- The student will be sent to class at the discretion of the Administration.
- Unexcused tardy minutes will accumulate. Once a student accumulates 60 unexcused minutes, those minutes will equate to a half-day unexcused absence.
- At the 5th unexcused day to school tardy, a student will receive a detention. (Board Policy)
- Any subsequent unexcused days to school tardy will result in detention, in-school suspension, and/or parental/guardian meeting.

REGULAR BELL SCHEDULE

- Students may not enter the building until 7:00 am. Students will then report directly to the cafeteria until 7:15 am at which time they may enter hallways and access lockers.

	<u>Start</u>	<u>End</u>	<u>Minutes</u>
First Bell	7:30		
Warning Bell	7:34		
1st Period	7:35	8:25	50
2nd Period	8:28	9:07	39
3rd Period	9:10	9:49	39
4th Period	9:52	10:31	39
Lunch A	10:34	11:04	30
5th Period (5B)	11:07	11:46	39
6th Period (6B)	11:49	12:28	39
7th Period	12:31	1:10	39
8th Period	1:13	1:52	39
Activity Period	1:55	2:20	25
Plan	2:20	2:59	39

	<u>Start</u>	<u>End</u>	<u>Minutes</u>
First Bell	7:30		
Warning Bell	7:34		
1st Period	7:35	8:25	50
2nd Period	8:28	9:07	39
3rd Period	9:10	9:49	39
4th Period	9:52	10:31	39
5th Period (5A)	10:34	11:13	39
Lunch B	11:16	11:46	30
6th Period (6B)	11:49	12:28	39
7th Period	12:31	1:10	39
8th Period	1:13	1:52	39
Activity Period	1:55	2:20	25
Plan	2:20	2:59	39

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3rd Period	9:10	9:49	39
4th Period	9:52	10:31	39
5th Period (5A)	10:34	11:13	39
6th Period (6A)	11:16	11:55	39
Lunch C	11:58	12:28	30
7th Period	12:31	1:10	39
8th Period	1:13	1:52	39
Activity Period	1:55	2:20	25
Plan	2:20	2:59	39

BULLYING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definition of Bullying

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Please refer to District Policy 249 for a further definition of bullying.

What to Do When You Experience or See Bullying

The intent of our high school is to eliminate bullying altogether, but at times, it occurs. Should a student feel bullied or witness bullying, he/she should immediately report it to a teacher, administrator or any adult in the building and fill out a Bullying Incident Form. The bullying form can be found on the main district website at www.mca.k12.pa.us. The district employee will ensure that the matter is addressed and or the principals are made aware of the situation.

Consequences for Violations of Policy

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school
2. Parental Conference
3. Completion of "Teaching Social Skills to Youth" writing prompt which will include response to "Be the Change" video.
4. Loss of School Privileges
5. Transfer to another school building, classroom
6. Exclusion from school-sponsored activities
7. Lunch and/or After School Detention
8. Suspension
9. Expulsion

CELL PHONES (ELECTRONIC DEVICE POLICY)

Cell phone use is permitted during the following times:

* Prior to 1st Period at 7:35

* Lunch

* Passing of classes in hallways

* Teacher discretion

The following expectations apply:

• At **NO** time can a student use their cell phone to take pictures or video without specific permission from a teacher or administrator.

- At **NO** time should cellphones be heard or used during classes, unless for instructional purposes directed by the teacher. Cell phones must be set to “silent” (not vibrate) or turned off completely during classes. Checking the time or text message is not an acceptable reason to access a phone during class.
- Students who leave classes or lunch on a pass are **NOT** permitted to use their cell phones during that time.
- At **NO** time should cellphones be used during In School Suspension, detentions or any other disciplinary setting.
- Cell phones are not to be used in restrooms, locker rooms or other areas where privacy is expected. Failure to adhere to this policy will result in an electronic device violation.

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

If students fail to comply with the cell phone expectations, the following disciplinary actions will occur.

- Violations of the above conditions will result in confiscation of the cell phone by an adult. Students are expected to comply. **Failure to relinquish the phone will result in disciplinary action, including possible suspension.** A confiscated cell phone will be locked in an administrator’s office. The phone must be picked up by a parent or guardian between the hours of 7:00-3:30 pm. First offense will result in a warning. Second offense will result in detention. Third offense will result in suspension.

Music devices (iPods, MP3 Players, etc) and Fidget Spinners will also fall under the Cell Phone Programs.

Earbuds and Headphones are **NOT** permitted during school hours. Fidget Spinners are not allowed during school hours.

- If a student phone or any other personal electronic device is in violation of the above policy, 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. Further discipline may be imposed in the discretion of the Administration, which may include revoking electronic device usage for 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**. A parent conference with a district administrator, teacher, or staff member may be held because of repeated violations of the following infractions:

Category 1 Infractions:

- Abuse of lavatory privilege
- Abuse of parking privilege
- Bullying
- Cafeteria disturbance
- Classroom disturbance
- Disrespect
- Entering hallways without a pass
- Hallway disturbance
- Inappropriate language or gestures
- Misconduct/disturbance in school, on school property, or at school-related activities
- Misuse of locker or sharing locker combinations
- Public display of affection
- Unauthorized use of electronic devices during the school day
- Unexcused lateness to class
- * Fidget spinners are not allowed (School will follow same guidelines as electronic device consequence sequence)

More serious infractions, listed below, will result in detention, in-school suspension, or out of school suspension. An initial suspension can be from one to three days, depending on the severity of the offense. Subsequent suspensions have escalating consequences. Students are responsible for any missed work or assignments. Any suspension of three days or more will require an informal hearing with a district administrator.

Category 2 Infractions:

- Abusive language, gestures, or displays
- Continued bullying
- Continued cafeteria disturbance
- Cheating
- Repeated classroom disturbance
- Continuous violation of the Dress Code or Electronic Devices Policy
- Defiance of authority
- Leaving school without permission
- Not signing in when tardy
- Verbal abuse
- Willful fighting

More serious violations, listed below, represent a violation of the law. In such cases, students are subject to civil and/or criminal penalties, as well as a suspension of up to 10-days from school for the first offense. A recommendation for expulsion will occur for possession of drugs or weapons, or for an assault of an employee. Expulsion is the permanent removal of a student from the school system by the Board of Education. A hearing with the board must be held prior to expulsion.

Category 3 Infractions:

- Abuse of controlled substance
- Arson, false alarms

- Bomb threats
- Commission of an act punishable under the state crime code
- Damaging school or student property
- Extortion
- Physical assault
- Possession of weapon (probable expulsion)
- Possession or use of tobacco on school property or at a school event. A three-day suspension for the first offense and arrest will occur.
- Theft
- Threat to harm others (may require a medical evaluation to return to school) ***See below for more information on student threats.***
- Unlawful harassment
- Vandalism

In a continued effort to maintain a safe learning environment for all students and staff, each incident relating to threats, both made in person or electronically, will be fully investigated by school administration. Mount Carmel Area School District expects all parents and guardians to discuss the seriousness of their child making any type of threat. Consequences may include suspension/expulsion from school and will include a threat assessment conducted by the School Resource Officer or local police and/or mental health evaluation by school psychologist or outside mental health professional before return to school is possible.

Parents and guardians are encouraged to access the FBI website at <http://fbi.gov> and review the #ThinkBeforeYouPost campaign for more information and valuable tips on how to discuss social media with your child.

DRESS CODE

Students are required to be dressed according to the Mount Carmel Area dress code policy (#221.) This may be a combination of the following options:

BOYS:

1. Khaki/dark navy, gray, and black slacks (No cargo or baggy style).
2. Khaki/dark navy, gray, or black shorts-approved length (No cargo or baggy style).
3. Any solid color long or short sleeve golf shirt, button down dress shirt, crew neck, V-neck with or without approved school logo (No tank tops).
4. Shoes, sneakers.
5. Approved accessories-sweaters, sweatshirts with or without hoods, turtlenecks, vests, mock turtlenecks, socks - any solid color. Any MCA Logo shirts or sweatshirts of any kind are permitted.
6. Gym clothing: sweatpants, shorts, athletic pants and appropriate shirts.
7. Underclothing is not permitted to be seen through outer clothing

GIRLS:

1. Khaki/dark navy, gray, and black slacks/capri pants (No cargo, baggy style, or low-rise).
2. Khaki/dark navy, gray, and black shorts – approved length, no more than four (4) inches above the knee. (No cargo or baggy style).
3. Any solid color long or short sleeve golf shirt, dress blouse, crew neck shirt, V-neck shirt with or without approved school logo. (No tank tops, or midriff shirts that expose the skin).

4. Shoes, sneakers.
5. Skorts, skirts, dresses, and jumpers, in khaki, dark navy blue, gray, or black must be no more than 4 inches above the knee.
6. Approved accessories – sweaters, sweatshirts with or without hoods, turtlenecks, vests or mock turtlenecks, socks, tights, stockings, or leggings with or without school logo. Any MCA Logo shirts or sweatshirts of any kind are permitted.
7. Gym clothing – sweatpants, shorts, wind pants, appropriate shirts.
8. Underclothing is not permitted to be seen through outer clothing.

General Guidelines:

1. Clothing must be of proper fit, not to exceed one (1) size beyond correct size. Hats, bandannas, headbands, gloves, chains and belts with protruding pointed studs, are not permitted. Studded jewelry or studded accessories of any kind are prohibited.
2. Mutilation, i.e., purposely cutting holes or tearing clothing is prohibited. (Any holes in pants are not allowed)
3. Jeans of any color are not permitted.
4. Jeans are not permitted on gym days.
5. Corduroy is permitted.
6. Leather clothing is not permitted.
7. No shoulder bags of any shape or size are permitted.
8. Wristlets no more than 5 inches x 8 inches may be carried.
9. Logos of any size are not allowed (Unless the logo is on any MCA shirt or sweatshirt)
10. Headbands of 2 inches or less may be worn.
11. Wearing coats during the school day is prohibited, except under certain circumstances, which will be determined by the administration.

New students entering the district shall be granted a grace period of two (2) weeks before being required to conform with the dress code.

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

Any student who violates the dress code/school standard dress code policy shall be subject to the following:

First offense: Notify parent/guardian to bring in appropriate clothing. Student will remain in the In School Suspension (ISS) Room until proper attire is provided by parent/ guardian.

Second offense: Parent/Guardian meeting is required. Student will remain in the ISS room and be assigned detention.

Third offense: Parent/Guardian meeting required. Out-of-school suspensions will occur.

Repeated violations of the standard dress code shall be treated as disruptive behavior as noted in the discipline policy.

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 1st 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, home web-pages and social media sites (facebook and twitter.)

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 / GRADUATION/ 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.

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

*** Students earning a 69% or lower in any course will disqualify the student from honor roll status.**

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 SIS. If you need to set up a user account, please contact the Technology Resources Office @339-1500 ext. 3152.
- *Student progress reports will be issued every 3 weeks*
- Report cards are issued quarterly (9 weeks) throughout the year to inform parents of their children's progress.
- Parent-teacher conferences are scheduled by teachers as needed.

Requirements:

24 credits are needed for graduation. *Only credits acquired in grade 9 through 12 are counted for graduation and GPA requirements.*

College and Career Ready:

To meet the requirements of the Pennsylvania College and Career Measures as defined by the Pennsylvania Department of Education, Mount Carmel Area will institute a new policy starting with the graduating class of 2019 and every graduating class moving forward. Beginning in the 2018-2019 school year students must produce College and Career Ready artifacts that will help guide the student with plans for after graduation. In addition to these artifacts, students will be expected to complete by the end of their junior year, completion of Work-Based Learning activities. Some activities may include: Job Shadowing, Internships, Cooperative Education Programs, Career Mentoring, Community Based Work Programs, Service Learning (unpaid) and volunteering. (Graduating 2019 seniors will complete during the 2018-2019 school year.) More information on acceptable Work-Based Learning activities will be provided by the guidance office. The Work-Based Learning activity can be completed in conjunction with the students' senior project.

Senior Projects:

Each student will complete a project in one or more areas of concentrated study under the guidance of the high school faculty. The purpose of the student project is to assure attainment of skills in application, analysis, synthesis, and evaluation of information, and the communication of significant knowledge and understanding. Projects may be completed by individuals or groups of no more than four members. All criteria for this project are defined in the district Senior Project Packet which can be picked up in the high school office.

Retention:

At the secondary level, a student may be considered for retention if he/she is failing (2) major subjects: reading, language arts, mathematics, social studies, and science, for the year and has not been retained already in that grade. At the Junior-High level, students that fail three or more credits may have to repeat the school year. (Reminder that Math and ELA count as double credit.) All parental requests for retention recommendations must be made by May 15th. Parental requests must come in writing and supported in writing by an independent evaluation or a physician's recommendation.

HONOR SOCIETY

National Honor Society Eligibility Requirements Summary

(New policy for Class of 2020 and moving forward)

In order to actually become a member and be officially inducted into the National Honor Society in 10th grade, a student must meet the scholarship, leadership, service, and character requirements described below:

- Must attain a truncated 93 cumulative average at the end of each induction period
- Must meet honor roll requirements during induction period (to meet honor roll requirements, student's report card cannot have any D's or F's during any marking period)
- Must demonstrate leadership by participating in at least two extracurricular activities (in or out of school)
- Must complete at least 20 hours of community service
- Must meet character requirements in five faculty evaluations
- Must not be involved in any major/repeated discipline issues

National Honor Society (Grandfathered for current Junior and Senior class)

- Must have truncated 90% **overall** cumulative average
- Must have made honor roll for 3rd and 4th marking periods of last school year
- Must have made honor roll for 1st and 2nd marking periods of this school year

National Junior Honor Society Requirements

- 1) Must have a GPA of 90 or higher at the end of last school year
- 2) 1st Marking Period Honor Roll this year
- 3) 2nd Marking Period Honor Roll this year
- 4) Must not be involved in any major/repeated discipline issues

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.

STUDENTS WITH DISABILITIES

In compliance with state and federal law, the Mount Carmel Area School District will provide services to each protected student with disability, 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 benefits 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 students with disabilities 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.

METAL DETECTOR OPERATION FOR MOUNT CARMEL AREA JR.-SR. HIGH SCHOOL

The Board recognizes that the educational environment of the schools is an important factor in the student's ability to learn and a teacher to teach. Weapons and drugs in the schools, on school grounds, and in the surrounding communities are a danger to that environment and learning has suffered as a result. Through this procedure, it is the hope and desire of the Board to foster a proper educational environment for all students and to help promote the safety and welfare of students, staff, and visitors by authorizing Mount Carmel Area School District to conduct metal detector screenings of anyone entering the Jr.-Sr. High School building daily.

Searches are conducted for the district's purposes and not for the primary purpose of gathering evidence or instituting criminal proceedings; however, if a weapon and/or illegal item(s) are found, the appropriate law enforcement authorities shall be notified and the student or adult with a weapon and/or illegal items(s) shall face the penalties set forth in the Board policies and State laws.

In conjunction with using the metal detectors, school personnel may inspect the contents of any backpack, book bag, purse, or parcel for the limited purpose of determining whether a weapon is concealed therein, in accordance with Board policy. In the event a further search is necessary, the student and/or visitor will be removed to a private location. In cases involving students, a parent and guardian will be called prior to continued search. The parent/guardian will be given the option to be present for extended search, unless school staff believes immediate danger to safety of students exist. A student and/or visitor can be refused admittance for refusing to follow metal detector operation protocol.

NORTHUMBERLAND COUNTY CAREER AND TECHNICAL CENTER

Students in the Mount Carmel Area School District are able to attend the Northumberland County Career and Technology Center beginning in 10th grade. Two options exist for students to attend the Northumberland County CTC. Students can attend either half days in grades 10, 11, and 12 OR for a full day in grade 12. A variety of shop choices are provided in order to meet the needs of individual students.

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

For more information on course offerings at the NCCTC please visit www.mca.k12.pa.us or <https://www.ncavts.org/>

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/KEYSTONE STATE ASSESSMENTS

Pennsylvania has adopted the Common Core State Standards (PA Core) as the academic standards to identify what a student should know and be able to do at varying grade levels. The Common Core State Standards (CCSS) is a state-led effort to establish a single set of clear educational standards for English-language arts (ELA) and Mathematics that states can share and voluntarily adopt. CCSS were developed in collaboration with teachers, school administrators, and experts, to provide a clear and consistent framework to prepare our children for college and the workforce. Individual student scores can be used to assist teachers in identifying students who may be in need of additional educational opportunities, and school scores provide information to schools and districts for curriculum and instruction improvement discussions and planning.

Pennsylvania School of Student Assessment (PSSA)

The annual Pennsylvania System of School Assessment (PSSA) is a standards-based criterion referenced assessment used to measure a student's academic performance. Every Pennsylvania student in grades 3 through 8 is assessed in reading and math. Every Pennsylvania student in grades 5 and 8 is assessed in writing. Every Pennsylvania student in grades 4 and 8 is assessed in science.

Keystone Exams

With the adoption of CCSS, Keystone Exams will serve as one component of Pennsylvania's new system of high school graduation requirements. The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra I, Literature, English Composition and Biology.

For the graduating classes of 2019, students must demonstrate successful completion of secondary-level course work in Algebra I, Biology and English Composition, in which the Keystone Exam serves as the final course exam.

PSSA Testing Window for 2018-2019

Assessment	Dates	Grades
English Language Arts	April 15 – 26, 2019	Grades 3 - 8
Mathematics	April 29 – May 3, 2019	Grades 3 - 8
Science	April 29 – May 3, 2019	Grades 4 and 8
Make-up	April 29 – May 3, 2019	

KEYSTONE EXAM ADMINISTRATION

Winter:

Wave 1: December 3 - 14, 2018 Algebra I, Biology, Literature

Wave 2: January 7 - 18, 2019 Algebra I, Biology, Literature

Spring:

May 13 - 24, 2019 Algebra I, Biology, Literature

SCHOOL LUNCH/BREAKFAST PRICES

The Mount Carmel Area School District utilizes a computerized system (caf-trac) for tracking of student lunch purchases and account balances. Each student is provided with a personal identification number (PIN) that is to be used when making purchases from his/her caf-trac account. This system ensures both privacy for students receiving free or reduced meal prices, as well as, an accurate accounting of all transactions in individual lunch accounts. Deposits may be made daily into students' caf-trac accounts by cash, check or money order. Overdrawn account limitations and charging of meal procedures have been adopted by the Mount Carmel Area School District and are listed below.

1. Students may not carry a negative balance in their lunch account for more than 3 days.
2. Students will not be permitted to charge ala carte purchases.
3. Students with a negative lunch account balance will not receive a report card until the balance due is paid.
4. Diplomas will be withheld for any graduating senior with a negative lunch account balance.

5. Class schedules will be not be distributed to students with a negative lunch account balance.

Students are informed of their lunch balance each day when paying for lunch purchases. An automated call system is used to notify parents of low or negative balances in their child's lunch account.

The Mount Carmel Area School District may refer negative account balances of \$25.00 or more for legal collection activity. All fees incurred during this process are the responsibility of the parent/guardian. In addition, bank fees charged for returned checks are the responsibility of the drawer. Checks will not be accepted from any party after three returns for non-sufficient funds.

Applications for free or reduced meal prices may be completed online at any time during the school year. Parent/guardians are encouraged to contact the food service department at 570-339-1500 ext. 3174 with any questions.

SCHOOL LUNCH PRICES FOR THE CURRENT YEAR

Lunch	\$1.80	Breakfast	\$1.10
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.

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.

SAP Team members for the 2018-2019 school year include:

<u>Administration:</u>	Mrs. Lisa Varano, <i>HS Principal</i> Mr. Pete Cheddar, <i>Junior High Principal</i>
<u>Guidance Counselors:</u>	Mrs. Anne Darrup Mrs. Erica Nestico
<u>School Nurse:</u>	Mrs. Leanne Ryan
<u>Social Worker:</u>	Mrs. Carole Lubeski
<u>Teachers:</u>	Mrs. Jennifer Biddinger
<u>Outside Agencies:</u>	
<u>Northumberland County MH:</u>	Mr. William Brecker
<u>SBBH</u>	Mr. Joshua Burns

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

STUDENT RECORDS

Parents or legal guardians 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.

SUMMER SCHOOL

- Summer school for junior high 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. For more information please contact the principal 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.

TORNADO eLEARNING ACADEMY (TELA)

TELA is a comprehensive K –12 curriculum delivered in an online format. In addition to providing individualized scheduling and pacing for students, the Tornado eLearning Academy is able to offer unique opportunities that are unavailable from other cyber charter schools.

- The Academy offers a fully blended approach to learning. All students have the opportunity to participate in any District run program such as vo-tech education, music, clubs, athletics, etc. Students are a part of the Mount Carmel Area community and have access to the opportunities afforded to students who attend our elementary and junior/senior high school.
- Students who graduate from the Tornado eLearning Academy will receive a Mount Carmel Area High School diploma and will be able to participate at commencement ceremonies with other members of the graduating class.
- A unique aspect of the Academy is our commitment to work in a collaborative partnership that allows prospective students and families to access the District’s resources and services in a way that suits their individual needs.

For more information on TELA contact the principal or guidance office.

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 1 violations which occur on or near the vehicle, will result in:

- 1st offense: conduct warning to parents

- 2nd offense: one to three day bus suspension
- 3rd offense: three to ten day bus suspension

CATEGORY 1 violations:

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

CATEGORY 2 violations will result in:

- Automatic three-day bus suspension
- Possible extended bus suspension and/or permanent expulsion

CATEGORY 2 violations:

- Destruction of property
- Fighting, pushing, tripping
- Possession of tobacco products (probable arrest)
- Serious violation of safety procedures
- * The Weapons Policy (218.1) adopted by the district will be followed.

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.

TECHNOLOGY RESOURCES

The MCASD has varied technological resources available to assist you in research and learning. A link for many of these resources is accessible through the home page.

TV STUDIO

The MCA TV Studio broadcasts live school news daily, 7:35 – 7:50 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 bus



Parental Acknowledgement

By signing below, I acknowledge that I have received the Mount Carmel Area School District 2018-2019 handbook. I have read, understand, and will comply with all district policies and procedures described in this handbook.

Parent (print name): _____

Parent email address (s): _____

Parent's Signature: _____

Student's Name: _____

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