MECHANICSBURG
AREA SENIOR HIGH SCHOOL

STUDENT HANDBOOK & CODE OF CONDUCT

2026–2027

OUR MISSION STATEMENT

THE MISSION OF THE MECHANICSBURG AREA SCHOOL DISTRICT IS TO DEVELOP:

- RESILIENT, SELF-DIRECTED LEARNERS ABLE TO ACHIEVE PERSONAL GOALS
- CRITICAL AND CREATIVE THINKERS CAPABLE OF TRANSFERRING KNOWLEDGE TO NEW SITUATIONS
- COLLABORATIVE TEAM PLAYERS WITH EFFECTIVE COMMUNICATION SKILLS
- PRODUCTIVE, RESPONSIBLE CITIZENS IN A DIVERSE AND EVER-CHANGING GLOBAL SOCIETY

OUR VISION

A LEARNING COMMUNITY INSPIRED TO EXPLORE ~ EMPOWERED TO INNOVATE

MAKE IT COUNT, WILDCATS!

Mechanicsburg Area Senior High School

MASH WILDCATS

Responsible
Overcome Challenges
Attitude/Approach
Reinforce Safety

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BOARD OF SCHOOL DIRECTORS

A nine-member Board of School Directors is responsible for the operation of Mechanicsburg Area Schools. The School Board delegates administrative responsibilities as the proper performance of their duty may require.

Members of the Board of School Directors

Mr. Richard J. Bradley, President
Mrs. Tracy L. Morgan, Vice President
Mrs. Katie Dang
Mr. Peter Frengel
Mrs. Julie Huff
Mrs. Deborah Kearns
Mr. Jason Kichline
Dr. Layne Lebo
Mrs. Morgan Strehlow

Non-Voting Members

Dr. Andrew Bitz, Superintendent
Mrs. Bobbi Eli
Mrs. Chrsitine Haldeman
Mrs. Jennifer Schweighart
Mr. Gareth Pahouka, Esq., Solicitor

DISTRICT ADMINISTRATORS

Dr. Andrew Bitz	Superintendent
Dr. Christopher Bowman	Assistant Superintendent
Mr. Greg Longwell	Assistant Superintendent / CFO
Mrs. Sherri Woodall	Director of Organizational Development/Secondary
Mrs. Adrianna Brumbaugh	Supervisor of Secondary Curriculum
Mrs. Bethany Bridges	Director of Student Services
Mr. Jeremy Eastman	Supervisor of Student Services
Mrs. Jaime Bott	Director of Special Education
Mr. Mark Miller	Supervisor of Special Education

MASH ADMINISTRATION

Mr. Joseph P. Reidy	Principal
Mr. Cody Marker	Assistant Principal
Dr. Kelly Mefford	Assistant Principal
Mrs. Sunada Roberts	Assistant Principal
Mr. Seth Pehanich	Athletic Director
Mr. Robert Strickler	Assistant Athletic Director

MASH ADMINISTRATIVE SUPPORT

Mrs. Katrina Collins	Administrative Assistant to the Principal
Mrs. Jaclyn Brammer	Administrative Assistant to the Assistant Principals
Mrs. Karyn Lombardi	Administrative Assistant to the HS and Athletics
Ms. Salina Touhey	Secretary to the HS Office
Ms. Lisa Gaffney	Counseling Secretary
Ms. Joanne Johnson	Attendance Secretary

COUNSELING & CAREERS

Mrs. Kaitlin Walsh-Tankersley	A - D	Counselor
Mrs. Katie Jenner	E - K	Counselor
Mr. Joel Covert	L - R	Counselor
Mrs. Kristie Socha	S - Z	Counselor
Mrs. Beth Mauer	Social Worker	
Ms. Natasha Clever	Career Education Workforce Coordinator	
Mr. Jeff Luttermoser	School to Career Coordinator	

HEALTH PERSONNEL

Dr. Joe Andrie	School Physician
Mrs. Amy Driver	Athletic Trainer
Mrs. Deb Haines	School Nurse
Ms. Kelly Wardle	School Nurse

DISTRICT RESOURCE OFFICERS

Officer Tyler Reitz	Mechanicsburg Police Department
Officer Michelle Chittester	Mechanicsburg Police Department

SENIOR HIGH SCHOOL STAFF (* = Department Chair)

Art
Mrs. Lynette Giblin
Ms. Lily Klos
Mr. Michael Williams

Business Education
Mrs. Rebecca Erikson
Mr. Seamus Hanrahan
Mr. Austin Hobbs
Mr. Justin Notario

English
Mrs. Jessica Atkinson*
Mrs. Shannon Brown
Mrs. Tricia Donley
Mrs. Jaclyn Gingrich
Mrs. Michelle Heiser
Mrs. Megan Heisler
Mrs. Julie Ebling
Mrs. Kulp
Ms. Remy Murray
Mr. Matthew Murry
Mr. Matthew Smith

ELD
Mrs. Leigh Ann Chow
Mrs. Hillary Powery

Family & Consumer Science
Ms. Isabella Benner
Mrs. Jennie Brokenshire
Ms. Jacey Costello
Ms. Kat Marquiss

World Languages
Ms. Adrianna Clinton*
Ms. Corrine Charrier
Mr. Christian Gonze
Ms. Callie Moyer
Mrs. Viviana Stokes-Mendoza
Mrs. Jennifer Vogelsong
Ms. Abigail Worthington

Health/PE:
Mr. Ryan Brown*
Ms. Alexa Barr
Mrs. Jennifer Condon
Ms. Rebekkah Davis
Mr. Jason Minnich
Ms. Selena Sollenberger
Ms. Sadie Wilkinson

LEARN
Mrs. Nichole Hartman
Mr. Dave Heckard

Library Media Center
Ms. Meaghan Sabatini

Mathematics
Mr. Andrew Vriens*
Mr. Michael Berry
Mr. Thomas Durika
Mr. Kyle Edwards
Mrs. Renee Gonder
Mr. Brian Hage
Mr. Christopher Leipert
Mrs.. Ashley Mack
Mr. Steve Morisani
Ms. Jillian Stoltzfus
Mrs. Tara Wildmann

Music
Mr. Gordon Kaslusky*
Mr. Ben Goldsborough
Mrs. LaShae Willits.

OLL
Ms. Kristen Gross
Mrs. Marie Rouner

Tech Ed:
Mr. David Goss
Dr. Charles Kembring
Mr. James Statler

Reading
Mrs. Rachel Northey

Science
Dr. Nathan Einsig*
Mr. Joel Brown
Mr. Jeff Devenney
Mrs. Darlene Dierwechter
Ms. Jennah Hoke
Ms. Jaclyn Kelly
Mr. Steven Laudenslager
Mr. Matthew Marshall
Mrs. Julie McCrea
Mr. Jason Pinos
Mr. Wyatt Richard
Mrs. Catherine Tyson-Osif
Ms. Aurora Wilson

Social Studies
Mr. Clay McAllister*
Mrs. Katie Christ
Ms. Anna Crisci
Mr. Todd Gayman
Mrs. Andrew Koman
Mr. Mark McManus
Mr. Sean O'Malley
Mrs. Ray-Budman
Mr. Anthony Rose
Ms. Megan Sukosky
Mr. Joshua Tuckey
Mr. Andrew Walters
Mrs. Pamela Weidman
Mrs. Allison Whitman

Special Education
Ms. Kalie Arvey
Mrs. Kristina Ausherman
Mr. Daniel Bingaman
Mrs. Christine Beals
Ms. Lydia Cable
Mrs. Karen Diegel
Mrs. Tracy Hipple
Mr. Joseph Hoover
Ms. Caroline Reed
Mr. Scott Seidle
Mrs. Mindy Shively

BELL SCHEDULES

MASH Bell Schedules – 2026-2027

Staff Day = 8:00 AM – 3:30 PM

Student Arrival = 8:00-8:20

Cycle Days 1 - 5

PERIOD	TIME
1	8:20 – 9:45
2	9:50 – 11:15
3	11:15 – 1:15 Lunch 1 11:15 - 11:45CTC, FCS, TE, Art,300s, 400s Lunch 2 11:45 - 12:15 200 Block Lunch 3 12:15-12:45 100 Block Lunch 4 12:45 -1:15 Music, PE, Science
4	1:20 – 2:45
I/E	2:45 – 3:15

Cycle Day 6

PERIOD	TIME
5	8:20 – 9:45
1	9:50 – 10:30
2	10:35 – 11:15
6	11:15 – 1:15 Lunch 1 11:15 - 11:45 CTC, FCS, TE, Art,300s, 400s Lunch 2 11:45 - 12:15 200 Block Lunch 3 12:15 - 12:45 100 Block Lunch 4 12:45 -1:15 Music, PE, Science
3	1:20 – 2:00
4	2:05 – 2:45
I/E	2:45 – 3:15

****Please note: I/E is for all 9th-11th graders and may apply to specific seniors.**

C.R.E.W Schedule

PERIOD	TIME
1	8:20 – 9:35
2	9:40 – 10:55
CREW	11:00 – 11:25
3	11:25 – 1:25 Lunch 1 11:25 - 11:55CTC, FCS, TE, Art, 300s, 400s Lunch 2 11:55 - 12:25 200 Block Lunch 3 12:25 - 12:55 100 Block Lunch 4 12:55 - 1:25 Music, PE, Science
4	1:30 – 2:45
I/E	2:45 – 3:15

2-Hour Delay Schedule Days 1-5

PERIOD	TIME
1 / 2	10:20 – 11:15
2 / 1	11:20 – 1:20 Lunch 1 11:20 - 11:50 FCS, TE, Art, 300s, 400s Lunch 2 11:50 - 12:20 200 Block Lunch 3 12:20 - 12:50 100 Block Lunch 4 12:50 - 1:20 Music, PE, Science
3	1:25 – 2:20
4	2:25 – 3:15

2-Hour Delay Schedule Days 6

PERIOD	TIME
5	10:20 – 10:50
1	10:55-11:25
6	11:30-1:30 Lunch 1 11:30 – 12:00 CTC, FCS, TE, Art, 300s,400s Lunch 2 12:00 - 12:30 200 Block Lunch 3 12:30 - 1:00 100 Block Lunch 4 1:00 - 1:30 Music, PE, Science
2	1:35 - 2:05
3	2:10 – 2:40
4	2:45 – 3:15

SCHOOL CANCELLATIONS OR DELAYS

On days of inclement weather any cancellation or delay will be announced on the local radio stations. The following plans may be in effect.

Two-hour delay: bus schedules and start of school set back two hours.

School canceled: school will not be held that day.

KEYSTONE EXAMS

Act 158 of 2018 (Act 158), provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) for a student to achieve statewide graduation requirements. Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness.

Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams to meet the statewide graduation requirement, students must take the Keystone Exams for purposes of federal accountability.

Administration and school counselors will be in communication with families and students regarding pathways.

A student's performance on the Keystone tests will result in one of the following performance level ratings in each area tested:

Advanced: Superior academic performance indicating an in-depth understanding and exemplary display of the skills included in Pennsylvania's Academic Standards.

Proficient: Satisfactory academic performance indicating a solid understanding and adequate display of the skills included in Pennsylvania's Academic Standards.

Basic: Marginal academic performance, work approaching, but not yet reaching satisfactory performance. Performance indicates a partial understanding and limited display of the skills in Pennsylvania's Academic Standards.

Below Basic: Inadequate academic performance that indicates little understanding and minimal display of the skills included in Pennsylvania's Academic Standards.

Educational Trip and College Visit requests will not be granted for students requesting to be absent on dates they are scheduled to be taking ***standardized tests, or course finals.***

***Dates for specific tests will be posted at a later time.**

RELEASE OF DIRECTORY INFORMATION

Federal laws require the school district to release **names, addresses, and telephone numbers** of secondary school students to military recruiters. However, students who are 18 years old or older, and the parent/guardian of any student who is less than 18, may opt out of such disclosure if they do not want their directory information to be released to a military recruiter. The opportunity to opt out of this requirement will be provided at the beginning of the year.

BUILDING SECURITY

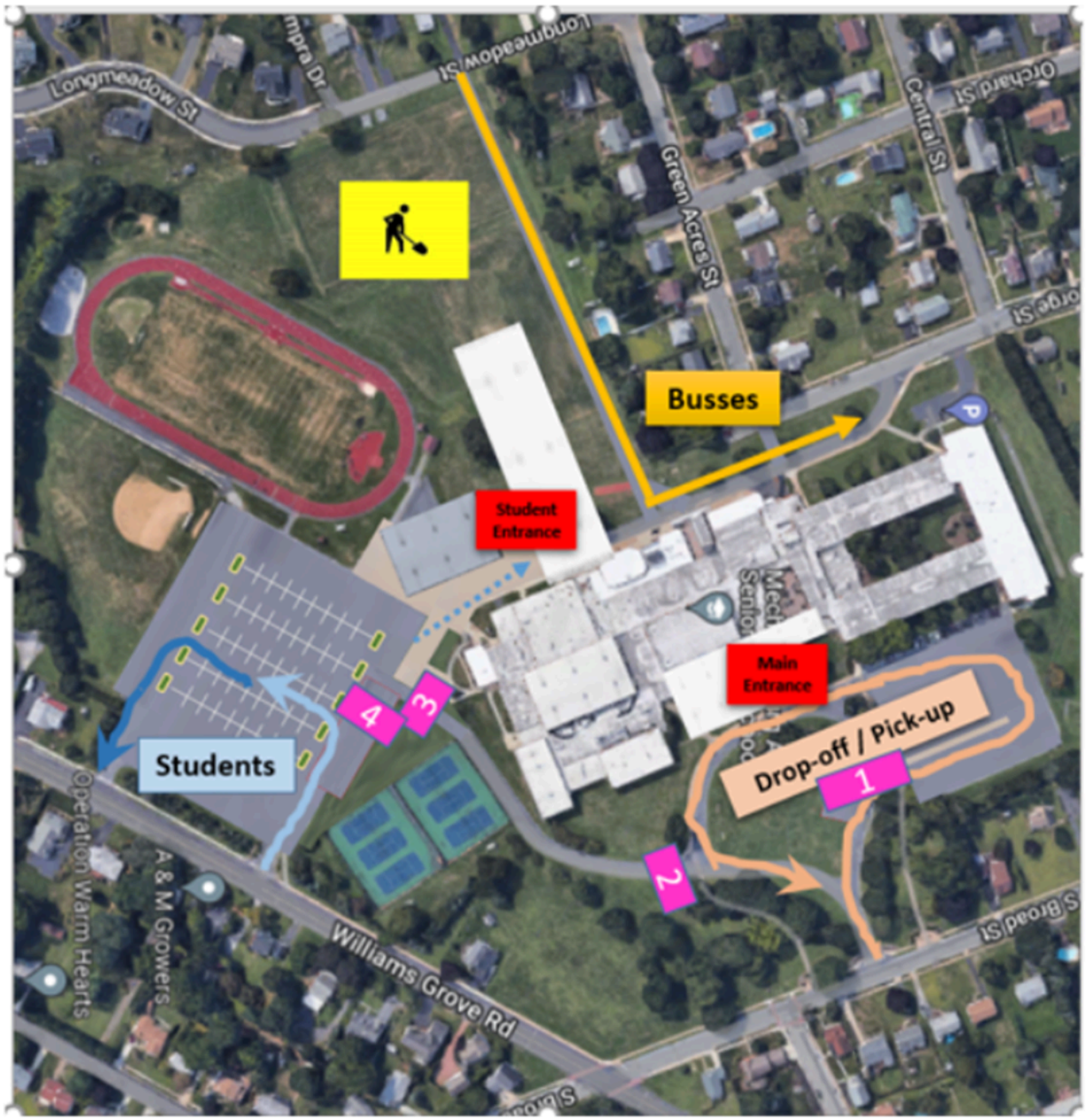
The doors to the high school will be opened for students at 8:00AM. Students are not permitted in the building prior to 8:00 AM unless specific arrangements for meetings with administration have been made. Students entering the building after 8:00AM must report directly to their period 1 class. Grab and Go breakfast options are available in the cafeteria and should be eaten during the first period.

Following dismissal it is expected that students will vacate the building unless they have official school business that requires them to remain in the building (work in the Library, meet with teachers, participate in extracurriculars, etc.).

Students may not prop open any door or entrance or allow any unauthorized person to enter the building. Violation of this rule may lead to disciplinary action. All visitors to the high school must enter the building through the main office.

PARENT DROP-OFF & PICK-UP

If students are transported to school by parents, they are to be dropped-off in the designated drop-off area. At no time are parents to drop-off or pick-up students in the bus zone.



*Patterns are subject to change, and updates will be communicated in advance of any change.

BUS CONDUCT

Proper student conduct on school buses is essential to the health and safety of all students. Persistent misbehavior on the part of any student may result in the revocation of the privilege to ride the school bus. Should a student lose the privilege, it becomes the responsibility of the parent or guardian to provide transportation.

The driver of the bus has the authority to direct students with regard to bus behavior and to assign seats where appropriate. Behavior infractions will be reported to the appropriate administrator. In the event that behavior is

such that it is, in the judgment of the driver, unsafe to proceed, the driver can stop the bus in a safe area and request assistance from the police and/or the appropriate school administrator. The following rules regarding bus behavior will apply:

1. Students must be loaded and unloaded only at school loading stations and designated bus stops approved by the school board and assigned by the Transportation Office.
2. Students should proceed quickly and in an orderly fashion when boarding/disembarking the bus.
3. Students must maintain an acceptable level of noise and refrain from singing, shouting, or cheering so as not to distract the driver.
4. Students must remain seated while the bus is in motion.
5. Students must not extend arms or other body parts out the windows.
6. Students must not throw objects inside the bus or out the windows.
7. The aisle must be kept clear; books and other belongings should be held by the students, or properly stowed out of the way.
8. Students must be on time at bus stop locations at home and school. They should leave home in time to reach the bus stop FIVE to TEN minutes before scheduled pick-ups and avoid playing or loitering on the highway/roadway while waiting for the bus.
9. Students are not permitted to leave the bus except at their regularly assigned stops unless they have written permission from a school administrator.
10. After arriving at school either by school bus or by private transportation, students must remain on school property until dismissed.
11. Students may ride only their assigned bus. Requests for bus passes for visitors or to ride alternate busses will not be granted.
12. Students may not eat, drink or chew gum on the bus.
13. Animals may not be transported on the bus.
14. Skateboards may not be transported on the bus.

Pursuant to Board Policy 810.3, students are subject to audio and video recording on school buses and/or vehicles to monitor behavior for security and disciplinary reasons. Recordings may be used as evidence in student discipline hearings and may be turned over to law enforcement officials when appropriate.

STUDENT VEHICLES

(MASD Board Policy #223)

Any student who plans to park on school property must first secure a parking permit—to show that his/her vehicle has been registered with the high school office. Registration applications are available in the office with the most current registration fees. **Checks should be made payable to MASD**. Students must submit a new registration application each year.

All students who drive to school are requested to park on school property and expected to abide by the following regulations:

1. Any motor vehicle you drive to school and park on school property **must** be registered with the high school office. This registration is valid for the current school year. Vehicles not registered may be fined and/or towed at the owner's expense.
2. Drivers must have a valid Pennsylvania license/permit to obtain a parking permit with the permission of his/her parent/guardian.
3. The vehicle **must** display a parking permit in the rear window in the left-hand bottom corner. Failure to display a parking permit and/or update vehicle registration information may result in a fine (students must notify the high school secretary if they drive an unregistered vehicle to school, or if the student changes the vehicle license plate).

4. Only vehicles registered with the school may be parked in the student lot between 7:30 a.m. and 3:20 p.m. on days when school is in session. Tags are **not** transferable to other students and must be returned to the high school office if you are no longer parking on school property.
5. Changes to vehicle registration (new car/new license plate, etc.) must be made in the high school office prior to the first period.
6. Lost tags will be replaced at a fee of $5.00
7. Students with outstanding financial obligations and/or disciplinary obligations are not eligible to apply for parking permits until the obligations have been satisfied in full.
8. Only as many permits will be issued as there are spaces in the parking lot.
9. You are not to loiter in your vehicle or in the parking lot after you have arrived at school.
10. Vehicles may not be used during the school day without permission from the office.
11. You must observe all state and local traffic regulations and **ALL traffic signs**. The campus speed limit is **15 MPH**.
12. If you are parked on school property, anywhere other than the student parking lot you may be fined and/or your vehicle towed.
13. Students are not to park in the first row. These spaces are reserved for faculty.
14. Students may be fined $10.00 for the following reasons (an additional processing fee of $10 will be applied **per ticket**):
    - No parking permit displayed.
    - Vehicle not registered.
    - Unauthorized use of another student's permit.
    - Vehicle parked improperly (not in a designated space in the student lot).
15. **Parking on school property is a privilege that can be revoked for violation of applicable school rules or local laws. Permits may be revoked without refund for the following reasons:**
    - Three or more tardies to school – suspension of privilege may be enforced
    - More than one AEA assignment – parking permit may be suspended or revoked.
    - One or more OSS assignments – permits may be suspended or revoked.
    - Outstanding financial and/or disciplinary obligations.
16. Any student who drives recklessly on school property or who possesses/uses another student's parking permit will be subject to school disciplinary action, loss of parking privileges, and a fine.
17. Parking on school property is done at the driver's own risk. MASD is not responsible for any damage or vandalism that may occur to a student vehicle, nor is it responsible for any theft from vehicles.
18. Should an accident, dent, scratch, etc. happen to another vehicle at the mistake of a student driver, the expectation is for the person who made the mistake to report to the main office and make administration aware. Failure to take responsibility and make office staff aware, could result in consequences that would result in driving/parking privileges to be revoked.

School officials and the local police regularly patrol the student parking lot. Automobiles on school district property are subject to searches. Search and seizure procedures may be assisted with the use of certified scent dogs under the authority of the Mechanicsburg and Upper Allen Police Departments. Objects, materials or substances recovered in a search of a student vehicle may be used as evidence against students in disciplinary, juvenile or criminal proceedings.

Any driver who parks in a designated "No Parking" zone may be fined and/or the vehicle may be towed at the driver's expense.

Vehicular traffic (except for school buses and other authorized vehicles) is prohibited on the bus ramp**. Drivers must exit the student parking lot via the Williams Grove Road exit or the Broad Street exit.**

BICYCLES

If a student rides a bicycle to school, he/she is expected to lock the bike on the bicycle racks that are provided in the front of the building. Bicycles are not to be brought into the building.

Please remember that a bicyclist is considered to be a moving vehicle, not a pedestrian. Bicyclists are expected to ride with the traffic and obey all traffic rules.

The speed limit on school property is 15 MPH

EMERGENCY DRILLS/SITUATIONS

Fire Alarm Bell: Upon the sounding of the fire alarm bell, all occupants should remain in place until instructions are provided via the public address system. Students should follow staff and PA instructions while also using situational awareness to respond to an immediate threat. If you are instructed to exit the building, then you should exit your classroom in a single file – in a quiet orderly fashion. Quickly proceed through the hallway to the exit designated for your classroom and meet your teacher at the assigned gathering location outside so attendance can be taken. Do not go to your locker! Doors and windows should be closed.

Bomb/Terroristic Threat: In the event of a bomb threat you will be directed via the public address system. You may be asked to leave your books, get your coats, leave your locker doors open, and file out of the building using the fire drill procedure. If the building is evacuated, classes will resume only after certified emergency personnel have deemed the building safe. Instructional time lost as a result of a bomb threat may be made up.

In cooperation with the telephone company, the state and local police will investigate all bomb threats. Anyone found guilty of making such a threat will be prosecuted and subjected to school disciplinary measures as described in the Code of Conduct (pursuant to MASD Board Policy #218.2).

Code Blue: In the event of a medical emergency, an announcement will be made for a "Code Blue" in a given location. All students should remain in place until instructed otherwise.

Secure in Place: In the event of a secure in place, students should remain in their locations until instructed otherwise. Teachers will continue with instruction to the fullest extent possible. Students are not permitted to leave without administrative permission. Students will be kept away from doors and windows - students should not be out of their seats attempting to see what is going on in the hallways.

Lockdown: In the event of a lockdown, all students will be moved out of sight from the viewpoint of the hallway. Students are to remain quiet and still. Students will remain in a secured position until a school official or police informs them otherwise. If the fire alarm sounds, students are to stay put and not leave the room.

Severe Weather Emergencies: Weather emergencies will be announced via the public address system.
In the event of severe weather, students and staff will be instructed, via announcement, to report to areas of the building on the first floor that are relatively safe and free from glass. Students and staff may be instructed to get into a take cover position – kneeling facing down and head covered with hands behind.

WORK PERMITS

A student who is less than eighteen years old and gets a job must have a work permit. A student can obtain an application for a work permit by bringing a copy of his/her **birth certificate, driver's permit/license, or passport** to the high school office. This application consists of sections to be completed by:

- the office personnel
- the student's parent or guardian

The application, when completed by all parties, must be returned to the high school office. Students who are 14 through 17 years of age will receive a Transferable Work Permit (wallet size). Students who are 18 years old or older do not need a work permit.

School Breakfast and Lunch programs

The Mechanicsburg Area School District participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). All meals meet the nutritional requirements set by the USDA Food and Nutrition Service to support children's health growth and development.

Mechanicsburg Area School District offers nutritious meals every school day.

Breakfast is Free; Lunch costs $3.10. Menus can be viewed on the District's website at www.mbgsd.org.

Breakfast

First chance breakfast runs from 8:00 to 8:18 AM. However, breakfast will be offered to students riding a late bus should it arrive after this time period, as long as students have a pass from the office or administration. Additionally, if a student is in need of further food assistance, they should contact their school counselor.

Students must present their student ID in all cashier lines or insert their student ID number into the computer system at the register. In accordance with the district's Wellness Policy, all foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Any food or beverage item consumed in the food service area from the beginning of the school day until the end of the last lunch period will be limited to items sold by the food service department, except items brought from home that normally would be considered a "bag" lunch. Any food or beverage item purchased or ordered from outside of the school premises by students, parents, or staff members will not be allowed from the beginning of the school day until the end of the last lunch period. Students may not schedule food delivery services during lunch or any other time throughout the school day (i.e. Door Dash). The scheduling of "birthday" parties and the delivery of food prepared outside the food service department by parents or others will not be allowed during lunch periods. **Parents are asked to contact Karin Marlin, Food Service Director, at 717-691-3437 or kmarlin@mbgsd.org if they have questions about the school meal programs.**

CAFETERIA GUIDELINES

After you are finished eating, you are expected to dispose of all trash and take your tray to the window at the front of the cafeteria. During the lunch period, you may change seats freely within the cafeteria, but must remain in a seat until the bell rings to signify the end of the lunch period. There will be no standing at the exits before the bell rings. Students may not leave the cafeteria, commons or adjoining hallways without permission, Students desiring to leave the cafeteria/commons area must have a pass signed by a cafeteria monitor. If the weather is favorable, students may use the adjacent (outside) courtyard. Food and drink are not permitted in the courtyard.

CHROMEBOOKS AND OTHER BORROWED MATERIALS

You are responsible for returning all student technology (Chromebook and charger), textbooks, library books, and other instructional materials **such as your student devices** that you borrow (you must return the **same** textbook that you are issued, as confirmed by the textbook number recorded on the book receipt). You are responsible for charging your device the night before, and are encouraged to bring it with you at all times. You should note any damage that exists when you are assigned the book, and record this information on the book receipt. You will be billed the **full replacement** cost for any books/materials that you do not return, or that have been damaged beyond repair. If the book is damaged but still usable, the subject teacher shall determine the amount of the bill based on the extent of the damage.

LOCKERS (Hall Lockers & PE Lockers)

Students are provided with the **option** of using a locker during the academic school year. Information on how to register for lockers will be shared during the first days of school. Registration for lockers will take place in the main office thereafter. Students will be responsible for the care and maintenance of their assigned lockers. Students are not permitted to use or maintain more than one locker during the school term and may not share lockers with other students. Having lockers is a privilege that can be revoked for misuse (this includes physical education lockers).

Day Use Lockers are available for students, especially students that are involved in extracurricular activities. Students simply need to scan the sign at the day use locker area by using the QR code and following the instructions, and for determining a code for the locker. Students should not use the lockers if they do not scan the QR code and follow instructions. Violating this expectation could result in the privilege being revoked for a time to be determined by administration.

Students are specifically advised that they should have no expectation of privacy with respect to their use of school lockers which are subject to random, periodic, and/or sweeping inspections and searches (including the use of certified scent dogs), consistent with MASD Policy #226 – Searches. Objects, materials or substances recovered during a locker search may be used as evidence against the student in disciplinary proceedings.

PERSONAL PROPERTY / LOST & FOUND

Students are discouraged from bringing items of value to school (personal value or monetary value). Lost & Found – clothing items turned in are placed in the clothing box in the cafeteria and valuable items turned in are kept in the high school office. The school district is not responsible for personal property that is damaged, lost, or stolen.

The MASH Presence Initiative

MASH is committed to helping students develop responsible, ethical, and informed decision-making, including healthy and responsible technology habits.

🔴 Red Zone — Learning First

During instructional and student support time (i.e. study halls, media center, office spaces), personal communication and connectivity devices must be off, away in a phone caddy within the red zone location, and out of use, unless specifically authorized by administration. This includes smartphones, smartwatches, smartglasses, earbuds, and similar devices.

🟢 Green Zone — Purposeful Use

Personal devices may be used appropriately in designated non-instructional spaces, including lunch in the cafeteria, transitions between classes, and the Commons. Students are expected to use devices responsibly and respectfully.

Students are also expected to follow all school expectations regarding recording, communication, and responsible technology use.

CELL PHONES (MASD Board Policy #237)

MASH recognizes the value of a personal device, to include smartphones, as a tool to help navigate work flow, communications and the learning process, at designated times. We also recognize that misuse or overuse invalidates the benefits of this tool. As such, we need to maintain clear procedures for proper use of cell phones.

During any and all instructional time including study halls, it is expected that student cell phones are turned off and away - placed in their bookbag or the staff member's student device holder. Student devices will be "Off and Away" for the entirety of the instructional block.

- To promote respect, alertness, safety, and social awareness in our learning community, students should abide by the following during study halls, hallways, and lunches if choosing to use their personal cell phone:
    - Students will not use their cell phones to capture an image, audio, or video or disseminate any footage during the school day.
    - Students will not wear earbuds/headphones while traveling in between class periods.

- Misuse of a cell phone during the school day or when otherwise contrary to the directives of school staff, may be confiscated by school personnel and may have disciplinary consequences.
    - Personal Technology Misuse: Using a personal electronic device in a manner that disrupts the learning environment, interferes with school operations or safety, violates the privacy or rights of others, facilitates academic dishonesty, involves inappropriate or unlawful content or communication, or otherwise violates school or district expectations.
    - Examples include, but are not limited to: unauthorized recording or photography; harassment, bullying, or threats; sharing inappropriate or private content; cheating; accessing inappropriate material; disrupting instruction; unauthorized communication during assessments; and refusing a reasonable staff direction regarding device use.
- Refusal to submit the phone to school personnel is an issue of insubordination and will result in additional consequences (not excluding suspension from school).
- Students may be required to temporarily turn in their phone during class or during an investigation.

- ***Cell phones are not permitted in the offices of administrators***. The requirement will be for students to keep their phone in a secure, designated area, with a secretary. ***Students will be allowed to retrieve their cell phone when a secretary or administrator determines that the meeting with the students has concluded***.

- Students assigned to in-school suspension must submit their cell phone to the ISS monitor at the start of the ISS assignment. It will be returned to the student at the completion of their ISS assignment.

Any student who needs to use a telephone during school hours should ask to use the phone in the main office. Parents needing to contact their child should call the high school office. Students will **not** be called out of class to respond to a telephone call, and only in the case of an emergency will a message be delivered to a student.

Students will not be permitted to use headphones during instructional time unless given teacher permission on their district provided device.

AUDIO-VISUAL / RECORDING & LISTENING DEVICES (MASD Board Policy #237)

Students are not permitted to use audio-visual or recording devices at any point during the school day or during school-sponsored activities. Audio-Visual / Recording Devices include: digital cameras, Go-Pro cameras, audio recorders, cell phones, tablets and other devices deemed inappropriate by the administration. **Under no circumstances are students permitted to take pictures or make audio and/or video recordings of students or staff without their permission.** Students are discouraged from bringing these items to school, and the school is not responsible for theft, loss or damage of such items.

RUNNING ERRANDS

Students may not leave school (during regular school hours) to run errands for personal or school business. The exception to this rule would be for certain seniors that are in good standing for senior alternative privileges. In these cases, students may leave the building during appropriate times. ***Failure to follow senior alternative schedules appropriately may result in the privilege being revoked, and seniors being assigned to a study hall for an amount of time determined by an administrator.***

FOOD & DRINK

MASH recognizes the benefit of a student body that is well. A key attribute to their wellness is nutrition. MASH students will be able to purchase food items and take them to their Period 1 class. Students will be permitted to eat in

those class periods provided it does not interfere with instruction. There will be some obvious academic areas where it will interfere (i.e. PE, Music, etc.). Teachers and departments will develop guidelines for those settings. Students are not permitted to carry or consume food/drink in the hallways. Open drink containers are not permitted in the halls, classrooms, library, auditorium, or gymnasium. The administration reserves the right to modify these guidelines as necessary.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Any time you change your residence, you must notify the Registrar's Office (691-3431). If you change home telephone number or the work telephone number(s) of your parents/guardians, they are expected to update their contact information on the Sapphire Community Web Portal and inform the MASH office. Instructions for this process may be found at www.mbgsd.org. If you plan to move out of this school district, you should see your counselor immediately.

PROJECT DREAMS (GRADUATION PROJECT)

Every student is required to complete a career exploration project during his/her high school career. The graduation project focuses on career exploration and the development of responsible citizens to be contributing members of an ever-changing global society. Students will be enrolled in career development class both in their freshman and junior years in order to assist them with project completion. Assistance is also available in the Project DREAMS office. Seniors failing to complete a Graduation Project in accordance with the deadlines established by the Graduation Project Coordinator will be deemed to have failed the requirements for graduation and will not be eligible to receive a diploma until the requirements are satisfactorily met.

C.R.E.W. PERIOD

Every student will be assigned a faculty mentor that will serve as their advisor during their high school years. CREW will be held approximately twice per month. The specific dates will be communicated via announcements. The bell schedule is a modified schedule with all periods shortened to accommodate the advisory period. Advisors will help to mentor students through their high school tenure, offering information related to their graduation project as well as lessons aimed to supply students with tools to successfully enter the workforce.
During Advisory Periods:

- Student Commons will be closed.
- Passes to the Counseling & Career Center and the library will not be honored.

DANCES

1. All dances are considered an extension of the school program; therefore, all policies covering tobacco, alcoholic beverages, vandalism, dress code, drugs, weapons, parking and the student code of conduct are in effect (these expectations extend to non-MASH visitors as well). All rules and expectations of the code of student conduct are in effect during school dances.
2. Any violations of school policy should be reported to the administration as soon as possible.
3. **Students must show their student ID in order to be admitted to the dance.**
4. No students will be permitted to re-enter the dance after leaving.
5. Students absent on the day of the dance or on in-school or out-of-school suspension will not be admitted.
6. Students may be denied participation at dances as a result of a recent violation of school rules.
7. Organizations sponsoring school dances must have administrative approval and forms completed two weeks in advance.
8. Dance attendance is limited to MASH students. One non-MASH guest per student is permitted upon prior administrative approval with a valid guest permission form. Guest permission forms are available in the office and must be completed and turned-in one week in advance of the dance.
9. Excessive absences and tardies may lead to loss of privileges.

10. Students must be in attendance on the school day immediately preceding a school dance unless they have an excused absence or receive prior permission from school administration to attend.
11. **Student code of conduct offenses may preclude the student from participating in the dance and are subject to administrative review.**

STUDY HALLS

Study halls will be maintained as relatively quiet places to read or study. During your study hall period:

1. You may study or read. You may not sleep.
2. **Prearranged passes** must be presented to the study hall monitor if you need to see a teacher in another room.
3. The Junior Commons is situated near the Auditorium and eligible for 11th graders based on their attendance, behavior, and academic performance.
4. The Junior Commons is closed during the 3rd and 6th block (lunch periods).
5. To access the library during the study hall, please refer to the library procedures that are posted in your classroom or check with the library staff or your study hall teacher.

LATE ARRIVAL & EARLY DISMISSAL PRIVILEGE FOR SENIORS

Senior students who walk, or have family / self-transportation, may be eligible for late arrival and early dismissal at different junctures on the day where a study hall is scheduled.

- Late arrival / early release privilege forms should be handed in during the first week of school but no later than the second week of school. Seniors are scheduled for "Senior Meeting" until they submit their signed form.
- Permission to exercise late arrival and/or early release is contingent upon parent/guardian consent.
- **Privileges to arrive late and/or leave early will be revisited on an individual and holistic level should any academic or behavioral concerns arise.**

STUDENT COMMONS

Students who are eligible to use the Student Commons must report to their assigned study hall for attendance purposes and then report directly to the Student Commons.

- **11th Grade Students:** Juniors who meet the eligibility requirements may use the common area outside of the auditorium, except during lunch and I/E. An appropriate pass must be visible at all times while in the common area.
- **12th Grade Students:** Seniors may utilize the Student Commons area in the 300's Wing when they do not have an assigned study hall. Students assigned to a study hall are expected to remain in their assigned location unless otherwise directed or approved by staff.
- The Student Commons is intended to provide students with a productive space to study, collaborate, and use their time responsibly. **Access to the Student Commons is a privilege and may be restricted or revoked when expectations are not met.**

To be eligible for Student Commons access, an 11th grade student must:

1. **Meet academic expectations** by maintaining First or Second Honors from the previous marking period (GPA greater than 76%). Fall eligibility is determined using final grades from the previous school year.
2. **Maintain appropriate disciplinary standing** with no AEA or ISS assignments during the current or previous marking period.
3. **Have no OSS placements.** An OSS placement will result in the loss of Student Commons privileges for the remainder of the school year.
4. **Be free of outstanding financial obligations.**

5. **Maintain good academic, attendance, and behavioral standing** at MASH.

While visiting the Commons, students must:

- Stay in the Commons. (Students are not permitted to visit the office or the Counseling & Career Center)**.** Students in the Commons may use the nearest restroom.
- ***Show your Commons Area Pass and leave out so it is visible to monitoring adults***
- ***Follow all school rules including use of appropriate noise level, language and clean up of area***
- Wait until the bell rings to leave the Commons.
- ***The Jr. commons will be closed during lunches and I/E***

FIELD TRIPS

Field trips and school trips are a vital part of the learning experience. As such we encourage student participation in these events. Eligibility for participation, however, is at the discretion of the teacher and High School administration. Examples of criteria for eligibility include attendance, academic performance and discipline record. It is possible for students to be excluded from such trips based upon these criteria. Any student who does not participate in a curricular field trip will be given an alternative assignment.

While participating in a field trip, students are expected to abide by the same school rules that apply while they are attending classes in the building. Additional rules and guidelines that are specific to the trip will be outlined by the trip teacher/chaperone. Appropriate dress guidelines for the field trip will be determined by the trip teacher/chaperone.

ASSEMBLIES

Since the auditorium cannot accommodate all students and staff at the same time, two separate performances of each assembly presentation will be held. While Group A attends the first assembly performance, Group B will attend class. The two groups will then switch.

Assemblies may be educational or entertaining. At any assembly you should be considerate of the performers and of your fellow students. The following regulations apply to assemblies:

1. Go directly to the auditorium when instructed.
2. Enter the auditorium as quickly and quietly as possible.
3. Treat the performer with the same courtesy and respect you would hope for if you were on the stage. If you are disruptive, your assembly privilege will be revoked and disciplinary action may be taken.
4. When you are dismissed, exit the auditorium in an orderly fashion and report directly to your next assignment.

ILLNESS/INJURY/ACCIDENT

If you become ill (or need to visit the nurse for some other reason), **you must get a pass fr**om your teacher then report to the nurse's office. Do not report to the nurse's office between classes without a pass.

1. Sign the logbook on the desk when you enter. Sign out when you leave. If the nurse's office is locked, report to the senior high office.
2. The Health Suite may not be used as a sanctuary for students who desire to skip a class, postpone a test, or sleep. In the event of frequent individual Health Suite visits, the nurse may discuss possible reasons with the parent and make recommendations as may be necessary.
3. If an illness requires you to go home, you must have permission from the nurse. Your parents will be notified and will be responsible for your transportation.
4. If you have driven to school the day you become ill, you may not drive home without the nurse's permission.
5. When you use the health facilities, please remove your shoes before lying on the cots and replace any equipment or magazines you use.

If you are injured, report the injury to your teacher immediately. Do not hesitate to report even a small injury, because the injury may be more serious than is immediately apparent. If you see an accident, get help immediately from the nearest faculty member. Do not try to move an injured person.

SOLICITATIONS

Students are **not** permitted to sell merchandise for any non-school organization or to solicit monies for any charities from students or staff during school hours, except with the permission of the principal.

DISTRIBUTION OF MATERIALS

The school is not an open and public forum for distribution of outside literature and notices. Students are **not** permitted to distribute outside literature at any time on school property unless they have the consent of the building principal. If consent to distribute is given, the materials must contain the following statement: "This event, program, or group is not sponsored or endorsed by the Mechanicsburg Area School District." If consent is given, the time and location for distribution will be determined according to district policy.

VOLUNTEER FIREFIGHTERS

Student firefighters are NOT generally permitted to leave school in order to assist with an emergency. However, if a critical situation would arise – for which student assistance is truly needed – student firefighters may be excused at the request of the fire chief and with the permission of their parents.

VISITORS

Student visitors are discouraged. Unique cases will be considered by the administration. Please request permission from an administrator several days in advance if you feel you have a unique situation.

ANIMALS

With the exception of authorized service animals, animals are not permitted in the building. Students who wish to bring an animal into the building must have administrative approval. The request will only be granted if doing so serves a worthwhile educational purpose.

GRADUATION REQUIREMENTS

1. Plan your program of studies on a four-year basis, with your long-range goals in mind.
2. If you fail a course, you may need to make up credits. Your diploma will be issued only upon the completion of all graduation requirements.
3. Keep in touch with your school counselor in order to avoid errors in scheduling and to make the most of your years at MASH.

   Effective with the graduating class of 2025, the Board requires that each candidate for graduation shall have earned twenty-six (26) credits including a successful completion of a senior high project. Credits must include four (4) credits of English; three (3) credits of mathematics; three (3) credits of science; three (3) credits of social studies; two (2) credits of arts and/or humanities; two (2) credits of physical education; one-half (1/2) credit of health; and eight (8) credits in the elective areas.

CREDITS NECESSARY TO BE ON TRACK FOR GRADUATION

In order for a student to be on track for graduation, the following credit requirements must be met:

9th to 10th – a minimum of 7 credits earned

10th to 11th – a minimum of 13.75 credits earned

11th to 12th – a minimum of 20.75 credits earned

These credits can include those earned in summer school. A student can earn 2.0 credits in summer school per year, with a maximum of 5.0 during high school. Through earning additional credits via summer school or taking additional courses in the regular schedule, a student could potentially regain status after having been retained.

ACADEMIC PROGRAM

Additional, detailed information on the MASH academic program can be found in the course selection book which is located in the Counseling Center tab of the MASH website.

COMMENCEMENT CEREMONY

Only seniors who have completed the necessary credits for graduation may participate in the commencement ceremony. (Any student who has an incomplete grade in a course which is needed to fulfill his/her graduation requirements will not be permitted to participate.) Requests for exceptions for reasons such as severe health problems, family emergencies, and endorsed external school activities will be reviewed by the high school principal and senior class counselor, with assistance from the school nurse, class dean and/or classroom teachers. A diploma will be awarded only upon completion of incomplete work (in any course which is needed to fulfill that student's graduation requirements), successful completion of an approved summer school program, and/or the satisfaction of any outstanding obligations (financial, detention, etc.). Seniors have until noon on the last day of school prior to the day of commencement to fulfill any outstanding obligations (academic, financial or otherwise).

RANKING

In order to provide an equitable class rank system, students are given two ranks:

1. A class rank, based on grade point average.
2. A **weighted** class rank, based on the subject's degree of challenge.

(Each major subject has been assigned a numerical value based on a scale of 1.0 to 1.3. A value of 1.3 has been given to advanced courses in each curriculum. The weighted value, in conjunction with the grade, will be used to compile a weighted class rank.) For the specific weight of each course, refer to your Course Registration booklet or see your counselor. Only courses completed at Mechanicsburg Area Senior High School, or within the CAOLA program, are included in the calculation of a class rank.

Ranking of all students begins in the ninth grade and continues through grade twelve, and is computed using all **major** subjects. Official and complete rankings are compiled at the end of each academic quarter and are cumulative.

SPECIAL PROGRAMS

1. Gifted Education: Several course offerings are available for those students who meet the Pennsylvania Department of Education guidelines as "gifted." Students may elect **Enrichment Class** as a minor subject meeting three times per cycle or students may elect the **Independent Project** minor. A final option is the combination of the two minors for a **Gifted major**.

2. Students in grades 9 through 11 may apply for admission to the **Cumberland-Perry Area Career-Technical School (CTC)**. CTC students attend MASH in the morning, eat lunch here, and then are transported to the Vo-Tech for the afternoon. Please see your counselor for more information and an application.

3. MASD offers a full-time cyber school option, **Capital Area Online Learning Association (CAOLA)** for students who intend to fulfill their schooling in a virtual setting. Students in CAOLA remain members of MASD. Please see your counselor to enact the application and review process. MASD adheres to natural transition points such as marking periods and semester changes to enroll in, or return from, CAOLA.

The following programs are a part of the Senior Alternative Pathway Program

1. The **Senior Career Internship** is intended to give seniors who have specific career-related skills an opportunity to utilize those skills in a real world environment. The duration of this course may range from one or two periods for a semester to a school year. Students are interviewed and supervised by the school to career coordinator and can earn up to 2 credits.

2. Students may enroll in **Cooperative Education**. An interview with their counselor, the school to career coordinator and recommendations of their teachers are also necessary. Co-op is available to seniors only.

3. **Dual Enrollment** courses are courses taken through local, partner colleges and universities and count as credit towards a student's high school and college graduation.

4. If a student has a particular field of interest that is beyond the scope of a MASH course, he/she may sign up for an independent study project called **Design Your Own Course,** where a staff member serves as a mentor and who oversees the student's endeavor to gain knowledge and experience in the field of interest.

5. MASH offers "**Singleton**" courses through the CAOLA program, which offers students the opportunity to learn about a topic or field that is not offered in MASH's face-to-face program.

The MASH program continues to evolve. Please be sure to talk with your counselor regularly and or consult with the courses selection booklet to learn of additional offerings for MASH students.

COURSE CHANGES

Students who wish to change their course selections for the following year must make the request in writing to their counselor by the last student day of the current school year. No course change requests will be accepted during the school year in which the course is taken.

REPEATING SUBJECTS

A subject for which a student has already earned credit may not be scheduled for additional credit. If a student fails a course, he/she is strongly encouraged to attend summer school and repeat the course. If this is not possible, the failed course may be repeated, but not guaranteed in subsequent semesters. All students are reminded to periodically review their graduation credits with their counselor. Failed courses will remain on the student's academic transcript and may not be removed.

SUMMER SCHOOL

If you are considering attending summer school, please discuss regulations and credit requirements with your counselor.

The following stipulations apply to summer school:

1. No student who has attained a grade of less than 50% may attend summer school and receive credit toward graduation without the approval of the principal.
2. The maximum number of credits that a student may earn in summer school toward graduation is five (5).
3. When available, students must select summer school courses offered at MASH for credit. Permission to take a course in summer school in another school district may only be granted by the principal if a similar course is not offered at MASH.

4. Students who opt to enroll in summer school do so at their own expense and must enroll in a summer school program approved by the principal.
5. Students may enroll in enrichment courses, however requests for credit for said courses will be determined by the principal.
6. Many special education accommodations cannot be provided in the summer school setting. Please consider this prior to enrolling.
7. Credit may not be earned in summer school for courses that were originally scheduled and then dropped.
8. Credit may not be earned in summer school for subjects that were not previously elected and failed without the approval of the principal.

MODIFIED PHYSICAL EDUCATION CLASS

If a physical condition prohibits you from participating in regular Physical Education activities, your Physical Education activities will be modified.

Students need to obtain documentation of their physical limitations from a physician. The physician document should include a brief description of the student's medical condition and a statement of what physical activities can and cannot be done due to the medical condition. This document should be submitted to the main office or the school nurse. A digital copy will be sent to the Physical Education Department and appropriate, modified Physical Education activities will be assigned accordingly.

Any student that misses 70% or more of the graded material within one marking period of Physical Education will receive a "medical" as their final marking period grade. "Medical" will indicate that credit for the course will have been granted. Students should be aware that any physical limitations from a physician will also be shared with extracurricular advisors and coaches.

SWIMSUIT POLICY

Students are expected to supply a swimsuit and a towel for the aquatic program. Swimsuits must meet the following guidelines:

1. Girls' suits must be one-piece, covering the buttocks and breasts, with straps over both shoulders. Bikinis, two-piece suits, and suits with cutouts are not permitted. Students may opt to wear a swim shirt if they do not have a swimsuit that meets these requirements
2. Boys' suits shall cover the buttocks. Baggy trunks must have an inner liner or be worn with an athletic supporter. Cut-offs and shorts other than bathing suits are not permitted. Students are permitted to wear a swim shirt.
3. Swimsuits and towels must be clean.
4. If a student's suit does not meet the guidelines, the student will be required to wear a suit supplied by the school. Students will not be permitted to store swimsuits and towels in Physical Education lockers. Personal swim items should be taken home and laundered after each use.

PERFORMANCE-BASED COMPONENT OF FINAL EXAM

Teachers may include performance-based assessment instruments such as projects, speeches, portfolios, interviews, lab practicums, etc. as a portion of their final exam. The performance component could count as 50% of the final exam grade.

SEMESTER ASSESSMENTS

Cumulative assessments will be given in every major subject at the end of each semester. No absences are permitted in place of taking the exam. Unforeseen circumstances in regards to missing the exam must be worked out by the student and the teacher.

IN DANGER OF FAILING A SUBJECT OR AN INCOMPLETE GRADE

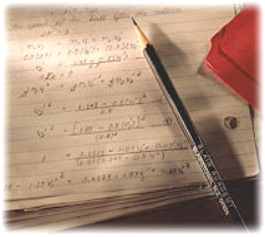
If a student is in danger of failing a subject, he/she should initially meet with his/her teacher who can make suggestions to correct the deficiency. Also the school counselor can refer the student to tutors for assistance.

There are multiple means of support for students who may be struggling with a subject or concept. Students are encouraged to utilize the I/E period offered each day in addition to study halls on days 6. Students may be required to attend I/E and study halls until they are in good academic standing. Failure to attend these periods may result in disciplinary action.

HOMEWORK

Homework is any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

The faculty and administration believe that homework is an essential part of your total education because it helps to:



- Reinforce learning through the application, integration, and/or extension of knowledge and skills.
- Develop study skills, work habits, and personal responsibility so that the student may become an independent learner.
- Stimulate originality and creativity.
- Enrich the school experiences and encourage a carryover into leisure and career-oriented interests.

Students should anticipate the need to complete coursework outside of class for all courses in which they are enrolled. Such work may include preparing for upcoming tests, advanced work on extended assignments (ex. projects, papers, etc.), and/or daily assignments. Please refer to the last page of the course selection booklet which provides homework guidelines for courses and their respective weights. Failure to complete out-of-class assignments will directly impact students' overall success in the courses in which they are enrolled.

HOMEWORK DURING AN ILLNESS

A student who is absent for **three consecutive days or less** should make arrangements to collect books and assignments**.** If the student will be absent for **more than three days**, he/she should call the counseling office to request assignments. It may take a day for teachers to be contacted and prepare materials for a family member or a friend to pick up. Also, please keep in mind that students who are absent for three or more consecutive days will need a doctor's excuse upon return. **All students are encouraged to contact their teachers via email or check teacher google classrooms for missed work.**

MAKE-UP WORK

All make-up work is to be completed within **a reasonable amount of time as determined by the teacher**. Credit will not be given for work completed outside of the timeframe as established by the teacher. This flexible guideline is intended to foster communication between teacher and student given the context of the absence and missed work, ensure that a student's grade reflects learning, and holds the student accountable for his/her responsibilities.

Any assignments/evaluations that are announced prior to the absence are expected to be completed immediately upon return (or according to the original schedule, as is often the case with extended projects).

If you anticipate being absent from class or school (due to a field trip, doctor's appointment, educational trip, planned hospital admission, etc.), you are expected to consult with your teacher(s) **prior** to your departure in order to get assignments and/or submit assignments that are due. You are expected to maintain the pace of the class by meeting all announced deadlines for assignments, tests, quizzes, presentations, reports, etc.

Students missing class for a field trip are still required to submit assignments due that day and complete assessments immediately upon return.

REPORT CARDS

Report cards are issued four times a year at nine-week intervals. All marking period report cards are uploaded to the Community Portal of Sapphire for parents and students to review. If you are unable to view your report card, please contact the Counseling Center for assistance.

The marking system below will be used for report cards.

A - 93% to 100% - Excellent
B - 85% to 92% - Above Average
C - 76% to 84% - Average
D - 70% to 75% - Below Average
F - Below 70% - Failing

I - Incomplete
M - Medical Excuse
P/F - Pass/Fail
N/G - No Grade
W - Withdrew
WP - Withdrew, passing
WF - Withdrew, failing

CALCULATING FINAL GRADES

In order to pass a course, you must have a minimum final average of 70% in numerically graded subjects or a majority of "P"s in courses graded as a Pass / Fail. (Final grades for semester courses are averaged at the end of each semester.)

HONOR ROLL

An average of 93% to 100% in all major courses will qualify a student for the **First Honor Roll**. An average of 85% to 92.99% will qualify a student for the **Second Honor Roll.** Any grade lower than 76% or an incomplete grade will keep a student from being on the honor roll. If a subject is graded "H", "P", or "F", a grade of "P" or above is required. A course that meets every day of the cycle is considered a major. Also included as major subjects are AP Statistics, AP Calculus II, and AP Government and Politics. Although they meet only three times per six day cycle, they are major subjects and are included in the honor roll calculations.

COUNSELING CENTER

The school counselors at MASH are available to meet the academic, social/emotional and career exploration needs of all students in acquiring and applying the skills and knowledge needed to become life-long learners by implementing a comprehensive school counseling program. Counselors are also available to meet the diversity of each student's needs by developing and fostering relationships built on mutual respect and care in a safe, challenging, and supportive environment that encourages all students to take risks in the learning process that are developmentally appropriate. MASH counselors are advocates for all students to be valued as contributing members of our school community. The department website (**www.mbgsd.org**) provides career, college, financial aid, and study skills information.

XELLO

MASH utilizes the XELLO online platform to assist students with academic and career development. According to the XELLO home page, XELLO is a college and career readiness platform that helps connect academic achievement to post-secondary goals. Its comprehensive college and career planning solutions optimize student success, enhance school counselor productivity and track results for school and district administrators. XELLO is the vehicle by which all students explore, identify and apply to post-secondary educational institutions.

COUNSELING CENTER

Students are encouraged to sign-up for time slots to visit their counselors for appointments for a time later in the day – during a study hall, lunch or other non-instructional time and must come with a pass. ***Students should refrain from seeing a counselor during class unless an emergency exists.***

If a student wants to visit his/her counselor during a study hall (and did not get a pass in advance), he/she must ask the study hall teacher. The teacher will email or call the counselor to see if he/she is available. This will be done at the discretion of the study hall teacher. If the student does not follow these guidelines, the study hall teacher may deny future requests and discipline may be assigned.

When a student visits the Counseling Center:

1. The student must check-in with the secretary.
2. The student must remain in the Counseling Center. He/she may not visit the Student Commons.
3. If the counselor is unexpectedly not available, the student should get a pass signed by the secretary (or another counselor) and return promptly to the study hall. If an emergency exists, the student should inform the secretary.
4. The student must return to study hall before the end of the period with a pass signed by the counselor or the secretary.

PARENT CONFERENCES

If parents have a concern they wish to discuss with the counselor, they should telephone the counseling office to make an appointment (717-691-4543).

HOMEBOUND INSTRUCTION

Homebound instruction is available for students who are physically incapacitated and unable to attend classes, as documented by a licensed physician. For details, contact the student's counselor.

COLLEGE AND JOB OPPORTUNITIES

Colleges and other post-high school training institutions often send representatives to speak with interested students. College visits will be advertised on XELLO. Students will register for these visits on their individual XELLO accounts. Local jobs are publicized through the School to Career Coordinator and in the Student Commons.

COLLEGE PLANNING

In order to properly prepare for entrance into college, it is recommended that students:

- Maintain the best possible academic record in high school.
- Pursue a search for a career direction and level of education needed (a four-year college, two-year college, business school, trade school) using online resources.
- During junior year, begin selecting colleges or schools that fulfill the educational requirements for career goals.
- Take the PSAT/NMSQT. (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) in October of the sophomore and junior years. This will help predict the SAT score and provide an idea concerning which schools the students should consider.

It is recommended that you take the SAT Reasoning Test and the ACT in the spring of the junior year and in the fall of the senior year. Students should check which exam is required by the colleges they are interested in attending. Many colleges will take your highest score, so there is no penalty for taking the test several times. See your counselor for dates and further information.

CEEB Number for

Mechanicsburg Area Senior High School

392550

(used by SAT and ACT to identify MASH)

Most colleges require application early in the senior year. Students should apply as soon as possible. Students should make sure they are aware of any special application procedures or requirements for each college. As part of this application process, students are to complete all the required information on their XELLO accounts. This includes, but is not limited to, the Brag Sheet, Colleges I am Interested In, and Colleges I have Applied To. In addition to completing the Transcript Request Form found in the Counseling Center for each college application, students must also request their transcripts on XELLO. Letters of Recommendation from teachers are also requested through XELLO. If there are any questions, check with the counselor.

Financial aid may be in the form of a scholarship, grant, loan, or work opportunity. Colleges and other agencies give scholarships and grants. Students may qualify for a scholarship on the basis of high school record, and grants are sometimes awarded for financial need. Applications are available from the colleges. To apply for financial aid, families need to complete a FAFSA or other financial aid applications as required by the college.

PERMANENT RECORD

Students who wish to see their permanent records should ask the counselor. If there is a challenge to any information included as part of the permanent record, the counselor will advise as to the appropriate course of action, as outlined in the Privacy Act of 1974.

ATTENDANCE (MASD POLICY 204)

ARRIVAL

Once you come onto school property, you may not leave until the end of the school day**,** unless the nurse sends you home, you received permission from an administrator, or have official late arrival/early release privilege (Seniors only). (Even if you arrive at 8:15 a.m., for example, become ill and wish to go home prior to the official beginning of school, you must still receive permission to leave.)

TARDY TO SCHOOL

Tardiness, just like attendance at-large, is correlated with student achievement.

Students not in the first period by 8:20 a.m. are considered "tardy" to school. Students who are late after 10:20 a.m. are considered absent for a half-day. Students who are tardy are required to submit a written excuse signed by their parent or guardian when they check-in. If no excuse is received by the following day or an administrator does not excuse the reason for tardiness, then the tardiness will be marked "unexcused". Tardiness to school may follow progressive discipline actions.

**MASH reserves the right to modify this procedure based on individual needs and situations*

TRUANCY

A student who is absent from school without the permission of his/her parent or guardian is considered to be "truant." **The absence will be marked "unexcused** (or unlawful in the case of students falling within compulsory education limits)," **and credit for work missed may be denied**. Additionally, unexcused or unlawful absences may preclude students in participating in extracurricular / athletic activities, including school functions such as school dances.

ABSENCE FROM SCHOOL

Any day that a student is unable to attend school, the student's parent or guardian is expected to phone or email the attendance secretary (691-4542) before 9:00 a.m. to provide the reason for the absence. **An email is preferred as a note for record of the excused absence**. If the school does not receive parental/guardian communication when your child is absent, you may receive a phone call via Sapphire Notification indicating the absence on the given date. An excused absence notification can be emailed to ***mashattendance@mbgsd.org.***

Students are encouraged to use the standard excuse blanks that are provided by the school (available through the Attendance Secretary or on the school district's website at www.mbgsd.org). If students do not use the standard form, the excuse must include:

- your name
- the date(s) of absence(s)
- the reason for the absence(s)
- signature and contact number of your parent or guardian

According to Pennsylvania Law, the only excusable reasons for absences from school are: illness, quarantine of the home, death in the immediate family, medical appointments, legal appointments, or urgent and unavoidable family emergencies. The following reasons for absence from school are excusable, but **must be requested in advance and approved by an administrator**: observance of **religious holiday, religious instruction, college visits and educational trips**, if the trip meets school district criteria.

Students arriving after the start of school and within the first two (2) hours of the school day will be marked as tardy to school. A half day absence is from two (2) hours to four and one-half hours (4½) hours.

A written or electronic excuse (signed by the parent or guardian with whom you reside) must be submitted within **three school days** of your absence. If an acceptable written excuse is not submitted within three school days, the absence will automatically be marked unexcused, and credit may be denied for work missed—even if that work has already been completed.

UNEXCUSED ABSENCES

Any absence from school that does not conform to the state law and school district policy will be marked unexcused – even if your parents approve of the absence. Note: absence due to driver's test will be deemed **unexcused**, and credit may not be given for work missed.

Credit may be denied for all work missed during an unexcused absence.

Additionally, an unexcused absence of a student who is less than 18 years old is **illegal**, as dictated by Pennsylvania's Mandatory Attendance Law. If you accumulate three or more illegal absences, your parents will be notified – and will possibly be issued an official attendance warning notice, which would advise them that any additional illegal absence(s) could result in the issuance of a citation.

ATTENDANCE CALCULATION FOR SENIOR ALTERNATIVE STUDENTS

Attendance is based on the number of scheduled instructional minutes, not simply the number of classes missed. Each class block is 85 minutes. Approved Senior Alternative periods are not counted as absences.

Scheduled Periods	Half Day Absence	Full Day Absence
3	127.5 minutes	340 minutes
2	85 minutes	170 minutes
1	42.5 minutes	85 minutes

Examples: A student scheduled for three periods who misses 127.5 minutes will receive a half-day absence. A student scheduled for two periods who misses 85 minutes will receive a half-day absence. A student scheduled for one period who misses 42.5 minutes will receive a half-day absence.

DOCTOR'S EXCUSE REQUIREMENT

Any student who is absent from school for **three or more consecutive days** is required to submit a doctor's excuse to confirm the illness. In addition, any student who develops a pattern of poor attendance – for any reason – may be required to submit a doctor's excuse for all absences and tardies. Failure to submit the required doctor's excuse will result in the absence/tardy being marked unexcused and credit for work missed may be denied.

AUTHORIZATION OF PARENT OR GUARDIAN REQUIRED

No student (regardless of age) will be permitted to sign his/her own excuses, notes, etc. – unless the student can provide proof of legal emancipation.

EARLY DISMISSAL REQUEST

You are encouraged to schedule appointments for non-school time. In cases where a medical or dental appointment must be scheduled during school hours, have your parent/guardian sign a note. Be certain that the note includes: the date and time of the appointment, the type of appointment, and the name of the dentist or doctor (if applicable). **No early dismissal requests will be granted for club sports, driving lessons, voting, or work.**

You should report to the attendance **office before 8:20 am** to get your early dismissal pass. If the reason for your absence does not conform to state law and school district policy, the time out of school will be marked unexcused and disciplinary action will be taken. Additionally, **you may not receive credit for work missed**.

When possible, you should get your Early Dismissal Request the day before your scheduled appointment.

Before leaving school, you must notify the teachers of those classes that you will miss, that you will not be in class. You must get any assignments that you will miss and submit any assignments that are due. You are responsible for all work that is done during those class periods and all work that is assigned for the next class session.

As you leave the building, you are expected to checkout with the attendance secretary.

Your Early Dismissal must be confirmed through the issuance of your doctor's office. Please submit that confirmation of your appointment the following school day.

An Early Dismissal Request is valid for two hours. Greater than two hours will be considered as ½ day of excused absence provided an acceptable note is received from your parent or guardian.

ANTICIPATED ABSENCES

Permission to be absent from school for any reason other than illness or immediate family emergency must be requested **in advance**. Any such absence that is not pre-approved by the administration will be marked **unexcused** and credit for work missed may be **denied** (this includes credit for exams).

The maximum number of pre-approved days that a student may miss in one school year for the purpose of college visits and educational trips is ten (10). It is courteous to submit requests at least a week in advance of the absence but requests must be submitted at least 3 days in advance of the absence.

We strongly recommend that educational trips do not occur within the first cycle of the school year, during mid-term exams and during the last two cycles of the school year. Please be advised that the MASH administration reserves the right to deny requests for extended absence during these times. ***Educational trips will not be approved for students that are scheduled to take state assessments or finals on the date(s) of the requested trip.***

RESPONSIBILITY FOR CLASS WORK

Students who will miss any classes as a result of an **anticipated absence**, such as a field trip, a medical/dental appointment, an educational trip, a college visit, etc., are encouraged to (1) submit any assignments that are due **prior to** your leaving, (2) acquire the information which was presented in class, (3) complete any assignments that were done in class or assigned for homework, and (4) prepared to participate in the activities which are scheduled for the next day (including any quizzes, tests, presentations, etc.)

College visits. Any student who wishes to be excused from school in order to visit a college must have his/her parent/guardian complete a College Visit Request Form. The absence will only be excused for students who are seriously considering enrolling at that institution or have been accepted and are attending the official orientation session.

Educational trips. Any student who wishes to be excused from school in order to participate in an educational trip must have his/her parents or guardian complete an Educational Trip Request. In order for the absence to be "excused", the trip itinerary must contain significant educational opportunities that could not otherwise be experienced in the school setting or during a time when school is not in session. In other words, the educational benefits of the trip must outweigh the negative effects of a disrupted educational program. For trips with a limited number of educational experiences and/or trips that could be taken on non-school time, the absence will be classified as "unexcused."

Students must be present during standardized test dates as identified on the district calendar. No trips will be approved during this time period for students who are required to take standardized tests.

Educational trips will not be approved during established semester exam days. **Exams needing to be made up at the end of the school year, will need to be rescheduled during the Summer through the main office.**

Religious Exemption. If a student anticipates honoring a religious holiday that would require an absence from school, students and parents/guardians should complete the appropriate excuse form within three school days of the intended absence for approval.

Job shadowing. Students are required to complete three job shadows. Forms for approval for absence of this nature must be submitted according to the specifications on the form. The total number of shadows that will be excused will be one per school year. If a student wishes to participate in "Take Your Son/Daughter to Work Day," they must do so under the auspices of a job shadow. The forms are available in the office and at www.projectdreams.org. All job shadows MUST be coordinated through the Graduation Project Office.

STUDENT ATTENDANCE IMPROVEMENT PLAN (SAIP)

A Student Attendance Improvement Plan (SAIP) may be initiated when a student has accumulated four(4) or more days without a lawful excuse within one academic year, a student has accumulated fifteen (15) or more absences (excused and/or unexcused) within one academic year, or a student has demonstrated a pattern of habitual truancy (6 or more unlawful absences) or excessive absences (20 or more absences) in the previous academic year.

MAXIMUM NUMBER OF DAYS ABSENT

If regular attendance becomes an issue, the administration may schedule an attendance review hearing. If a student is absent from school **12 times** or more **(for semester course)** the potential outcome of said hearing could be retention and/or denial of credit.

STUDENT CODE OF CONDUCT

(MASD Board Policy #218)

Mechanicsburg Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Access to educational programs shall be provided without discrimination on the basis of a student's race, sex, color, religion, disability, sexual orientation or national origin as required by academic standards and assessment of the State Board of Education.

For information regarding civil rights or grievance procedures, contact the office of the Superintendent. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons and for information regarding confidentiality of and the types

of education records, contact the Director of Student Services. Both can be reached at 600 South Norway Street, 2nd Floor, Mechanicsburg, PA 17055, 717-691-4500.

This Code is printed in English, the predominant language of the majority of the students of the Mechanicsburg Area School District. If English is not your predominant language and you need assistance in translating this document, please contact the Chief Academic Officer at 691-4500. Upon request, the document will be translated to your predominant language.

The Mechanicsburg Area School District Code of Student Conduct was developed to inform you of the crucial nature of a positive learning environment that includes clearly defined expectations for student attendance and behavior. The Board of School Directors has approved numerous policies to address areas relating to pupils within the Board's policy manual. The Code of Student Conduct includes reference to each of these applicable Board approved policies. Copies of these policies are available in the district office, school offices, school libraries and the district website at http://www.mbgsd.org. These policies contain within them, the legal citations from which they were developed. When student behaviors are inappropriate and impact negatively on a positive learning environment, the disciplinary options that are identified in the Code of Student Conduct will be utilized by the School's Administrators.

This publication meets the federal requirements of No Child Left Behind (NCLB), Section 4114 (7)(e) by establishing a code of student conduct that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that –

- allows a teacher to communicate effectively with all students in the class;
- allows all students in the class to learn;
- has consequences that are fair and developmentally appropriate;
- considers the student and the circumstances of the situation; and
- is enforced accordingly.

This Code of Student Conduct also:

- Meets the legal requirements of Section 12.3(c) of the Pennsylvania Code, which requires that the District adopt these provisions and distribute copies to both students and parents/guardians.
- Meets the requirements of Act 26 of 1995 as it relates to possession of weapons and the Safe Schools Initiative.
- Establishes a rational standard of behavior that is expected of all students in achieving the objective of providing a safe environment for the pursuit of knowledge.
- Helps prepare students for life in a democratic society where adopted laws govern and maintain a measure of protection and security for all citizens within the framework of freedom.
- Supports our Mission Statement.

This Code of Student Conduct was designed to help to provide a safe school environment that is conducive to learning. The Code outlines the cooperative effort among students, parents and school personnel and defines the essential role of each participant in the process. Please review this Code of Student Conduct to ensure your understanding in this vital approach toward guiding

our young people and providing a safe school environment. Thank you for your continuing interest in the educational process.

Sincerely,
Andrew Bitz, Ed.D.
Superintendent

STUDENT RESPONSIBILITIES (from 22 PA Code 12.2)

Student responsibilities include regular attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all students who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered, or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws and regulations.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and arrive on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by Commonwealth and Mechanicsburg Area School District authorities.
10. Do not use obscene language in student media or on school premises.
11. Report accurately and do not use indecent or obscene language in student newspapers or publications.

GENERAL RULES

The general rules stated below are not intended to address all behaviors that may result in disciplinary action; however, they are exemplary of the kind of conduct that is subject to punishment under the MASD Board Policy #218. These rules apply to students while at school, while attending school-sponsored activities, while traveling to and from school or traveling to and from school-sponsored activities, regardless of whether students are traveling via school district furnished transportation and while otherwise under the supervision and control of the school.

1. Students shall refrain from: (a) using profane or obscene language; (b) openly defying school authorities; (c) endangering the health, safety, or welfare of other students, school district employees, or visitors.

2. Students shall refrain from any conduct that will interfere with the rights of other students to learn or to participate in other curricular, co-curricular, or extracurricular activities.
3. Students may not possess any contraband material that could threaten the health, safety, or welfare of any member of the school community (examples: weapons, controlled substances, alcoholic beverages, etc.).
4. Students shall refrain from illegal conduct.
5. Students shall refrain from circulating gossip with malicious intent.
6. Secret societies shall not be organized.
7. Hazing or equivalent initiation rites shall not be permitted (see MASD Board Policy 247).
8. Students shall refrain from damaging, defacing, or stealing school or personal property (MASD Board Policy #224).
9. Parties are not permitted during regular school hours.
10. Students shall refrain from exhibiting inappropriate public displays of affection.
11. Skateboarding on school property is prohibited except as a part of the instructional program.
12. Hacky-sack is not to be played in the school building.
13. Students shall not loiter on any neighborhood private property or sidewalks before or after school. Students shall not leave school property while awaiting the arrival of their buses; nor shall they leave school property once they have arrived unless permission to do so is granted by a school official.
14. Gambling by students is prohibited.
15. Students may not possess, use, or duplicate school keys.

DRESS CODE (MASD Board Policy #221)

The Board of School Directors establishes the dress code to foster a positive, safe and inclusive learning environment. The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individuality.

In relation to student dress, the district's values are the following:

- Students should be able to dress comfortably and style their hair for school in a manner that prepares them for learning without fear of, or actual, unnecessary discipline or body shaming.
- Students have the right to be treated equitably.
- School staff should be trained to understand the purpose of the dress code and how to enforce it with the least impact on student learning and self confidence.
- Student dress code enforcement should avoid unnecessary barriers to school attendance

DRESS CODE GUIDELINES

Clothing must be worn such that breasts, nipples, genitals, and buttocks are fully covered with opaque fabric.

Students **must** wear both a top and pants or the equivalent (for example skirts, dresses, leggings, or shorts) and shoes:

- Tops must have fabric to the waistline in the front, back, and on the sides under the arms.

- Tops must have fabric across the shoulder (no tube tops).
- Clothing must cover undergarments (visible waistbands and straps are allowed).

Students **may** wear:

- Headwear worn for religious or medical purposes.
- Other head coverings and hair accessories that allow the face to be visible to staff and not interfere with the line of sight of any student or staff.

Students **may not wear**:

- Sunglasses (unless for medical reasons and approved in advance by administration).
- Clothing displaying slogans/pictures which suggest the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendos, lewd or illegal behavior or is derogatory to any person/group for reasons of race, religion, disability, age, gender, or ethnicity or sexual orientation is in violation of civil rights laws prohibiting harassment or discrimination.
- Clothing that presents a safety hazard that will scratch or mark furniture, presents possible danger of injury to the wearer or others (chains, spiked wristbands, studded bracelets or belts, etc. and/or interferes with the educational process or has the potential to cause a disruption.

FLAG SALUTE

It is a daily practice that we pledge our allegiance to our country's flag. Recent court rulings have dictated, however, that the flag salute cannot be mandated. A student who chooses not to participate in the pledge ceremony may remain seated quietly or may stand and face forward. Students that choose to turn around, talk, put their head down, or otherwise be disruptive/disrespectful are subject to disciplinary consequences.

STUDENT EXPRESSION (MASD Board Policy #220)

The Board respects the rights of students to express themselves in word or symbol and to distribute materials as a part of that expression, but it also recognizes that the exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

The Board reserves the right to designate and prohibit manifestations of student expression which are not protected by the right of free expression because they violate the rights of others. Such expressions are those which:

1. Libel any specific person or persons.
2. Advocate the use or advertise the availability of any substance or material which is illegal or may reasonably be believed to constitute a direct and substantial danger to the health of students.
3. Are lewd, vulgar or obscene or contain material deemed to be harmful to impressionable students who may receive them.
4. Incite violence, advocate use of force, or urge violation of law or school regulations.
5. Solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

6. Causes substantial disruption or a well-placed fear of substantive disruption to the school environment.

BULLYING/CYBER-BULLYING POLICY (MASD Board Policy #249)

The MASD is committed to providing a safe, positive learning environment for district students. As such, it 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, bullying by district students is prohibited. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from 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 and/or outside 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 cyber-bullying and extortion.
- School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.
- Students who have been bullied are encouraged to promptly report such incidents to the building administration.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include counseling with the school, parental conference, reprimand, loss of school privileges, transfer to another educational setting, classroom or school bus, exclusion from school-sponsored activities, detention, suspension, expulsion, counseling/therapy outside of school, referral to law enforcement officials.

HARASSMENT POLICY (MASD Board Policy #248)

It is the policy of the Mechanicsburg Area School District and a provision of the law that all students and employees should enjoy a learning/work environment free from all forms of harassment. No student or employee should be subject to oral, written, graphic, or physical conduct that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the person's ability to participate in or benefit from the district's educational programs or activities.

If a student believes that he/she is being harassed, the student should immediately report the situation to an administrator. The administrator will investigate alleged harassment claims and take corrective action. Disciplinary action will be taken against offending student(s), especially if the behavior is repeated and/or continuous after the offending student is informed of the objectionable and/or inappropriate nature of the behavior.

Given the nature of the type of discrimination, the district also recognizes that false accusations of harassment can have serious effects on innocent young men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of harassment.

Harassment of Faculty / Staff

A student commits a violation of this policy when, with the intent to harass, annoy, or alarm a member of the school district faculty or staff, whether or not during school hours, when:

- A student threatens to strike, shove, kick, or otherwise subject a member of the faculty or staff to physical contact; or
- A student engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy a member of the faculty or staff and which serve no legitimate purpose.

A student who violates this policy shall be subject to disciplinary action, up to and including expulsion from school. Additionally, the district will support criminal prosecution of any student violating this policy who may be charged with the crime of harassment under the Pennsylvania Crimes Code.

Student-to-Student Harassment

It is against the policies of this district for any student, male or female, to:

1. Make unwelcome sexual advances or request sexual favors or other verbal or physical conduct of a sexual nature; or create an intimidating, hostile, or offensive learning environment by such conduct.
2. Make implied or overt threats of violence toward another student.
3. Damage property belonging to another student.
4. Act aggressively toward another student.
5. In either written, oral, or electronic communication make demeaning jokes, taunts, slurs, nicknames, innuendoes, or other negative or derogatory remarks to any person or group or persons for reasons of race, religion, disability, age, gender, or ethnicity, or sexual orientation.
6. Create graffiti or other visual displays such as cartoons or posters depicting slurs or derogatory sentiments.
7. Use “fighting words” intended to incite individuals to violent action.
8. Conduct or participate in hazing activities.
9. Commit a criminal offense directed at an individual.
10. *If harassment claims are valid, no contact notice completed*

TOBACCO AND VAPING PRODUCT (MASD Board Policy #222)

Act 145 of the 1996 session of the General Assembly of the Commonwealth of Pennsylvania specifically prohibits the use and/or possession of tobacco, nicotine and nicotine delivery products at any time in a school building, on any property, buses, vans and vehicles owned by, leased by, and under the control of the Mechanicsburg Area School District. This includes vaping devices and is applicable to both students and adults. This policy extends to outdoor school-sponsored activities/events as well as school-sponsored activities/events that are held off

school property. To protect the health of the future citizens and to provide role models for the youth of the district, the Mechanicsburg Area School District has enacted by resolution a smoke-free environment in all enclosed areas of the district, and has prohibited the use of tobacco and/or nicotine delivery products by all persons on school property. Portions of this Act and policy are enforceable under civil penalty with a fine not to exceed fifty ($50.00) dollars plus court costs. The consequences for violation of Policy #222 and this Act are outlined under Level III Violations in Appendices of this document.

Act 93 of 2019 defines "tobacco products" under 18 PA. C.S.A. § 6306.1, the enforcement mechanism for school districts to use against students and adults using tobacco on school property. School districts have the authority to have summary citations issued against students and adults possessing tobacco and/or nicotine delivery products, such as the Juul or Vape, while on school property. Violations of Policy 222 are Level III violations.

OPEN FLAME

The production of an open flame (igniting a match or lighter, etc.) produces a safety hazard and is therefore prohibited in a school building, on a school bus, or on property owned by, leased by, or under the control of the school district, and at school-sponsored events and activities. It is also a violation of the borough ordinance known as the Basic Fire Prevention Code (BOCA), Section F-310.

Items that are capable of producing an open flame, such as matches and lighters, are prohibited on school property, on school-provided transportation, and during school-sponsored activities. Violation of this policy will result in school disciplinary action and referral to the local district justice—for the issuance of a fine and court costs up to $300.

SEARCHES (Pursuant to MASD Board Policy No.226)

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched and the age and gender of the student being searched.

OFF-SITE OR AFTER-HOURS CONDUCT (pursuant to MASD Board Policy #218)

In some circumstances, off-site or after-hours conduct may subject students to school discipline. School discipline may be imposed when the conduct causes substantial disruption or a well-placed fear or prediction of substantial disruption to school work or to the school community, uses school property or equipment, involves school activities or interactions in the planning, organizing, or advertising of the conduct, or causes the student or other students to violate other school rules, such as illegal absence, being in school or at school activities in possession or under the influence of illegal substances.

All facilities (including parking lots) used for school events are covered by school policy. The following are examples, but are not limited to: Memorial Stadium and in the parking lots as well as other facilities/parking areas for such events as the prom, graduation, etc.

WEAPONS (MASD Board Policy #218.1**)**

Students are not permitted to have weapons or other hazardous instruments or materials in their possession in school, on school property, at a school-sponsored event, or on school transportation. Violations of the Weapons Act, explained below, are a serious matter and carry a mandatory consideration of expulsion from school for a period of a full year.

Act 26 of 1995 of the Pennsylvania Legislature provided additional requirements for reporting and required the development of a Memorandum of Understanding between the School District and the police departments of jurisdiction. This Memorandum was developed and is available upon request:

- As used in this statement, the term "weapon" shall be identical to the provisions of Section 1317.2 of the Public School Code which reads: "The term 'weapon' shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury" (**this includes paintball guns, air guns, *water guns* and similar devices**). This includes replicas and look-alike weapons.

DRUG USE/ABUSE (MASD Board Policy #227)

The school board finds that the possession, use, sale, distribution, or delivery of controlled substances, "look-alike" drugs, and alcoholic beverages at school, in student lockers, in student vehicles parked on school property, or while engaged in activities subject to the control by the school district is a matter of great concern and potentially injurious to the health, safety, and welfare of students. Students are prohibited from possessing, using, selling, transmitting, manufacturing, or showing evidence of recent consumption of any controlled substance, "look-alike" drug, or alcoholic beverage. Students are also prohibited from having drug-related paraphernalia in their possession.

For the purpose of this section, the following definitions will apply:

Transfer – to deliver, sell, pass, give, or share from one person to another or to aid therein.

Controlled Substance - A controlled substance is any substance the possession, use, or delivery of which is regulated by the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania 35 P.S. 780-101, et. seq. 4.

"Look-alike" Drug – A "look-alike" drug is a non-controlled substance that has a stimulant or depressant effect on human beings and/or substantially resembles a controlled substance in appearance. The term "look-alike" means any substance not listed in above-referenced federal or state statute, is not a prescription drug, but which has a stimulant, depressant or mind altering effect on humans, other than a prescription drug, which substantially resembles a

controlled substance, or is or has been represented to be a controlled substance, stimulant, depressant or mind altering drug.

Alcoholic Beverage – An alcoholic beverage is any intoxicating liquor, wine, or brewed or malt beverage regulated under the Liquor Code of the Commonwealth of Pennsylvania.

Mood-Altering Substance – Any substance inappropriately used by a student that is intended to alter mood or is a health-endangering compound. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
Substances that when ingested cause a physiological effect similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.

Anabolic Steroids – Prohibited controlled substances except for a valid medical purpose as prescribed by a PA licensed physician.

Drug paraphernalia – all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, otherwise introducing into the human body a controlled substance.

First offense violation of use and/or possession of any of the above substances will be evaluated on a case-by-case basis and will result in an out-of-school suspension of up to 10 days. Additionally, Level IV violations involving substance abuse at the secondary level **require** the student to participate in and successfully complete the Student Assistance Program assessment and any recommended counseling and/or interventions.

Evaluation of the offense by the administration will determine if referral to the School Board is appropriate on the first offense.

Transfer of a controlled substance and/or the second and subsequent offenses of drug involvement will result in a referral to the Board of School Directors with consideration for expulsion.

Mechanicsburg Area School District considers the possession, use and/or transmission of any of the above substances on school property or during school-sponsored activities a serious offense. All violations will be referred to the appropriate police departments for their disposition.

None of the provisions of this policy shall be construed to prohibit or regulate student's use, possession, or transportation of medication prescribed for the student by a licensed physician. Students using over the counter and prescription medications are required to follow the MASD Medication Policy #210.

Procedure - When a student is suspected of being in possession of or under the influence of a drug/mood altering substance/alcohol, that suspicion should be reported to an administrator. The

administrator may then: (a) interview the student, (b) search the student, his/her possessions, and his/her locker, consistent with the Student Searches policy, (c) ask the Nurse to perform a basic medical evaluation. Subsequent action will be dictated by the applicable situation.

USE OF COMPUTERS

Students are required to acknowledge that they receive, read, understand and agree to abide by the Acceptable Use of Communications and Information Systems (CIS) Policy #815, and will comply with it and related administrative regulations. This policy is available for review in its entirety on the MASD website. Students are also required to acknowledge that if they violate this Policy, other School District policies, regulations, rules, or procedures they are subject to the School District's discipline, and could be subject to Internet Service Providers rules, as well as local, state and federal rules and procedures.

CHEATING

Cheating is an attempt to gain an unfair academic advantage through dishonest or deceitful means. Examples of cheating include, but are not limited to:

- Receiving unfair assistance from the following: personal notes, another person, a computer program, or another unauthorized source on an assessment that was meant to be done alone.
- Possession of any unauthorized source of assistance during an assessment (including electronic devices, notes, etc.).
- Copying another student's work, and submitting it as your own (plagiarism).
- Enabling another student to cheat by giving them your work to copy.
- Conspiring to cheat.
- Supplying information to another student when students are expected to work independently.
- Copying information without properly citing the source (plagiarism).
- Submitting an original paper or project more than once for different classes or assignments.
- Altering grades or records.
- Having prior unauthorized access to an assessment.
- Certain usage of AI (see below in AI section)

The classroom teacher will deal with incidents of cheating consistent with this code of student conduct. Teacher and/or administrative consequences may be issued, and credit for the assignment may be denied. If the act of cheating involves a violation of another school rule (such as theft), then the teacher will refer the student to an administrator for appropriate disciplinary action.

Plagiarism is a form of cheating. If a student is suspected of plagiarism, his/her teacher may convene a committee of teachers to review the case. The committee would determine whether the work was plagiarized and the appropriate action to be taken. The committee may consist of, but not be limited to, the classroom teacher, the chairperson of the department, and another teacher.

MASH teachers may use an Internet-based plagiarism detection service. This service compares your paper to databases of other papers and to information on the Internet to determine whether you have inappropriately extracted material. The plagiarism detection service can tell if you have downloaded complete papers or parts of papers from the web and if you have failed to properly cite Internet sources that you use in your paper.

Plagiarism is the uncredited use, **both intentional and unintentional**, of somebody else's words or ideas. Section 7324 of the Crimes Code of Pennsylvania makes it a misdemeanor of the third degree to offer for distribution any dissertation, thesis, term paper, essay, report or other written assignment, or to sell or offer for distribution any assistance in the preparation of such assignments for submission to an educational institution to meet the requirements for a degree, diploma, certificate, or course of study. ***Assignment*** means a written, recorded, pictorial, artistic, or other academic task. ***Prepare*** means to create, write, or in any way produce in whole or substantial part of any such assignment.

Furthermore, according to Writing Research Papers (8th ed.), author James D. Lester defines plagiarism as "purposely using another person's writing as your own" (138). He further describes plagiarism as "the flagrant, dishonest use of sources without [accurate] documentation…" (140). Because academic integrity is important to the faculty and students of MASH and because plagiarism is a serious and legal issue facing students, the teachers at Mechanicsburg Area Senior High School want each student writer to conform to these rules of conduct when presenting another author's ideas:

1. Acknowledge borrowed material by introducing the quotation or paraphrase with the name of the authority. This practice serves to indicate where the borrowed materials begin.
2. Enclose within quotation marks all quoted materials.
3. Make certain that paraphrased material has been **rewritten into your own style and language**. A simple rearrangement of sentence patterns is unacceptable.
4. Provide specific, accurate, in-text documentation for each borrowed item. For example, MLA style requires the author's name and page for all in-text references.
5. Provide an accurate bibliographic entry on the Works Cited page for every source cited in the paper.
6. Omit sources consulted but not cited in the text.

Students may routinely be required to provide reference materials to verify sources or a computer service may be used to verify the accurate use and citation of source material. Further, a check of sources may also be based on a random selection of students.

Students that plagiarize on an assignment (in part or in whole) will receive a zero for the assignment. Please note that it is possible to plagiarize without meaning to do so; therefore, it is essential that students understand what it is.

ARTIFICIAL INTELLIGENCE

The district believes the use of generative AI should:

- Reflect MASD's district expectations and beliefs regarding curriculum development and use, assessment principles, and instructional practices.
- Enrich teaching, learning, and communication without compromising the social interactions and human decision-making that foster deep learning and healthy learning communities.

AI Use by Students: Academic Integrity

- Teachers shall define when and how AI may be used in learning tasks by utilizing the MASD AI Assistance Scale **(see graphic below).**
- AI-generated work must be cited properly for quotations, facts, information, statistics, dates, and/or the paraphrased statements of others, and students must distinguish between human and AI contributions. Generative AI resources shall be cited when the system's generated content is quoted, paraphrased or otherwise used in the student's work. Lack of citation to AI-generated work improperly implies that the work is theirs.
- Students are prohibited from using AI in any way that results in plagiarism, academic dishonesty, or the bypassing of learning objectives.
- Violations of this regulation may result in loss of AI privileges, academic consequences, or disciplinary action per the student code of conduct.

MASD AI Assistance Scale

LEVEL OF USE	FULL DESCRIPTION	GENERAL EXAMPLES	DISCLOSURE & CITATION REQUIREMENTS
0 No AI Use	AI must not be used at any point during the learning task.	N/A	N/A
1 AI-Assisted Editing	• You may use AI to make improvements to the clarity or quality of student-created work. • No new content can be created using AI.	Using Grammarly to identify unclear sentences, grammar mistakes, and awkward phrasing of self-created works.	• AI disclosure statement must be included. • Link(s) to AI chat(s) must be available for final submission.
2 AI for Specific Task Completion	You may use AI to complete certain elements of the task, as specified by the teacher.	Using ChatGPT to summarize a text, generate ideas, analyze arguments, create slide decks, manipulate data, etc.	• AI disclosure statement must be included. • You must cite the use of AI using the proper citation. • Link(s) to AI chat(s) must be available with final submission.
3 Full Use with Human Oversight	You may use AI as a co-pilot throughout your task to support your own work in any way you deem necessary.	Co-creating a multimedia presentation, designing graphics, genre adaptations, game design, coding, tutorials, creating musical chord progressions, etc.	• AI disclosure statement must be included. • You must cite the use of AI using the proper citation. • Link(s) to AI chat(s) must be available for final submission.

CLASSIFICATION OF STUDENT MISCONDUCT

MASH administration views its discipline system as a learning instrument, one which fosters students' growth and development as they navigate the school, their world, and civil society.

MASH recognizes that students do not always make sound decisions; sometimes a poor decision affects oneself, and sometimes if affects others. Student growth and development are fostered in an environment (1) that recognizes the dignity of each person yet balances the wellbeing of everyone, (2) where students have the ability to make decisions for themselves, and, (3) where, in light of a poor decision, there is mindset of reflection, communication, accountability, and growth.

There are times when misconduct requires the implementation of traditional disciplinary consequences, such as detention, loss of privileges, or removal from class/school. Such outcomes are intended to be implemented with fairness and in the best interest of the student and the school, at large.

In order to protect the right of all students to receive the best education possible in a safe and orderly learning environment, certain types of behavior are prohibited. Student misconduct is classified in four (4) levels—based upon place of occurrence, frequency of occurrence, and disruptive effect upon the safety and orderliness of the learning environment. The following is a summary of the violation levels and some sample (not all-inclusive) examples of infractions and outcomes.

Level 1 Violations

Level I violations are considered to be of the following nature:

- Minor in scope or impact on others
- Infrequently displayed
- Compliance-based
- Classroom level offenses

Examples of Level I violations may include, but are not limited to, conduct such as:

- Late to class
- Not being in assigned area
- Abuse of restroom privilege
- Unauthorized use of device in a more nuisance type of manner
- Not following class procedure
- Excessive manner in non-academic setting
    - i.e., volume, body control, use of inappropriate language

Consequences of Level I violations may include, but are not limited to:

- Conferencing with teacher, counselor, or assistant principal
- Staff notification of parent
- Temporary loss in a privilege
- Removal of student from class for the remainder of the period
- Teacher detention

- Teacher/Student agreement
- Lunch detention

Level II Violations

Level II violations are considered to be of the following nature:

- Repetitive forms of Level I violations
- More severe forms of Level I violations
- Creating a minor disruption to the environment

Examples of Level II violations may include, but are not limited to:

- Classroom disruption
- Improper hall behavior
- Misuse of pass/late to class
- Public display of affection
- Failure to report to or remain in an assigned area
- Misrepresentation of the truth
- Appropriate use of bathrooms
- Possession of lighters or other incendiary devices
- Minor insubordination/defiance
- Dress code violation
- Inappropriate bus conduct
- Inappropriate or repeated unauthorized use of device
- Inappropriate language
- Cafeteria or hallway disruption
- Leaving the building without permission
- Unauthorized solicitation

Consequences of Level II violations may include, but are not limited to:

- Confiscation of unauthorized item
- Teacher detention
- Written warning
- Detention (s)
- Temporary loss of a privilege
- Loss of assignment credit
- Parent contact

Level III Violations

Level III violations are considered to be the following in nature

- Severe and/or persistent forms of Level I and II violations
- Substantial disruption of the environment
- May threaten the effectiveness or safety of the environment.

Examples of Level III violations may include, but are not limited to:

- Verbal or physical aggression
- Violation of district medication policy
- Possession/use of electronic vaping devices
- Use of tobacco products

- Activity in an unauthorized area of the building
- Leaving school grounds without permission
- Chronic disruption to the learning environment
- Harassment: including verbal, physical, racial, ethnic, or sexual harassment
- Hazing
- Threatening another student
- Aiding or abetting in the delinquency of a student
- Extortion
- Insubordination, defiance, verbal disrespect (including obscene language and/or gestures) toward any school employee.
- Disorderly, vicious, illegal or immoral conduct.
- Reckless operation of a vehicle on school property
- Theft
- Gambling
- Violation of suspension stipulation(s)
- Fighting
- Unlawful trespass
- Failure to serve assigned detentions
- Behavior that poses health and safety risk to others
- Violation of computer, internet access, filtering policy
- Capturing or recording audio or video of another student without permission; dissemination of recording
- Capturing or recording audio or video of staff; dissemination of recording

Consequences of Level III violations may include, but are not limited to:

- Parent contact
- Removal from class for a period of time
- Confiscation of unauthorized item or contraband
- Revocation of privileges
- Suspension
- Police notification
- Student Assistance referral
- No Contact notices

Level IV Violations

Level IV violations are considered to be the following in nature

- Any acts whose consequences seriously endanger the health or safety of the individual or others in the school.
- Acts that result in violence to another person or his/her property or the property of the school district. Such acts are usually malicious in their motivation and pose a direct threat to the safety of others in the school.
- Possession or use of substances or weapons that are banned by state and school policy.
- Persistent or flagrant disregard of school rules.

Examples of Level IV violations may include, but are not limited to:

- Persistent/severe violations of Level III
- Use, possession, or being under the influence of a non-prescribed controlled substance, alcohol, mood-altering substance, or "look-alike drugs."
- Use or possession of drug paraphernalia.
- Sale or distribution of a controlled substance, mood-altering substance, "look-alike drugs," alcohol, or dangerous drugs or drug related paraphernalia as defined in the "Dangerous Drugs, Device and Cosmetic Act."
- Physical assault directed toward a district employee.
- Participation in or responsibility for causing willful defacing, damage, destruction, or vandalism of school property or of personal property of district employees.
- Terrorist or bomb threat
- Possession, use or distribution of a weapon or fireworks.
- Violation of any federal, state, or local law while on school property or at any school event.
- Use of cell phone to engage in illicit activity such as involvement with illegal substances, possession or transmission of content of a sexual nature.
- Cyber security violations / unlawful access to databases or other information systems.

Consequences of Level IV violations may include, but are not limited to:

- Parent contact
- Removal from class for a period of time
- Confiscation of unauthorized item or contraband
- Revocation of privileges
- Suspension
- Referral to School Board for expulsion
- Police notification
- Student Assistance referral
- Restitution for all damage or losses.
- Threat Assessments

CHRONIC MISBEHAVIOR

A Discipline Review Hearing may be held for any student who exhibits chronic misbehavior. The Discipline Review Committee will consist of the student and his/her parents, the student's counselor, an assistant principal, and principal. The committee will convene to discuss the student's pattern of inappropriate behavior, then to either develop a plan for improvement, to refer the student to an alternate educational program, or to refer the student to the Board of School Directors for an expulsion hearing.

REMOVAL FROM CLASS

A student who repeatedly and persistently disrupts a class to the extent that the education of other students is adversely affected may be removed from that class by an administrator for the remainder of the year. The administration will reserve the right to review academic credit for courses that are removed from a student's schedule. This disciplinary action will be taken only

after other forms of disciplinary action have proven to be ineffective in correcting the student's inappropriate behavior.

TEACHER-ASSIGNED DETENTION

Any teacher may assign a student to detention (monitored by that teacher) – before or after school – as a form of disciplinary action for the student's inappropriate behavior or failure to follow classroom procedures. The teacher will give the student at least one day's notice and communicate home so that the student may make any necessary arrangements for his/her transportation. Teacher detention is recommended to be no longer than 30 minutes. The teacher will provide constant supervision of any students he/she detains. Any student who serves teacher detention after school is responsible for his/her transportation home. Failure to serve a teacher detention will result in an office referral.

ADMINISTRATIVE DETENTION

An administrator may assign a student to administrative detention as a form of disciplinary action for the student's inappropriate behavior. The administrator will give the student advance notice so that the student may make any necessary transportation arrangements.

1. **Administrative detention may be held at various points during the school day including during the student's privilege time (i.e. late arrival) or during the post 2:45 period. Students may also serve during their lunch, before, or after school.** Please see published locations on DT slip or in the main office, as they change throughout the year.
2. No other options for serving assigned detention time are possible.
3. The only excusable reasons for missing detention are: (1) pre-arranged medical/dental appointments; (2) illness; (3) family emergency. The reason for missing detention must be confirmed with a written note from your parent or guardian.
4. Detentions are due by the end of the following week in which they are assigned. A student who does not serve administrative detention as assigned may be assigned additional detentions.
5. A student who is scheduled to serve both teacher detention and administrative detention at the same time should ask the teacher to reschedule his/her detention, so the student may attend the administrative detention on the assigned date.
6. Detention will be operated as a quiet study hall with the following rules in effect:
    - Students may not talk.
    - Students must remain seated.
    - Students may not sleep.
    - Students may not use this time to make-up quizzes/tests.
7. Any student who refuses to abide by the rules governing detention will be required to leave without receiving any credit for any time served that day. Additional disciplinary action may be taken.
8. Students who serve detention are responsible for their own transportation to/from school.

REVOCATION OF PRIVILEGES

The administration reserves the right to revoke privileges (such as Commons eligibility, hallway restriction, etc.) for any student that violates school rules, staff directives, or this code of conduct. These privileges include but are not limited to attendance at curricular and extracurricular events.

SUSPENSION (out of school) – pursuant to MASD Board Policy #233 and 22 Pa. Code 12.6

Philosophy. Suspension is a severe administrative disciplinary action that is taken only when: (1) milder forms of disciplinary action have been ineffective in correcting the student's behavior, or (2) the offense is severe enough to warrant this action.

Responsibilities. During a period of suspension:

1. The student **may not enter upon school property** – at any hour of the day or night, except with **prior** approval of a school administrator. The student may not enter the building in order to get assignments, books, etc. Assignments must be picked up by the parent or guardian at the Counseling & Career Center.
2. The student must stay at home during regular school hours. The student may **not** come to school, go to work, or do community service through a school program.
3. The student may **not** attend or participate in any school-sponsored activity – either curricular or extra-curricular. Exclusions from curricular or extracurricular activities may extend beyond the last day of the OSS as determined by the student's administrator.
4. The student is expected to complete all assignments to the best of his/her ability. Completed assignments are to be submitted to teachers upon the student's return to school. Zeroes will be given for any work that is not done.
5. Suspension restrictions are reinstated the morning following the last day of the suspension.
6. Students may not be admitted back to school before re-entry.

CTC STUDENTS

A student who is excluded from classes (AEA or Suspension) will have his/her early dismissal privilege revoked for the term of the exclusion. Suspensions (ISS or OSS) from CTC carry over to MASH. As such, the above terms and conditions apply.

STUDENTS' RIGHTS TO DUE PROCESS

Education is a statutory right, and students shall be afforded due process consistent with Board Policy and state regulations if they are to be excluded from school.

1) When a report is received that a student may have violated the Code of Student Conduct, the student will be informed of the allegations and offered an opportunity to respond.
2) During the course of an investigation, information may be gathered via student interviews and other means. Statements and evidence gathered by school officials during the course of an investigation may be provided to appropriate law enforcement authorities.
3) If a student refuses to speak to school officials without their parents or guardians present and requests the presence of his/her parent/guardian, an attempt will be made to contact the parent/guardian. If the parent/guardian is unavailable or unable to meet with the

investigating official within a reasonable amount of time, the administration will proceed with the investigation. If the student refuses to speak to the administration, with or without the presence of parents/guardians, this behavior shall be considered uncooperative in nature.

4) If the determination is made that a student has violated this Code, the principal or in his/her absence, the assistant principal, will notify the student, parents and/or guardians of the violation and afford the student the opportunity to respond if he/she so chooses. Also at that time, the administrator shall notify the student, parents, and/or guardians of the type of discipline that will be administered, consistent with this Code.
5) In the case that a student and the student's parent/guardian disagree that a violation of the Code of Student Conduct has occurred, the student and parent/guardian may appeal the punishment to the Superintendent. The right to appeal to the Superintendent is limited to factual disagreements about whether a violation occurred; there is no right to appeal the level or nature of the disciplinary action imposed. The Superintendent shall review the matter as he/she sees fit, with or without meeting with the student and parent/guardian, and notify the student and parent/guardian of his/her decision. There is no right to a formal hearing before the board of school directors. Review by the Superintendent shall be the final and exclusive form of appeal.

EXPULSION – pursuant to MASD Board Policy #233

The Board of School Directors may, upon the recommendation of the principal and the superintendent, expel a student; thereby, prohibiting the student from attending MASH for a prescribed period of time.

In cases of expulsion, the student and his/her parent or guardian shall have the right to a formal hearing before a committee of the Board of School Directors. At the formal hearing, the student shall be entitled to the due process requirements outlined in Board Policy #233 and 22 Pa. Code 12.8. A student's complete school record (grades K through 12) may be considered during an expulsion hearing – including, his/her records from a different school district.

DISCIPLINE RECORDS

School administrators maintain a record of all infractions of school rules for which administrative disciplinary action have been taken. This discipline record does not show teacher actions, such as teacher-assigned detention.

State law (PA Act 20 of 1995) requires that your discipline record be forwarded to your new school if you transfer. This record will list all infractions of school rules for which administrative disciplinary action was taken during your years at MASH (not just the current year).

CONTACT WITH LAW ENFORCEMENT AGENCIES (MASD Board Policy #805.1)

The Board of School Directors has established a policy with regard to contact with law enforcement agencies involving discipline as a result of activities occurring on school property or at a school event. Some, but not all examples of law enforcement contact are as follows: Police assistance will be requested when a trespasser fails to respond to a request to leave the premises, when any person is creating a disturbance and fails to respond to requests to cease and desist, or when any action threatens the health, safety, or welfare of any person. The police will

also be contacted when any person other than police officers are in possession of a weapon. Police will also be contacted for identification of substances and assistance in the investigation of all violations of the Dangerous Drugs, Device, and Cosmetics Act (Purdon's Pennsylvania Statutes, 35 P.S. sections 780-101 through 780-144) or drugs which fall under the "look alike" category. Police may also be contacted for cases of verbal or physical assault or violation of local, state, or federal law depending on the seriousness of the incident. Victims of violations of local, state, and federal law may choose to file charges under these statutes independent of school disciplinary actions. The school is often asked why they do not file charges in a student disciplinary incident. While the school has broad discretion in student discipline matters, the school does not have jurisdiction to file charges in some incidents. The police and/or the District Attorney make that decision after a report by the school. District contact with law enforcement agencies shall be consistent with the District's Safe School memorandum of Understanding with local law enforcement.

SECTION 504/CHAPTER 15 STUDENT NOTIFICATION

In compliance with the state and federal law, the Mechanicsburg Area School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Director of Special Education Services.

HEALTH SUITE

The Health Suite provides facilities for all health services rendered by the school nurse. Books and pamphlets about health and health careers are available here. For further information refer to the Mechanicsburg Area School District website under "Student Services" –"Health Services." If you are in need of forms for physical exams, medication use in school, and/or care plans for asthma, seizures, or allergies, then go to "Parents" on the district website.

Medical Personnel

The school doctor directs the school medical program as specified by the Pennsylvania Department of Health. The school nurse is responsible for all health services. In addition to routine nursing care, she administers hearing screenings for eleventh graders, and annual height, weight, and vision measurements for all students. Students may request hearing screenings,

vision screenings, growth measurements, and blood pressure screenings if they feel they need them.

Dismissal Due to Illness

In order to be dismissed lawfully from school due to illness, a student must have permission from the school nurse. Contact to the parents shall be made from the school nurse or designee, and the student will then be dismissed through the main office. Students shall refrain from contacting parents when they feel ill in an effort to leave school. Doing so can result in an instance of unauthorized use of a device and insubordination.

Additionally, students are able to visit the nurse's office in order to obtain a medical excuse in the event that they cannot obtain one from their medical provider.

11th Grade Physical

The Pennsylvania Department of Health requires a physical examination in Grade 11. These exams can be performed any time after July 1st prior to the start of Grade 10 to allow parents the ability to acquire the mandated physical at the same time they are obtaining physicals for driving permits and work. It is recommended that the exam be made by your personal physician as this provides for continuity in your child's care and keeps your child up to date with his/her immunization program. If this procedure is not possible, the school doctor can be scheduled to provide the necessary service. If the mandated physical is not completed, the student will be excluded from school until a physical is done. **Sports physicals done at MASH are NOT permitted to be used for 11th grade physicals.**

Medication Policy

Any medication, prescription or over-the-counter, will only be administered by order of a licensed prescriber (doctor or medical care provider). An adult should bring the medication and the written doctor order to the school nurse. If this is not possible, the parent must notify the school nurse and send the medication in the original package in a sealed envelope accompanied by the doctor's order and a note from the parent or guardian giving permission for the medication to be administered in school. The note must have the following information: Student name, name of medication, dosage of medication, time medication is to be taken, name of physician prescribing medication, date medication is to be given, and the number of pills sent.

All medication, prescription or over-the-counter, that is brought to school must be taken to the nurse's office immediately upon arrival to school. If the nurse is not available, the medication is to be taken to the main office. Medication may not be kept in the student's locker, purse, or on the student's person. Inhalers and Epinephrine auto-injectors may be carried with permission of the nurse, parent and a licensed prescriber's order (see MASD Board Policy 210.1). Students may obtain a note from the nurse allowing them to use cough drops during the school day.

All students are responsible for reporting to the nurse at their designated times to take their medication.

Non-prescription or prescription nutritional or herbal supplements, including homeopathic preparations, will not be given in the school or on any school sponsored activity. There are no exceptions to this rule.

Any student who possesses, uses, or distributes any medication is in violation of this policy and is subject to disciplinary action. A violation of the Medication Policy will result in a **minimum** of a one-day assignment to AEA (alternative education assignment).

Purchasing a Yearbook

Students will be provided with an opt-out form on the first day of school. If students do not wish to receive information about the yearbook at their house, they must return the form by the specified date. All student names and addresses will be provided to Balfour publishing after the specified opt-out date. Any student who does not submit an opt-out form will receive communications about ordering a 2024 Yearbook directly from Balfour Publishing. Payments may be made by check, money order, or credit card by phone at 1-800-853-1337 or online at www.balfour.com. Spring supplements are also available to students for an additional cost and cover sports and other activities that occur after the yearbook deadline in March such as, but not limited to, spring sports, prom, and graduation. Underclassmen who order spring supplements will receive them in September. Seniors who order spring supplements and/or senior DVDs will be notified when to pick them up in August at the home email address they provided when ordering.

In order to guarantee receiving a yearbook, it is essential to order prior to the advertised sales deadline. It is **not** yearbook policy to order extra books for sale in May, but occasionally some extra books are sent along with the full order and are sold on a first-come, first-serve basis on yearbook distribution day.

The School Newspaper

Mechanicsburg High School's newspaper, *The Torch,* is written by the students for the students and can be read online. Interested students can apply to be staff members at the beginning of each year. Don't miss out on your student voice!

MASH LIBRARY

Overview

The library is a resource center that provides students with a variety of print and electronic resources and a physical area in which to read, research, and study. There are also small group instruction rooms available for students who wish to collaborate or work in small groups, but reservation of these rooms must be coordinated via teachers and the main office.

Resources available to students (and staff) include print books, e-books and audiobooks, and various research tools and online databases, most of which are accessible remotely using passwords that can be obtained from the library staff. These resources can be accessed via ClassLink and via the library website at bit.ly/mashlibsite. Students and staff can also access the

online library catalog via ClassLink and at bit.ly/mashlibcatalog. Students (and staff) can use their Google credentials to log in and renew items, place holds, and access e-resources owned by MASH Library. For assistance, please see a MASH Library staff member or send an email to mashlibrary@masdstudent.org .

Student Expectations

Students will…

- Be expected to follow all rules set forth in this MASH Student Handbook,
- Be respectful, prepared, kind, and be expected to uphold the Wildcat Code:
- Be willing to serve & help others,
- Have integrity and do what is legally and morally right,
- Be loyal,
- Be dutiful & accept the consequences of your actions,
- Have courage; overcome your fears and face adversity head on,
- Have a positive and confident attitude & treat others with respect,
- Be tolerant of others, even when you do not agree with them.
- Use the online library pass system, which is accessible via ClassLink (bit.ly/mashlibpass).
- Check in at the main desk upon entering the library.
- Check with library staff prior to leaving the library for any reason.
- Follow other expected protocol and policies as posted.

Access and Usage

- Students can access the library first thing in the morning when the building opens at 8:00am until the first period of the day, during their study halls, and during their Senior Alternative. The library is closed during IE period and is only open periods 5 and 6 on day 6 to students participating in special day 6 programs.

- Study hall teachers are permitted to send up to four students per study hall to the library for independent work or reading at a time (this number is subject to change). Teachers may also send up to four students to the library for book selection at a time and these students are expected to select books and return promptly to their class.

SCHOOL INSURANCE

The Student Accident Insurance Program is a voluntary program and offers you two different types of insurance coverage:

Regular school-time coverage – in effect during regular school hours and during all school-sponsored activities from the date of payment until the end of the current school year.

Around the clock coverage – in effect anytime, anywhere – continuously, from the date of payment until the opening of the next school year. The Board of Education makes this service available on a voluntary basis, although it is strongly recommended that those students who plan to participate in any intramural sport purchase the coverage. The Board of Education purchases insurance for students who participate in interscholastic sports, but the

coverage ends at the end of each athletic season. Additional information – including the price of the coverage and the limits of the policy – is posted on the school district website at the beginning of the school year.

STUDENT ASSISTANCE PROGRAM (SAP)

The student assistance program is a statewide initiative designed to help students who show signs of experiencing serious school-related problems. Through a referral process, students are identified, interviewed, and, if appropriate, referred to an outside agency. Student assistance is an intervention process, not a treatment program.

Since all young people must attend school, school personnel have a unique opportunity to identify and help those students whose lives are being adversely affected. Confidentiality between the student and school personnel will be respected and maintained in the best interest of the student.

Mrs. Beth Maurer is our MASH liaison for SAP. Our other team members include counselors.

Any concerned individual may refer a student by contacting the student's school counselor, administrator, or Mrs. Mauer. Upon receiving a referral, the team gathers information from staff members who have contact with the student. A team member then volunteers to contact a parent. If the parent agrees, then the team member and the student meet to discuss the reason(s) for the referral.

If recommended by the team, formal assessments are offered to the student by trained specialists from county drug and alcohol and / or mental health agencies. These individuals work closely with the team and make recommendations based on the information gathered from all sources. These recommendations may include school-based services, counseling, or a referral for treatment.

Any student who violates the school drug and alcohol policy is required to participate in, and successfully complete, the student assistance program.

STUDENTS OF THE MONTH PROGRAM

At the end of each month, each academic department will honor one student who has:

- Demonstrated outstanding effort, achievement, or attitude
- Shown a dramatic improvement in effort, achievement, or attitude
- Performed some particularly commendable service for the school or fellow classmates

Recipients will be recognized via:

- A letter of congratulations sent to parent or guardian and to the student
- A visual display in the student commons and/or via electronic display around the school

ACADEMIC LETTERS

Students who earn the following weighted GPA point totals will be awarded an academic letter:

Grade 9 111	Grade 11 113
Grade 10 112	Grade 12 114

ACADEMIC EXCELLENCE AWARDS

To reward those students who excel in academics, a special plate will be awarded for a weighted GPA point total of 450 at the end of the senior year. Cumulative weighted points from grades 9-12 will be added. There will be no rounding of points.

MEDALS

Medals will be awarded to students in the senior class who have earned the right to wear the gold stole. The stoles are worn at graduation by those students who have earned a cumulative GPA of 93% and/or are in the top 10% of the class according to their weighted GPA.

ACADEMIC ELIGIBILITY REQUIREMENTS

All students participating in interscholastic athletics and all other extra-curricular activities must meet the curriculum requirements as established by the PIAA.

The following is a summary of the PIAA requirements and is subject to change in accordance with the PIAA Constitution and By-Laws. In order to be eligible for interscholastic athletics and all extra-curricular activities, a student must meet the minimum academic requirements as stated:

- The student must be passing at least four major subjects (courses that meet every day). Eligibility shall be based on cumulative grades for the current grading period. Grades are monitored on a weekly basis. If a student is not passing at least four major subjects, the student will become academically ineligible for one week (Sunday-Saturday). At the end of one week, if the student is still not meeting the minimum standards, he/she will continue to be academically ineligible. When a school is closed on a Friday for any reason, the principal may, at his election, determine whether the student as of that day meets the standards as stated.
- A student must have passed a least four full credit subjects during the previous school year. At the end of the school year, the student's final credits, rather than the credits of the last grading period, shall be used to determine his/her eligibility for the first grading period of the next school year. A student whose work does not meet the academic eligibility standards, who attends summer school and corrects his/her deficiencies shall be eligible. In cases where a student's work in the preceding school year does not meet the standards, the student shall be ineligible to participate in any extra-curricular activities from the start of practices through the first fifteen school days of the next school year beginning on the first day of school.
- A student must have passed at least four full credit subjects during the previous grading period. In cases where a student's work in any preceding grading period does not meet the standards, the student shall be ineligible to participate in any extra-curricular activities for at least fifteen school days of the next grading period beginning on the first day report cards are issued.

Academic ineligibility means that the student is unable to dress or participate in any event, competition, or performance that is considered an extracurricular activity. Ineligible students will not be dismissed from school to participate and/or travel with their respective team/organization. The decision as to whether the student may participate in practice sessions will be at the discretion of the coach/advisor of the extra-curricular activity.

Extracurricular Behavior Guidelines
The Extracurricular Behavior Guidelines further regulate participant behavior and outline universal penalties to be applied to participants in the extracurricular program who are involved in the use, possession and/or distribution of alcoholic beverages, controlled substances, anabolic steroids, or look-alike drugs.

Exclusion from school shall include a prohibition for participation in or attendance at any school-sponsored activity during the period of the exclusion. The coach or director of the extracurricular activity may, with approval of the principal, also impose special training rules and reasonable dress requirements that are required for participation in the activity. These rules will be communicated to students and parents/guardians at the beginning of each season.

Parents/guardians and students need to be aware that participation in extracurricular activities is a privilege.

The rules outlined in the Extracurricular Behavior Guidelines apply to participants in extracurricular activities on a twenty-four hour basis on and off school property during the period of participation. Student and parent/guardian verification of understanding is required and must be on file with the District before participation is allowed (page 15 of this document).

MASD Drug, Alcohol, Tobacco, and Steroid Policies are to be followed by all students participating in MASD sponsored organizations.

The Board of School Directors, Administration, Faculty, and Staff of the MASD consider participation in school-sponsored organizations to be a privilege. Students participating in school-sponsored organizations are expected to accept the responsibilities granted them by this privilege. As school district representatives who are scrutinized by their peers and the community, students participating in school sponsored organizations are **expected to accept a drug, alcohol, tobacco, and steroid-free lifestyle.** Possession of Tobacco Products, Use of Tobacco Products, Possession, Use, Transfer, Sale or Aiding in the Procurement of Drugs, Mood-Altering Substances, Alcohol, Anabolic Steroids (except for a valid medical purpose), and Controlled Substances as defined in the MASD Code of Conduct are prohibited by any student. Students who violate this policy shall be subject to: (a) the disciplinary action listed below (b) the specific guidelines established by the individual organizations (c) the disciplinary action outlined in the MASD Drug and Alcohol Policy (d) mandated referral (except for tobacco incidents) to the Student Assistance Program with successful completion of the assessment and any recommended counseling and/or interventions, and (e) possible referral to law enforcement.

First Offense: The student may be removed for a period of time (up to 45 consecutive school days) from participation as a member in any MASD sponsored organization. Organizations include but are not limited to athletic teams, honor societies, student council, key club, debate team, concerts, band, music performances, musical, play, ski club, etc. The suspension may be carried into the next school year if the term of the suspension does not conclude within the current school year.

Second Offense: The student may be removed for a period of time (not to exceed one calendar year from the issuance of disciplinary consequences) from participation as a member in any MASD sponsored organization.

While the administrative staff, coaching staff, advisors and faculty cannot observe students seven days a week/twenty-four hours a day, students are expected to abide by all school regulations. Parents/guardians are obligated and expected to support and enforce these regulations. Any violation brought to the attention of the administration shall be investigated.
Students have the right to due process. During the due process proceedings, if the allegations are found to be factual, the associated penalty shall be imposed.

1. When we receive a report that a student may have violated the Extracurricular Behavior Guidelines, the student will be informed of the allegations, offered an opportunity to respond, and be immediately suspended from participation in the team/activity pending the completion of the investigation. Suspension from the team/activity means the student is still a member of the team/activity, but the student(s) will not be allowed to compete/perform with the team/activity until the investigation has been completed and consequences imposed or no further action is taken.

2. During the course of an investigation, information may be gathered via student interviews and other means. Statements and evidence gathered by school officials during the course of an investigation may be provided to appropriate law enforcement authorities.

3. If a student refuses to speak to school officials without their parents/guardians present and requests the presence of his/her parent/guardian, an attempt will be made to contact the parent/guardian. If the parent/guardian is unavailable or unable to meet with the investigating official within a reasonable amount of time, the administration will proceed with the investigation. If the student refuses to speak to the administration, with or without the presence of parents/guardians, this behavior shall be considered uncooperative in nature.

4. If the determination is made that a student has violated these guidelines, the principal or in his/her absence, the assistant principal, will notify the student, parents/guardians of the violation and afford the student the opportunity to respond if he/she so chooses. Also at that time, the administrator shall notify the student, parents/guardians of the type of

discipline that will be administered, consistent with these guidelines.

5. In the case that a student and the student's parent/guardian disagree that a violation of the Extracurricular Behavior Guidelines has occurred, the student and parent/guardian may appeal the punishment to the Superintendent. The right to appeal to the Superintendent is limited to factual disagreements about whether a violation occurred; there is no right to appeal the level or nature of the disciplinary action imposed. The Superintendent shall review the matter as he/she sees fit, with or without meeting with the student and parent/guardian, and notify the student and parent/guardian of his/her decision. There is no right to a formal hearing before the board of school directors. Review by the Superintendent shall be the final and exclusive form of appeal.

School Attendance and Participation in Extracurricular Activities

Extracurricular activities are a valuable component of the school's educational program and provide opportunities for students to grow and excel beyond the classroom. Although these experiences are valuable, it is essential that the student recognizes the importance of regular daily attendance and academic achievement. With this in mind, the school district has instituted the following daily attendance regulations for all students participating in extracurricular activities. Students participating in any school-sponsored activity (practice, game, competition, concert, production, etc.) occurring on a school day must be in school. Students who arrive tardy to school or are absent from school are subject to consequences limiting their participation in an extracurricular activity.

Should lack of funding prevent any student from exploring a potential school sponsored activity, they are encouraged to communicate with their school counselor or social worker.

Tardy to School – If a student arrives to school after the tardy bell and within the first two (2) hours of the school day the following actions will result:

- First Offense: The student will receive a written warning from the coach/advisor with a copy also forwarded to the athletic director or principal's office that will be mailed to the parents and/or guardians.
- Second Offense and Subsequent Offenses: The student will not participate in his/her scheduled school sponsored activity that day or evening.

Absence, Half Day or Full Day - If a student is absent a half day or the entire day, the student **will not be allowed to participate in his/her scheduled** school-sponsored activity that day or evening (no warnings). If a student is absent from school or sent home by the nurse on a given day, he/she cannot return to participate in his/her activity that day or evening or be a spectator at a school event on that day.

Exceptions to this regulation must be approved by an administrator and include a student who has a signed excuse from a doctor stating that he/she is fit to participate that day, school district transportation problems, an unavoidable family emergency or a pre-approved absence for a doctor's appointment, field trip, job shadowing, post-secondary institution visit, funeral, or religious observance.

STUDENT ORGANIZATIONS

Please refer to the link on the MASH website for information about extracurricular clubs and organizations

ATHLETIC ELIGIBILITY

To be eligible to participate in any athletics a student must:

1. Be less than 19 years of age prior to July 1.
2. Have the consent of his/her parent(s) or guardian(s).
3. Never have played in any sport professionally.
4. Pass a physical examination by a physician.
5. Play no more than four years in any one sport.
6. Not miss more than 20 days of school during any semester.
7. Not attend more than eight semesters of school beyond eighth grade.
8. Maintain a passing grade for the current grading period in at least four major subjects (courses that meet every day of the cycle).
9. Maintain a high scholastic standing.
10. Not play for an outside team at the same time he/she plays for a school team, unless waived by the Athletic Department to the PIAA.
11. Abide by rules and regulations of the particular sport in which he/she is participating.

12. Do not use anabolic steroids, except for a valid medical purpose, as prescribed by a medical doctor.
13. Accept a drug, alcohol, tobacco, and steroid-free lifestyle.

NCAA ACADEMIC/ATHLETIC ELIGIBILITY

Academic eligibility to participate in Division I or Division II college athletics is determined by the NCAA Eligibility Center. To be eligible, a student athlete must meet specific minimum requirements in regard to GPA, SAT/ACT scores, and completion of certain core academic courses as approved by the NCAA Eligibility Center. For detailed information and the materials necessary to register with the NCAA Eligibility Center, see your high school counselor. (It is not necessary to register until your junior year, but scheduling the appropriate courses by the student should be a consideration all four years of high school).

ATHLETIC AWARDS

The Varsity M letter will be awarded at the completion of the first season the student meets the necessary requirements to earn a varsity letter. The letter M will be a 6" felt and chenille block M. Only one 6" letter will be awarded to an athlete during his/her high school varsity career. After the initial varsity letter has been earned, pins will be awarded to an athlete representing the sport in which the letter was earned. Athletes who earn enough participation time to qualify for a junior varsity letter will be awarded a certificate.

VARSITY PIN

If you earn three or more varsity awards in the same sport, you will be awarded a varsity pin. However, you cannot receive more than one varsity pin.

SPECIAL AWARDS

The athletic director has the authority to:

(a) Make special awards for outstanding contributions by individuals or teams.
(b) Withhold awards for conduct unbecoming a member of a Mechanicsburg Area School District athletic team.

HONOR AND HIGH HONOR PLAQUES

If you earn a minimum of 18 points, you will be awarded an honor plaque. If you earn a minimum of 23 points, you will be awarded a high-honor plaque. More than 50% of an athlete's points must be accrued in a competitive athletic program. Any points you earn will be calculated this way:

High School Certificate of Participation	1
Ninth Grade Varsity Award	1
Junior Varsity Award	2
Varsity Award	3

GUIDELINES:

The athlete must compete in 40 percent of total quarters, matches, or innings in basketball, football, wrestling, soccer, volleyball, hockey, baseball, softball, tennis, lacrosse, water polo, or golf.

1. **Track** – a contestant must accumulate 10 points in dual competition. Points are based on 5 points for first place, 3 points for second place, 1 point for third place, and 2 points for each member of the winning relay team.
2. **Cross Country** – must finish in top ten places in 50 percent of total dual meets.
3. **Swimming** – a contestant must accumulate the equivalent of 3 points per dual meet.
4. The coach in each sport shall have the opportunity to recommend varsity awards in special cases.
5. The following criteria will be used to determine athletic awards for managers and trainers:
    A. Work hours assigned by the trainers or equipment managers.
    B. Attend practices during the season.
    C. Attend athletic contests.

A manager will be awarded a certificate of participation for the first year of participation, a Junior Varsity award for the second year, and a Varsity award for the third and fourth years. Varsity awards will be awarded to student trainers upon review and recommendation of the training staff.

Any cheerleader, student trainer, or manager who has accrued the majority of his/her athletic points as a cheerleader, trainer, or manager shall not be eligible for a high honor athletic award. However, the athletic staff may recommend a student for special recognition for outstanding service to the athletic program. The athletic staff will secure an appropriate award for recognition of a cheerleader, student trainer, or manager.

UNIFORMS AND EQUIPMENT

Each student-athlete is issued a uniform and equipment for their sport. The school-issued uniform and equipment is on **LOAN** to the student for the season. Liability for the cost of damage or loss is to be assumed by the student who has been issued the uniform and equipment. All uniforms and equipment are issued in good condition. The uniform and equipment must be returned at any time specified by an Athletic Department official, but no later than two weeks after the season has concluded. At no time during the loan period may a uniform and equipment be used by anyone other than the assigned student. Students will not be issued a uniform or equipment for any subsequent sport until all uniform and equipment has been returned.

USE OF ANABOLIC STEROIDS

The use of anabolic steroids by any student involved in interscholastic athletics (except for a valid medical purpose as prescribed by a medical doctor) is prohibited. Students who violate this policy shall be subject to the provisions of the Code of Conduct. No student suspended for anabolic steroid use shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of the steroids exists.

ATHLETIC TICKET

A student athletic ticket is available for $15. The ticket is good for ten admissions. By purchasing and using this ticket, you save $5.00 since the cost of admission to ten single events would be $20.

The ticket is valid for any home athletic contest where an admission fee is charged. However, the ticket is not valid for admission to tournaments or play-off games.

ATHLETIC STAFF

Managerial Staff

Athletic Director	Seth Pehanich
Assistant Athletic Director	Robert Strickler
Trainer	Amy Driver

ALMA MATER

Mechanicsburg High School
You're the dearest school to me;
Mechanicsburg High School
True to you we'll always be.
Fairest colors, Maroon and Steel,
Faith in you we'll always feel.
Dearest school beneath the sky-
Mechanicsburg High!

SPORTSMANSHIP

There is a growing concern over unacceptable and unsportsmanlike fan behavior at athletic contests. While in attendance at after-school events, all school rules are in effect and violations include but are not limited to being evicted from the game/premises; receiving an alternative education assignment, or suspension from school and/or prohibition from attending future events.

When attending or participating in an event to support and cheer for your team, you are there to enjoy the skill and competition, not to intimidate or ridicule the other team, its cheerleaders, or fans. Actions meant to demean opposing players, team, spectators, and officials are not in the highest ideals of interscholastic education and will not be tolerated. A ticket is a privilege to

observe the contest, not a license to verbally assault others and be generally obnoxious. Recognize and show appreciation for an outstanding play by either team. Respect the integrity and judgment of contest officials and learn the rules of the game so that you may understand and appreciate why certain situations take place. Be a positive role model through your own actions and by censuring those around you whose behavior is unacceptable. Your display of good sportsmanship will show the most positive things about you and our school and remind us that sport is meant to be fun.

NON-DISCRIMINATION POLICY

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

For information regarding civil rights or grievances procedures contact The Superintendent's Office:

Mechanicsburg Area School District
600 South Norway Street, 2nd Floor

Mechanicsburg, PA 17055

Phone: 717-691-4500

TRADITION
PRIDE
EXCELLENCE