

MMI PREPARATORY SCHOOL

154 Centre Street
Freeland, PA 18224
(570) 636-1108
www.mmiprep.org

STUDENT HANDBOOK 2011-2012

MMI Preparatory School is a non-sectarian, co-educational,
independent school whose mission is:

*To provide dedicated area students with a
comprehensive and inspiring 6th-12th
grade college preparatory program that
maximizes each individual's academic,
social, and character potential in
preparation for success in college and
beyond.*

This book belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE

Founded in 1879

Accredited by The Middle States Association of Colleges and Schools
Member of The National Association of Independent Schools
Member of The Pennsylvania Association of Independent Schools

INDEX

MMI PREPARATORY SCHOOL

Philosophy	3-4
Objectives	4

ACADEMIC PROGRAM

AP Program	8
AP Exam Schedule	10
Academic Honesty	9
Academic Standing	7
Course Requirements	6
Daily Schedule	5
Dropping Courses	7
Grading System	6
Graduation Requirement	9
Honor Roll	9
Lunch	5-6
PE Courses	7
Summer School	8

ACADEMIC OBLIGATIONS

Assembly Program	10-12
Open House	12

COLLEGE ADMISSIONS

Counseling	13-14
------------	-------

STUDENT ORGANIZATIONS

Class and Club Banks	16
Class Clubs	16
NHS & NJHS	15-16
Special Clubs/Teams	16
Student Council	15

STUDENT RESPONSIBILITIES

School Guidelines	17-25
Absences	17-18
Backpacks	24
Busing	22-23
Classroom Passes	18
Coxe Commons	25
Dress Code	19-21
Driving Privileges	18
Electronic Devices/Cells	24
Gum Chewing	23
Illegal Behavior	22
Inappropriate Language	23
Library	25
Lockers	23
PDA	23
Senior Privileges	24
Skateboards, Etc.	23

BOARD POLICIES

Admin of Meds	26-27
Fire Drills/Evacuations	36
Harassment	27-31
Internet & Computer	34-35
Internet Access Page (Signature Required)	36
Weapons	31-34

APPENDICES

Mid School Schedule	37
Prep School Schedule	38

THE MMI PREPARATORY SCHOOL

MMI Preparatory School, formerly the Mining and Mechanical Institute, was founded in 1879 by Eckley B. Coxe. The school's original purpose was to teach arithmetic, fundamental science, and English to boys and young men who were employed in the mines to prepare them to be better miners and mechanics; school met at night. A few of the graduates entered college during the 1890s.

In 1902, the main building was constructed and a day school, specializing in college preparatory work, began. From the beginning, most of the graduates of the day school attended college.

A science-shop building was constructed in 1916. A gymnasium was built in 1925. Additions made to the main laboratory building in 1946 provided three large, comfortable classrooms.

On June 9, 1964, a fire gutted the original 1902 structure. The main structure was rebuilt in 1966 with larger classrooms and a wing to house a cafeteria, the library, and another classroom. The new structure was made possible by gifts from many friends.

MMI Preparatory School became co-educational in September, 1970, and established a 7th and 8th grade Mid School in 1977.

The Century II Building, initiated in MMI's Centennial Year, houses a large Instructional Materials Center with a computer lab and seminar rooms, a café with stage and kitchen, and 5 additional classrooms. In 1999, MMI added a sixth grade, expanding its program to include 6th through 12th grades.

MMI completed a major campus expansion in September 2000. The new additions house a gymnasium, science and computer laboratories, a student lounge, and an administrative center. Renovations to the older buildings included an elevator and hallways connecting them to the newest addition.

Throughout its years of existence, MMI has graduated more than 2,700 students. Over 3,600 young men and women have attended day or night sessions since the school was founded. We are proud of our continued service to the entire community for more than 130 years.

THE PHILOSOPHY – MMI PREPARATORY SCHOOL

MMI is an independent, college preparatory school steeped in more than 130 years of tradition which seeks to help students discover and fulfill their unique potential. Throughout MMI's storied history, our commitment to educational excellence, co-curricular opportunity, and the development of a strong sense of character and service has remained constant. Founded on the vision of Eckley B. and Sophia G. Coxe, we recognize our historic obligation to provide

an affordable education to students from varying backgrounds. At the same time, financial participation is an expectation of all our families.

Faculty members and students at MMI are valued as individuals. Small class size, individual attention, and a focus on interdisciplinary studies create an environment that allows our faculty to foster intellectual curiosity and academic success. The rigorous curriculum develops talents, building a passion for learning and a community of lifelong learners. Success and honest effort are recognized while failures become instructive. Furthermore, we recognize the value of athletics and co-curricular activities as a means for developing self-reliance, self-discipline, and social experience.

Our educational process leads to the flourishing of ideas, attitudes, habits, and principles of justice making students responsible members of a democratic society—who respect not only themselves and their neighbors, but also their country and international community.

OBJECTIVES OF MMI PREPARATORY SCHOOL

- To foster the development of critical thinking, analysis, and communication skills, using a variety of educational methods, techniques, and experiences that lead to academic excellence.
- To provide learning opportunities that expose our students to a variety of vocations and lifelong passions, working to develop the whole student.
- To provide character education and service opportunities that emphasize respect, responsibility, and self-discipline.
- To develop intellectual curiosity in our students, creating a community of lifelong learners.
- To recruit and enroll engaged and motivated area students and to provide financial assistance to those students who would be otherwise unable to attend MMI.
- To develop a spirit of school pride and sport pride throughout the school.
- To provide for and develop the leadership potential of the student-athletes in the overall student body.
- To have MMI athletes, coaches, teams, and fans recognized among our competitors as models of sportsmanship, character, and integrity.
- To develop a structured operating plan that fully utilizes MMI's many assets to maximize Annual, Capital, and Planned Giving in support of the mission of MMI.
- To reach out to alumni, parents, and friends of MMI by providing them with consistent information on MMI operations and achievements, thereby enhancing their desire to support MMI's overall goals and objectives.

ACADEMIC PROGRAM

Daily Schedule

8:00 -8:52:	1 st Period
8:56-9:47:	2 nd Period
9:47-10:00:	Break
10:00-10:51:	3 rd Period
10:55-11:46:	4 th Period
11:46-12:13:	Mid School Lunch
11:50-12:32:	Prep School 5 th Period
12:16-12:59:	Mid School 5 th Period
12:32-12:59:	Prep School Lunch
1:02-1:44:	6 th Period
1:48-2:39:	7 th Period (M-Th)
2:39-3:00:	Assembly/Homeroom (M-Th)
1:48-3:00:	Clubs (F)

Upon arriving at school in the morning, students must remain in the Coxe Commons or the café until 7:50 a.m. Once the warning bell rings at 7:50 a.m., students may move to their lockers. Any student not in 1st Period by 8:00 a.m. will be considered tardy. If tardy, the student must sign the Register at the Main Office and will not be permitted to attend first period class. The student will remain in the Coxe Commons.

Prep School students returning late from lunch will not be permitted to attend their 6th period classes, and will likewise remain in the Coxe Commons. Lunch privileges for Prep School students will be suspended with a pattern of tardiness.

Formal classes conclude at 3:00 p.m. A special period from 3:05 p.m. to 3:35 p.m. is scheduled for students desiring additional academic assistance or a conference with a teacher. Students not involved in Special Academic Assistance in a classroom under the supervision of a teacher are to leave the academic area by 3:35 p.m. each day. Those students who remain in the academic area after 3:00 p.m. must remain in dress code.

Lunch Period

A variety of food, such as milk, hot soup, sandwiches, salads, fruit, and snacks, is offered daily for student purchase. Students may also bring their own lunch. In all cases, students will be responsible for their own dining area in the café or on the picnic tables outside. Failure to do so may result in assigned seating.

During lunch periods, eating or congregating in the halls or lavatories in the academic area is not permitted. Eating or drinking in the Coxe Commons is strictly forbidden. During lunch, Mid School students are not permitted to go to their lockers without permission from a teacher.

Any Prep School student may eat lunch outside the school within walking distance from campus. Students may not drive off campus for lunch. Mid School students may not leave the campus at any time during the lunch hour.

Academic Course Requirements

Each core subject meets 210 minutes per week. A core subject, successfully completed, earns a student one academic credit for a full year course and one-half credit for a semester course. To advance in any core subject of a sequential nature, a student must earn a 70% or better in the course.

For placement into AP courses or advanced modern language courses, a student must have at least a 92% average for AP classes and an 85% for language classes, indicating a solid foundation and the ability to succeed in the advanced work. The subject area teacher, in collaboration with faculty, guidance, and administration, will decide on a student's admission to the advanced sections.

Grading System

The school's grading system follows a 0 - 100% scale. Passing grades are from 60 to 100%; below 60% is failure.

Quarterly grades are based on tests, quizzes, reports, themes, and projects. Students in 8th through 12th grades take comprehensive exams at the end of the first and second semesters. Teachers may exempt students from the mid-year and final exams who have earned a 92 average for the year's work-to-date prior to adding any bonus points for Assembly or Open House projects.

A student's final grade is based on the average of the two semester grades. Each semester grade is based on two nine-week marking periods and the semester examination. If a student is exempted from the examinations, the semester average is based on the two nine-week marking periods.

Grade Reports will be emailed no more than one week following the conclusion of the marking period.

President's List and Honor Roll

Academic achievement is recognized through the President's List and Honor Roll. The Honor Roll recognizes sound academic performance each quarter, and the President's List will note such achievement at the end of a semester. Inclusion on the President's List or Honor Roll becomes part of the student's permanent file. To earn recognition, one must:

- Have attained a cumulative average in all subjects of 85%;
- Have attained an average of 70% or better in each course;
- Have no incompletes at the end of the nine-week grading period;
- Be enrolled in a complete schedule of courses;
- Have a satisfactory citizenship record.

Academic Standing

MMI is a college preparatory school and requires its students to have a seriousness of purpose and a determination to succeed. Possessing the potential to do well and actualizing this potential are not synonymous. Some students do encounter difficulty. The following rules have been adopted in such instances:

- If the average of a student's final grades in all major subjects at the close of a semester is less than 70% or, if the student has failed a subject, the student will be placed on *academic probation* for the following semester. When a student shows very poor scholarship with a low "D" or "F" average, his or her tenure at the school may be terminated at the end of the semester.
- If, during the next semester, a student brings his cumulative average up to a 70%, regular academic standing will be reinstated. If, after probation, a student does not bring his/her average up to a standard during the following semester, his/her association with the school may be terminated.
- Any student failing any subject, or any student who has an overall academic average below 70%, will cease participation in all extra-curricular and athletic activities for one week (Monday through Friday). This academic evaluation will occur each Friday for determination of eligibility for the following week.
- In addition, any student who fails any subject for a marking period will be ineligible to participate in athletics for the first ten (10) days of the following marking period, beginning on the first day report cards are issued.

Dropping Courses

MMI students are not permitted to drop a course during the regular academic year, except in rare cases approved by the Vice President.

Physical Education Courses

Each MMI student is required to take physical education classes. Students are required to wear the PE uniform. Athletic shoes are required. Failure to bring the PE uniform will result in a reduction of the quarter grade.

To be excused from PE classes, a doctor's note is required. When a student has a condition that warrants being excused from a day's activities, s/he should present the note to the PE teacher to receive an alternative activity.

Summer School

Summer school and individual tutoring, as approved by the Vice President, must be completed by students who:

- have failed a core subject course;
- have received a grade of less than 70% in the preceding sequential course;
- have a cumulative average of less than the 70% required for graduation.

Summer school grades cannot be used to improve yearly or cumulative averages. Only the grades earned through the academic year are used to determine the yearly and cumulative average. The student will earn credit at the 60% level for any course that is retaken and passed during the summer.

Advanced Placement Program

The Advanced Placement (AP) program is comprised of college level courses and examinations for secondary school students. Each of the AP courses is weighted at a 1.06 credit level.

Most colleges give credit or advanced placement to students with suitable AP examination scores. MMI sophomores, juniors, and seniors may take AP examinations in the following fields: Biology, Calculus, Chemistry, Language and Composition, Literature and Composition, European History, Physics, United States History, Studio Art: 2-D, Studio Art: 3-D, and Drawing.

All students who take an AP class must sit for the corresponding AP Exam. The AP Exam counts as the final exam for the AP course.

2012 MMI AP Exam Schedule

	8:00 a.m. Testing	12:00 p.m. Testing
Monday, May 7 th	Chemistry	
Tuesday, May 8 th	Computer Science	
Wednesday, May 9 th	Calculus, AB/BC	
Thursday, May 10 th	English Literature	
Friday, May 11 th	U.S. History	European History
Monday, May 14 th	Biology	Physics B/C
Wednesday, May 16 th	English Composition	

Graduation Requirements

To graduate from the Prep School, each student must pass each core course and have a satisfactory cumulative academic average of 70%, earned during the regular academic year. In addition to the minimum average, each student is expected to fulfill the following requirements:

- Four (4) credits* of core English courses;
- Four (4) credits* of core History courses;
- Four (4) credits* of core Mathematics courses;
- Four (4) credits* of core Science courses;
- Two (2) sequential credits* of a Modern Language;
- One (1) credit* of Java Programming;
- One (1) ½ credit* course of Speech;
- One (1) ½ credit* course of Health;
- Two (2) credits* of PE;
- One (1) credit* of Arts courses;
- Three (3) additional credits* of approved academic courses.

*Those students entering into the Prep School after the end of their freshman year will have the credits for graduation adjusted accordingly.

Any student who receives a final grade of “F” in any course will be subject to review by the school administration to determine whether s/he is eligible for graduation. In addition, the school administration will determine whether or not the student will be eligible to participate in graduation ceremonies.

Academic Honesty

It is expected that MMI Preparatory School students will exhibit consistent and continuous evidence of honesty, integrity, and trustworthiness. In the event a student exhibits inappropriate conduct during an examination, cheats on an assignment, quiz, or test, or plagiarizes a paper, the teacher in whose class the infraction occurs may do one of the following:

- (1) If relatively minor, take the action s/he deems appropriate in class; **or**
- (2) Refer the matter to the Vice President, who will then institute the following consequences:
 - (a) For a First Offense: The student will be given a zero for the work in which the offense occurred. The student may also fail the course in which the dishonesty occurred for the marking period.
 - (b) For a Second Offense (in any course during the student’s tenure at MMI): The student will be given a failing grade for the quarter. The instructor, based upon the student’s involvement for the remainder of the quarter, has the option of awarding either a 40% or a 59%.
 - (c) For a Third Offense (in any course during the student’s tenure at MMI): The student will be expelled from MMI Preparatory School.

ACADEMIC OBLIGATIONS

An MMI student must continually demonstrate his/her sense of personal responsibility. While MMI teachers readily accept the responsibility to teach and assist students in learning, the responsibility does not include the pursuit of students to ensure that their projects, homework, and examinations are completed in a timely manner. ***This is solely a student's responsibility.*** If work is not submitted on time, or at a time convenient to both the student and the faculty member, a failure for the work will be recorded.

In addition to the regular academic work, all students are required to satisfy the following obligations:

1. **ASSEMBLY** - Each student in the 7th-12th grades is required to present one successful assembly each year to his/her peer group.
2. **OPEN HOUSE** - Each student will prepare and display a project that indicates extensive preparation and effort.
3. **WORK MISSED** - Students are responsible to make up any work that was missed during any excused or unexcused absence in a timely manner. ***Students will submit all assignments missed due to absence no later than the first Monday after returning to school, unless another time is coordinated with the teacher.***
4. **MISSED EXAMINATIONS DUE TO TARDINESS** - Examinations will be made up before the student leaves school at the end of the day. It is the responsibility of the student to schedule the exam.
5. **MULTIPLE ASSIGNMENTS** - Students may not be required to take more than two major graded events in one day. If a student has more than two major graded events on the same day, it is his/her responsibility to coordinate, at least 24 hours in advance, an alternate time to complete one of the graded events.

Assembly Program

The purpose of assembly programs is to provide each student the opportunity to research areas not usually studied in the classroom, to display one's talent in art, music, or similar capacities, and to appear before a larger audience than s/he would be exposed to in a daily classroom environment. Each student will present one successful assembly program each school year.

Topics must be approved by the student's English teacher at **least two weeks prior** to the presenter's scheduled assembly. The Assembly Speaking Guide will be given to students at the beginning of the semester in which the assembly is to take place.

No dual assemblies are permitted in grades 7, 8, or 9. Students in grades 10, 11, and 12 may participate in **one** dual assembly during their tenure at MMI. The Vice President must approve dual assemblies at least one month prior to

the Assembly. The Assembly will be presented on the first date one of the presenters is scheduled to present. Dual assemblies must be equal in duration to the sum of the individual assemblies.

The following rules apply to presentations:

- No reference notes are permitted;
- Students who use visual aids must ensure they are suitable for the assembly environment;
- No mid school student may use the computer as a presentation tool;
- Any presenter who uses a video must ensure that the video is not more than 1/3 of the total time;
- No presentation may promote or glorify anything immoral or illegal.

Evaluation

Homeroom teachers and a third faculty member will rate each student's performance as **Excellent**, **Satisfactory**, or **Unsatisfactory**. Students can earn points towards their English grade by submitting an outline on time and receiving an Excellent rating for their presentations.

Unsatisfactory performances will be repeated in a make-up assembly and cannot earn points. Failure to make a scheduled appearance will also result in an "incomplete" in English and an "F" if the obligation is not removed. The Assembly program will be conducted on three distinct levels:

LEVEL 3 (Juniors and Seniors): All presentations will be between 7 and 9 minutes in duration.

Students may choose to do the following:

1. Present an original story or parody.
2. Present a teaching demonstration in sports, arts, crafts, hobbies, etc.
3. Present a musical selection - vocal, instrumental, or dance - provided 50% of the presentation concerns proper introduction of the writer and background of the selected material.
4. Present a book review of a novel or other approved publications.
5. Present an original play, providing the total time for each player does not exceed 7-9 minutes in length. (No play shall exceed 30 minutes).

LEVEL 2 (Freshmen and Sophomores): All above guidelines apply except presentations will be between 5 and 8 minutes in duration.

LEVEL 1 (Mid School): All above guidelines again apply except all presentations will be between 4 and 7 minutes in duration. In addition, memorized prose or poems are acceptable provided they are at least 4 minutes in duration.

Other Assemblies

Best of the Best Assemblies: Each semester, the best student performances from Level 1, 2, and 3 will be presented to a joint assembly of both the Prep and Mid Schools.

Open House Program

Each student is required to develop an independent research project that will be displayed during the MMI Open House program held each spring. A project will reflect pride in the subject matter through research and extensive preparation. All projects will be subject to evaluation by an off-campus team of judges who will select winners in the following categories: Science, Humanities and the Arts, and Cooking.

FINAL COMPETITION - The final, independent judging of all projects will be made on the day of Open House. Projects created for PJAS are not eligible to participate in the judged competition unless they are significantly re-worked, according to Open House guidelines. Criteria in this final judging include: 1) Creativity; 2) Clarity; 3) Sophistication; 4) Attractiveness; and, 5) Knowledge of Subject.

DEADLINES - All students will designate a Project Advisor. The Vice President will gather a comprehensive list of advisees/advisors.

GUIDELINES - No language translations, pre-made kits, or posters may be projects by themselves.

- Untimely submission of projects will result in automatic failure.
- With rare exceptions, projects require students to explain, demonstrate, or discuss projects with visitors. Students, therefore, will remain with projects throughout the time their projects are on display.
- All students are required to be present during Open House as well as during the set-up session.
- All students must complete a **successful** project in order to pass to the next higher grade.

GRADING - Faculty sponsors will grade projects they advise. Grades are as follows: - **1** (unsatisfactory; project must be revised or redone to gain credit); **0** (satisfactory); **+1, +2, +3** (points added to the student's final average in appropriate subject area). Students may only earn points by designating a Project Advisor from a class they are currently taking.

COLLEGE ADMISSIONS

The College Counseling Department at MMI Preparatory School believes that the most important criterion in choosing a college is the match. That is, how well the student's abilities, talents, interests, and values match the philosophy, mission, purpose, and strengths of a particular institution.

The best way to ensure that a good fit exists between college and applicant is through research. Through both individual meetings with students and parents, as well as the College Counseling courses offered throughout the prep school, we are happy to assist students as they learn about colleges. The more a student knows about colleges BEFORE applying, the better prepared they will be to make appropriate and suitable choices. Each family should understand that there is no perfect college. Students must prioritize and balance their needs and wishes and try to determine schools that meet those criteria.

Our goal is to work collaboratively with our students and parents to identify a range of colleges that fit well and are suited to your needs. We strive to work with you as you select a group of schools from all ranges of selectivity, allowing you to maximize your post-graduate options.

COLLEGE COUNSELOR RESPONSIBILITIES:

- **Will** work honestly and willingly to assist you in the college selection process.
- **Will** be available to meet with you individually (beginning in spring of your sophomore year) in order to inform you about colleges and programs that might be appropriate for you. We will work with you to build your list of possible schools.
- **Will** submit your transcript and the official school statement to the colleges to which you submit applications.
- **Will** serve as your advocate in the process, in accordance with your credentials and MMI experience.
- **Will** keep you informed about scholarship opportunities, up-coming deadlines, events, college visitors, etc.

- **Will** be available for counsel and advice throughout the junior and senior year and throughout the decision-making process, from search and investigation through matriculation.
- **Will** communicate with your parents throughout the process.
- **Will** maintain a sense of humor!

YOUR RESPONSIBILITIES AS THE STUDENT:

- **Will** engage in honest, thoughtful reflection and analysis of your strengths, weaknesses, ideas, goals, and dreams and apply this knowledge thoughtfully in the college search and application process. **Believe in yourself.**
- **Will** become familiar with all websites recommended by the college counselor throughout the search process.
- **Will** do the necessary research to identify, investigate, and apply to a variety of colleges you would happily attend.
- **Will** read and be responsible for information contained in College Counseling Handbook, newsletters, and updates from the College Counseling office.
- **Will** do your best academic work through graduation.
- **Will** take control of, and responsibility for, the process.
- **Will** complete applications, resumes, and essays with care and attention.
- **Will** allow you to - and *expect* you to - complete your own applications ...while being available for proofreading and advice!
- **Will** be responsible for all **deadlines** and **calendar events**.
- **Will** communicate with your college counselor.
- **Will** maintain a sense of humor!

STUDENT ORGANIZATIONS

Student Council

The MMI Student Council provides leadership for all civic and social student activities. It is the main avenue for informative communication between the school staff and the student body.

The Council is composed of four students from each Prep School class, one representative from each Mid School class, and one faculty advisor. The representatives from each class include the Class President and Vice President, and one representative from each homeroom. The Council studies social and business needs of the student body, school, and community, and develops appropriate programs to meet those needs. Student Council promotes class and group activities such as dances, parties, projects, and community service.

Any problems that groups or individuals have which fall under the heading of student activities may be discussed during the Council meetings. The Council, however, does not have control over courses of study, requirements for specific courses, the grading system, examinations and requirements for graduation, the school calendar, and other curricular activities.

Student Council Officers are: Paul Brasavage, President; Corey Sisock, Vice President; Ryan Twardzik, Secretary; David Polashenski, Treasurer.

National Honor Society and National Junior Honor Society

The faculty and administrators of the school determine membership in the Andrew J. Stofan Chapter of the National Honor Society (NHS) of Secondary Schools and the National Junior Honor Society (NJHS).

Definition of membership:

1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by Faculty Council and is based on outstanding scholarship, citizenship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
2. Candidates become members when inducted at a special ceremony. If a candidate is not able to attend the induction ceremony, but still wishes to become a member, he or she must arrange this with the chapter advisor.
3. An Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

4. Members who resign or are dismissed are never again eligible for membership or its benefits. Specific information regarding discipline and dismissal of National Honor Society members will be distributed to all members and prospective members of the MMI chapter and their parents.

Nomination and selection of members:

1. To be eligible for membership, the candidate must be a member of 8th or 9th grade for NJHS, or 10th or 11th grade for NHS. Candidates must have been in attendance at the MMI Preparatory School for three semesters.
2. Candidates must have a cumulative scholastic average of at least 85%. Candidates will then be evaluated on the basis of service, leadership, citizenship, and character.
3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests. This is in addition to the chapter project(s) to which all members contribute.

Class Clubs

Class clubs meet weekly during regular school hours, but may include after-school activities. Each class club must have a faculty advisor. Class Clubs active during the 2010-2011 school year included: All-Sports, Bowling, Cooking, Drama, Harry Potter, Photography, Skiing, and Yearbook.

Special Clubs and Team Competitions

Special Clubs and Team Competitions meet or take place outside of regular school hours. Special clubs and team competitions active during the 2010-2011 school year included: Mock Trial, Robotics, Mathcounts, Speech and Debate, *Prep Talk*, and PJAS.

Class and Club Banks

To relieve class and club treasurers from the responsibility of holding sums of money and for their own protection, as well as that of the class or club, **respective treasurers** are required to deposit all **dues** and **other funds** with the office secretary and obtain a receipt for the deposit. Money will only be accepted from treasurers. The money will be deposited to the credit of the particular class or club in the "Activities Fund" at a local bank. Officers and advisors of each class club must make an audit of group funds at least three weeks before the end of the school year. Clubs and classes accumulate funds that may be used only for worthwhile group activities. Funds may not be distributed to any member of a class or club.

STUDENT RESPONSIBILITIES

Effective school discipline and personal self-discipline are MMI features that contribute to good study and behavioral habits essential for college and later life. Students who consider themselves above the school guidelines will be asked to leave.

School Guidelines

1. **Tardiness** - Tardiness from school requires a note or call from a parent. All tardy students must report to the Main Office upon arrival to sign in and receive an admittance pass. Tardiness for class may also require a pass, which must be obtained from the office. Students who are tardy for school and/or after lunch will not be permitted to attend their first or sixth period class, respectively.
2. **Early Dismissal** - Students who require early dismissal, or who must leave school for a reason other than illness, must bring a signed request from their parents or have their parents telephone the office with the request. A telephone number where parents can be reached must be included in the note. The office will then issue a dismissal pass.
3. **Illness** - Students who are ill during the day should ask to be excused from the classroom and go directly to the Main Office to report their illness (See also, "Policy for Administration of Medicine".)
4. **Sign In/Out Register** - This register is maintained in the Main Office. Any student granted permission to depart the premises for any reason during class hours (with the exception of those departing for prep school lunch or athletic contests or academic events for which attendance rosters have been submitted) must sign the register. Likewise, any student entering or re-entering the school after 8:00 a.m. must sign in.
5. **Lost and Found** - Report/bring any items lost/found to the Main Office.
6. **Damage** - Students should report any broken, destroyed, or damaged school equipment or property to the Vice President or the Main Office.
7. **Office and Classroom Telephones** - Students will not be called to the telephone, but the office staff will take emergency messages. Students may use office or classroom telephones only for official school business. Cell phones are never permitted in the academic area. Inside the school, students may use cell phones only in the Coxe Commons.

Absences

Absenteeism adversely affects the student. Excessive absenteeism strongly impedes student learning and imposes a burden on students, teachers, and administrators. In view of the above, the following guidelines apply:

1. **Parents must telephone the school office prior to 8:30 a.m. every day a student is absent.**

2. Excused absences include religious holidays, illness, or a death in the immediate family. The President or the Vice President will excuse all students when the situation warrants.
3. Absences due to illness exceeding three days require a written doctor's note upon the student's return to school.
4. Excused absences may include educational trips when approved in advance. The student's scholastic record and performance is a key factor in such decisions.
5. Students on excused absences are responsible for all projects and homework. This work should be made up as soon as possible after return to school.
6. Students will take missed examinations the first Monday after the return to school. Students will coordinate with teachers when two or more examinations are scheduled on Monday.
7. Excessive absenteeism and/or tardiness may result in administrative action. Students guilty of truancy will be reported to the authorities and subject to dismissal from MMI.
8. Unexcused absences may result in a failing grade.
9. Any student absent from school is ineligible to participate in any interscholastic activity (practice, game, etc.) on the day of the absence. Any student who arrives at school late must be in school for one-half day (5th period onward) to be eligible for interscholastic activity on that day.
10. Students are responsible for providing their own transportation in case of illness. Classmates may not drive students home.

Classroom Passes

Students who are excused from class must have a classroom pass in their possession. Multiple students may not travel on one pass. While the pass is out, no other student may leave the room. Pass time is limited to three minutes. Students must be prepared to show a pass at all times. Students who abuse pass privileges are subject to administrative action.

Driving Privileges

Any student who drives a car to school shall apply for a parking pass at the Main Office. A driving permit must be signed by the student and his/her parents, agreeing to abide by rules governing the use and control of the car during the school day. Beginning with seniors, students will have their parking spaces assigned on a first come-first served basis at a cost of \$1.00. **These permits must be displayed daily and renewed annually.**

All cars driven to school by students must be parked in a school lot. The car must be locked and must remain locked until dismissal. Cars may not be removed to drive for lunch. **No sitting or eating in cars is permitted during school or lunch hours.** Extreme caution and slow speed when entering, leaving, or parking in the lot are required. Reckless driving (e.g., speeding), on

or off campus, that endangers the student driver, his or her passengers, pedestrians, or property, whether or not the driving results in any legal action, may result in the suspension of the student's MMI driving privileges.

Parking or stopping is prohibited in the bus loading/unloading zone on Centre Street. This includes student, faculty, and parent automobiles. Please observe legal traffic regulations when picking up or dropping off students at the Ridge Street entrance.

Dress Code

Neatness and cleanliness of person and clothing are of prime importance at MMI and developing proper habits in this regard is an important part of an MMI education. The daily dress standard is defined as business professional. Everyone is expected to adhere to the spirit of the Dress Code while in the academic area, even after 3:00 p.m. and including traveling to and from school.

- **Daily Dress Code**

The dress code will be followed daily. All clothes - unless otherwise marked - must be purchased from the approved vendor, Lands' End, in the approved styles and colors. A list of approved style and color choices will be available on the MMI Preparatory School-designated pages on the Lands' End main webpage. Only these selected items will satisfy dress code requirements. Students may choose to wear the Daily Dress Code even when the Summer Uniform option is available to them.

- **Gentlemen are required to wear:**

1. Dress pants with a dress belt;
2. A button-down, collared shirt, short-sleeved or long-sleeved and tucked in;
3. A tie of their choosing (not necessarily from Lands End);
4. A plain, single-breasted black, khaki, or navy blue blazer (not necessarily from Lands' End) -OR- a button-down or zip-up cardigan sweater;
5. A crew neck, v-neck, or vest may be worn under the blazer; and,
6. Non-athletic dress socks (not necessarily from Lands' End).

- **Ladies are required to wear:**

1. Full-length dress pants -OR- skirts or skorts to the knees;
2. A plain, single-breasted black, khaki, or navy blue blazer (not necessarily from Lands' End) -OR- a button-down or zip-up cardigan sweater must be worn with pants;
3. A button-down, collared shirt, short-sleeved or long-sleeved;
4. A crew neck, v-neck, vest, or cardigan sweater may be worn with skirts or under blazers;

5. Non-athletic dress socks or tights in solid matching colors (not necessarily from Lands' End). No footless tights.

- **Ladies and Gentlemen must:**

1. Wear traditional dress shoes. Work boots, sneaker-like shoes, and stilettos are prohibited. Ladies may wear dress boots during the winter months, but casual boots (Ugg-like boots) are strictly forbidden under the Daily Dress Code;
2. Keep their hair neat and clean and out of their eyes. Hair must be well-groomed. In addition, the gentlemen's hair may not be longer than the top of their collar in the back;
3. Keep all headgear, hand gear, and winter accessories in their lockers;
4. Not have piercings, including studs, nose rings, and other piercing jewelry. Ladies may wear no more than two earrings in each ear; gentlemen may not wear earrings. Blanks in place of earrings are prohibited;
5. Not have any visible, permanent tattoos; and,
6. Keep accessories -jewelry, scarves, etc.- conservative in nature.

- **Summer Uniform**

A warm-weather option is available for students from the beginning of the school year until the first day of October, and from the first day of May until the last day of school. The dates of this option may be amended at any time by the Vice President or President. The summer uniform or the daily dress code options are the uniform options for all field trips.

- **Gentlemen are required to wear:**

1. Khaki dress pants; and,
2. An approved polo shirt with school insignia.

- **Ladies are required to wear:**

1. Khaki dress pants or capris; -OR-
2. Khaki skirts or skorts; and,
3. An approved polo shirt with school insignia.

- **Formal Uniform**

At various times throughout the year, the Vice President or President may require a formal uniform in accordance with a special event at the school; for example, a visiting speaker, a special assembly, or testing. The formal uniform requires following the *Daily Dress Code* with the additions listed below.

- **Gentlemen are required to wear:**

1. Single-breasted jackets.

- **Ladies are required to wear:**
 1. Single-breasted jackets when choosing to wear pants.
- **Dress Down Guidelines**

Dress down days will be awarded for exceptional behavior, as a reward for achievement, or as a means for student service to the community. The following guidelines must be met:

 1. Clothes must be neat and appropriate for a school building;
 2. Any clothes that are suggestive or indecent or which cause distraction are not acceptable. Specifically, oversized clothing, tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, low-cut tops, and see-through garments are not permitted;
 3. Jeans and shorts are acceptable as long as there is no tearing, holes, or fraying evident. Shorts must be knee-length and non-athletic ;
 4. Hoodies are acceptable;
 5. Sneakers and athletic shoes are acceptable;
 6. Casual boots (Ugg-like boots) and sandals with a closed-back are acceptable;
 7. Athletic wear, such as sweatpants or athletic shorts, is not permitted.
 8. Indecent/inappropriate patches, writings, logos, or drawings on clothing are prohibited.
 9. Tight fitting pants (e.g., tights, Spandex, bicycle pants, jeggings, or skinny jeans) are prohibited
- **Spirit Day Guidelines**

Spirit Days will be awarded on days when students are asked to show their school spirit for MMI. When awarded a Spirit Day, students must follow the Dress Down Guidelines, and in addition, they must wear:

 1. Red and white clothing; -OR-
 2. Any type of clothing with the MMI name/logo.
- **PE Guidelines**

PE is a requirement at MMI Preparatory. Each student must wear the PE uniform to avoid a reduction in their quarter grade.

 - **Ladies and Gentlemen are required to:**
 1. Wear any type of MMI's official clothing, including the PE shirts, which are sold in the PE classes at the beginning of the school year;
 2. Wear athletic footwear, securely fastened to the feet, at all times; playing on the gym floor in stocking feet or street shoes is prohibited

Dress Code Discipline

- (a) For a First Offense: The student will be given a verbal warning and the offense will be logged in RenWeb and copied to parents.

- (b) For a Second Offense: The student will lose lunch privileges for a week (prep-school) or will sit for lunch detention for one week (mid school).
- (c) For a Third Offense: The student will be suspended for one (1) day.
- (d) For Subsequent Offense: The student will be suspended indefinitely until proof of acceptable clothing is given to the Vice President.

Illegal Behavior

- **Drug-Free School Zone** - The MMI campus is a Drug-Free School Zone. The school has a **“Zero Tolerance Policy”**.
- **Alcohol & Tobacco** - Possession, consumption, and/or use of alcoholic beverages or tobacco products is not permitted at MMI during the school day, at any school function - academic or athletic - or on any school transportation. Violation of this policy will result in suspension and possible expulsion.
- **Vandalism** - Damage to school property should be reported to the school office immediately. Students who intentionally vandalize school property or engage in graffiti may be subject to suspension or expulsion and held financially responsible.

Busing

Under Act 372, most MMI students will be provided with bus transportation by their respective public school districts. To arrange bus transportation, parents must call their respective school district’s transportation office. Problems with pick-up locations or time, etc., are issues that can be resolved only between parents and public school transportation officials. Busing information is usually published in area newspapers prior to the start of school.

Driver Responsibility and Correction Procedures

The driver of all district-owned or contracted buses is responsible for maintaining control of students on or about vehicles. Whenever problems arise which the driver is unable to resolve, proper corrective action will be taken:

- A. The bus driver will prepare three copies of the district’s Bus Conduct Report and give it to the district transportation coordinator.
- B. Upon verification of the incident, the transportation coordinator will send two copies of the discipline report to the school responsible for the student’s conduct.
- C. When MMI Administration has taken action, one copy will be returned to the district transportation coordinator, who will inform the bus driver and file the report.

Bus Discipline

Students should be aware that the following violations, because of their serious nature, will result in a 10-day suspension of bus privileges after notification of the incident to the parents:

1. Violation of safety procedures

2. Destruction of property
3. Fighting, pushing, or tripping
4. Smoking on the bus
5. Insubordination

Repetition of any of the above serious violations will result in suspension of school bus privileges for the balance of the school year. Violations listed below will result in a letter of warning from MMI to the parents:

1. Unacceptable language
2. Excessive mischief or misbehavior
3. Defacing the bus
4. Being rude, discourteous, and/or distracting the driver
5. Littering

Repetition of any of the above violations will require an automatic 10-day suspension of bus privileges. A third referral will result in suspension of bus privileges for the balance of the school year.

Inappropriate Language

Use of inappropriate language will not be tolerated and will result in disciplinary action.

Lockers

The Vice President makes locker assignments at the beginning of each school year. Any student requiring a new lock must purchase the lock from the MMI Office. These locks will be accessible by the student (by entering the correct combination) or the administration (by use of a special pass key). This lock can be used each school year. **No other locks are permitted on school lockers.** It is the students' responsibility to properly secure their lockers. MMI Preparatory School is not responsible for the loss of personal property kept in student lockers. Lockers will be subject to periodic inspections. Unsanitary lockers or physical abuse to lockers will not be tolerated.

Public Displays of Affection

No handholding, hugging, kissing, or other public displays of affection on the MMI Campus.

Skateboards, Etc.

No skateboards, roller skates, roller blades, or scooters are to be used on school property.

Gum Chewing

Students are not permitted to chew gum anywhere on MMI grounds. Eating or drinking in hallways or in the library is not permitted. Students may consume food and drink in classrooms with the permission of the instructor.

Backpack Policy

- Students must place backpacks in a designated area so they are not in an aisle or creating a tripping hazard.
- These areas can be either under the students' desks or in an area of the classroom. The teacher of each classroom must approve an area to be used; otherwise, all backpacks must be stored under the desk.
- Each backpack must be of a size that is able to fit under the students' desks or feet. Students must use their own discretion of how many books to carry in their backpacks in order to allow each to easily fit under the desk. If the backpack is too large, the owner must use a smaller one.
- Students are to be with their backpacks at all times between classes.
- Backpacks in areas like the Coxe Commons must be attended to during and after school hours.
- Any time a student may not attend to their backpacks in these areas, they must place them in their lockers.
- Gym bags fall under the guidelines of the backpack policy and must also be kept either on the racks in the cafeteria or in the locker of each student.

Electronic Devices/Cell Phones - During the school day, MP3 players and cell phones may only be used in the Coxe Commons. They may not be used in the academic area. While in the academic area, cell phones must be *shut off* and kept out of sight.

Students may not use cell phones or cameras to take pictures without prior approval from the person(s) being photographed. MMI is not responsible for any lost or stolen items. Any violation of these directives will result in the confiscation of the device for three (3) academic days.

Senior Privileges

Seniors have the opportunity to enjoy privileges similar to those encountered in college. Seniors must demonstrate acceptable social behavior and good academic performance. Senior Privileges include leaving early during homeroom periods with written parental permission, opting out of club periods with written parental permission, and the ability to leave campus for lunch.

1. Privileges may be revoked at any time if a student has not satisfied all academic, social, and class obligations.
2. For planning purposes, all seniors will report to all scheduled Senior Seminars, homeroom periods, and meetings.

Coxe Commons

The Coxe Commons is designated as an area for students to congregate before, during, and after school in a relaxed environment. Students are encouraged to utilize this common area, so long as they adhere to the following policies and guidelines:

1. The Coxe Commons is an informal, quiet area for students to gather. Noise level is to be kept at a minimum.
2. Students may use this area before the starting bell each morning and after the dismissal bell each afternoon. The Commons will open at 7:30 a.m. and will close at 5:00 p.m.
3. Personal belongings, such as books and book bags, may not be left unattended.
4. Students may not eat lunch in the Commons.
5. Students may not re-arrange Commons furniture.
6. Students are expected to respect and maintain the cleanliness of the Commons.
7. Roughhousing and physical games are not permitted.
8. Adult visitors, faculty, and staff may use the Commons at any time.
9. Television rules posted in the Coxe Commons must be observed.

Library

The following will help students effectively use the resources of the library:

1. We may borrow from libraries across the state. If you need something, allow two weeks to receive materials.
2. All books may be checked out for three weeks; videos for one week. They may be renewed, if needed. Reference books and magazines may only be used in the library. A copier is available for use at a cost of 10 cents per page.
3. A fine of 10 cents per day per overdue item will be levied. Materials should be renewed before the due date.
4. If any material is lost or damaged, the student will be responsible for the replacement cost of the book plus a \$10 processing fee. If the item is found at a later date, the money will be refunded minus the processing fee.
5. The library will be open during lunch periods.
6. The library must be quiet at all times. Eating or drinking in the library is prohibited. Students who do not behave will be asked to leave.
7. If a teacher reserves the library for class research, that class will have prioritized use of the library and computer lab.

BOARD POLICIES

Administration of Medicine

The Hazleton Area School District Health Services Department oversees the health records and regulations of non-public schools located within the boundaries of the District. The Hazleton Area School District Health Services Department and the MMI Board of Directors has established the following policy in regards to administration of medication during school hours. All efforts should be made to administer medication at home; however, when medication must be administered during school hours, these guidelines must be followed. The school nurse is not present at MMI on a daily basis. As a result, the President's Office will be responsible for Section II of the Policy.

I. Administration of Medication During School Hours

- A. When possible, the student should submit a private physician's written request for administration of specific dosage of medication. This request must be signed by a parent and submitted to the nurse. This request should include:
 - 1. Name of student
 - 2. Identification of medicine
 - 3. Date and time medication is to be administered
 - 4. Possible side effects, if any
 - 5. Physician's signature and telephone number
- B. There may be occasions when it is not possible to obtain a physician's written request. The nurse can make an exception to this requirement at her discretion, but only if the medication is delivered in a properly identified container.
- C. All medication must be delivered in a pharmacy container which includes:
 - 1. The student's name
 - 2. Identification of the medication
 - 3. Directions for administration
 - 4. Physician's name
- D. All medication must be administered through the nursing office. Unsupervised, self-administration of medication is not permitted unless cleared through the office. It is necessary in some situations (such as inhalants used for asthma) for the medication to be carried by the student. If this is necessary, the medication and its administration must be cleared through the office.
- E. In the absence of the nurse from a building and the need to supervise medication administration, the principal or his/her designated person should be responsible for the procedure.
- F. If the student must take the medication for an extended period of time, arrangements should be made with the building nurse for

maintaining a supply of the drug in the health room. If a student receives a single dose of medication, the parent should send only that dose to the nurse.

- G. The decision to alter the procedure of delivery of medication will be at the nurse's discretion.

II. Administration of Non-Prescription Medication During School

The School Health Department Requires:

- A. Parental/Guardian permission to administer non-aspirin analgesic or antacid as indicated by checking "yes" or "no" on the emergency form.
- B. Non-prescription medication cannot be sent to school for administration to students.

School Nurse Responsibilities

- A. The nurse is responsible for informing involved staff of medication being administered.
- B. Conferences on possible side-effects of the medication, if any, should be discussed with involved staff.
- C. Contact with parent/guardian must be ongoing.
- D. Documentation of all medication issued must be maintained in the health room.

Harassment Policy

I. Statement of Policy

It is the policy of MMI Preparatory School to maintain an environment for students, faculty, and staff that is free of sexual and other unlawful harassment, intimidation, and bullying. All members of the school community should be aware that MMI is concerned about sexual and other unlawful harassment, intimidation, and bullying, and is prepared to take prompt remedial action to prevent and correct such behavior. Individuals who engage in sexual and other unlawful harassment, intimidation, or bullying will be subject to discipline, up to and including termination. Retaliation against a person who properly reports, complains about, or participates in the investigation of sexual and other unlawful harassment, intimidation, or bullying is likewise prohibited.

MMI is committed to protecting the academic freedom and freedom of expression of all members of the school community. This policy against harassment, intimidation, and bullying shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include, but are not limited to, the expression of ideas, however controversial, in the classroom, and, in keeping with different responsibilities, in workplaces elsewhere in the school community. Expression may be subject to regulation, however, to the extent that it does not enjoy the protection of federal or state constitutional guarantees of freedom of speech and expression, and creates an unlawful hostile environment based upon sex, race, ethnicity, religion, age, sexual

orientation, physical or mental disability in violation of Titles VII or IX of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, or other applicable state or federal law.

Information concerning an allegation of sexual and any other unlawful harassment, intimidation, or bullying will be handled in a confidential manner insofar as possible. Any employee of the school who receives a complaint of sexual and other unlawful harassment, intimidation, or bullying, or who otherwise learns of alleged occurrence of sexual and other unlawful harassment, intimidation, or bullying has the responsibility to take prompt steps to ensure that the matter is addressed, even if the complainant refuses to be identified.

II. Harassment Defined

A. Harassment in General

Harassment includes verbal, physical, and visual forms of harassment, and conduct related to sexual favors, based upon a person's protected status, including race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, physical and mental disability, medical condition, marital status, or other status protected by law. Physical harassment includes conduct such as assault, impeding or blocking movement, or any physical interference with normal work or movement. Visual forms of harassment include derogatory posters, cartoons, or drawings. Conduct related to sexual favors includes unwanted sexual advances with conditions on employment or other school benefit upon an exchange of sexual favors.

Sexual and other unlawful harassment is defined as unwelcome or unsolicited verbal or physical conduct of a sexual nature or other conduct prohibited under applicable Federal and/or state laws and/or regulations relating to harassment, such as:

1. Where submission is made an explicit or implicit term or condition of an individual's employment or education;
2. Where submission or rejection is used as the basis for making unemployment or education decisions affecting an individual; or
3. Which is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions?

The conduct alleged to constitute harassment under this policy shall be evaluated from the perspective of a reasonable person similarly situated to the complainant and considering all the circumstances.

If possible, an individual who experiences sexual and other unlawful harassment should make it clear to the harasser that such behavior is offensive, unwelcome, and contrary to the policies of the school. Whether or not the individual can confront the harasser, such behavior should be brought immediately to the attention of a designated individual identified in Section IV. Under no circumstances is an individual compelled to report the sexual

and other unlawful harassment to a supervisor or academic instructor who is accused of the harassment.

B. Sexual Harassment Further Defined

Sexual Harassment does not refer to occasional compliments generally accepted as not offensive or other generally accepted social behavior. It refers to conduct which is offensive, not welcomed by those to whom it is directed, and inappropriate to the educational or work environment.

Examples of sexual harassment include such conduct as:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letter of recommendation;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity, an element of which may be repeated requests for private meetings without an academic purpose;
5. A pattern of conduct (not legitimately related to the subject matter of a course, if one is involved) intended to discomfort or humiliate, or both, that includes one or more of the following: (1) comments of a sexual nature; or (2) sexually explicit statements, questions, jokes, or anecdotes;
6. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: (1) unnecessary touching, patting, hugging, or brushing against a person's body; (2) remarks of a sexual nature about a person's clothing or body, whether or not intended to be complimentary; or (3) remarks about sexual activity or speculations about previous sexual experience;
7. Visual displays of suggestive, erotic, or degrading sexually-oriented images; and/or
8. Letters, notes or electronic mail containing comments, words, or images as described in Number 6 above.

With regard to student/faculty relationships, professional and institutional responsibilities are imperative; therefore, while unwelcome sexual actions, such as those mentioned above, are prohibited among the school's employees, all sexual advances directed at students are prohibited, even if a student is apparently accepting of them. The school acts in loco parentis for all students and any hint of irresponsible behavior by faculty and/or staff is a breach of trust and creates a liability for the school. Faculty and staff behavior, with respect to students, must be above suspicion.

C. Other Conduct Prohibited by the Harassment Policy

1. Reprisals
 - a. Against the Complainant: It is a violation of MMI's Harassment Policy to retaliate against a complainant for filing a charge of

harassment. A complaint of retaliation may be pursued using the steps followed for a complaint of harassment.

- b. Against the Respondent: Lodging a complaint of harassment is not proof of prohibited conduct. A complaint shall not be taken into account during promotion, merit, or other evaluation or review until a final determination has been made that the school's Harassment Policy has been violated.
2. Knowingly false or malicious complaints. To file a knowingly false or malicious complaint of harassment or of retaliation is a violation of the Harassment Policy. A complaint of such conduct may be pursued using the steps followed for a complaint of harassment. A complaint under this provision shall not constitute prohibited retaliation.

III. Bullying Defined

Bullying is a way for one person to dominate another through behavior. It is usually defined as ongoing physical or verbal harassment between two people that have an imbalance of power. Those who bully use physical, verbal, and emotional or psychological methods to humiliate, embarrass, or overpower someone. Bullying typically includes:

1. Kicking, hitting, pushing, spitting, or other forms of physical abuse;
2. Taunting, teasing, name-calling, saying mean things, or deliberately isolating someone;
3. Spreading rumors, telling lies, or deliberately setting up someone to get in trouble;
4. Taking or stealing things from someone;
5. Forcing or pressuring someone to do something he or she doesn't want to do;
6. Sexually harassing someone in any way.

IV. Reporting, Investigation, and Discipline of Alleged Harassment, Intimidation, or Bullying

Anyone may initiate a formal complaint of harassment, intimidation, or bullying, even if the informal complaint process is utilized. Complainants will not be promised confidentiality at the onset of an investigation, as it cannot be predicted what will be discovered or what kind of hearings may result. Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any school initiated investigative activities. All complaints must be submitted to the School President, who may conclude that the school needs to conduct an investigation based on information in his possession regardless of the complainant's interest in filing a formal complaint.

The following process shall be followed for complaints involving students:

1. All formal complaints must be in writing. Formal complaints shall set forth the specific acts, conditions, or circumstances alleged to have occurred that may constitute harassment, intimidation, or bullying. The

President may draft the complaint based on the report of the complainant, for the complainant to review and sign.

2. Regardless of the complainant's interest in filing a formal complaint, the President may conclude that the school needs to draft a formal complaint based upon the information in his possession.
3. The President shall investigate all formal written complaints of harassment, intimidation, or bullying, and other information in his possession that he believes requires further investigation within thirty days.
4. When the investigation is complete, the President shall compile a full written report of the complaint, the results of the investigation, and the consequences. If the matter is not resolved to the complainant's satisfaction, the President shall take further action.
5. The President shall respond in writing to the complainant and the accused within ten (10) school days after the complaint is received, stating:
 - a. The intended corrective action; or
 - b. That the investigation is incomplete to date and will be continuing; or
 - c. That the school does not have adequate evidence to conclude that harassment, intimidation, or bullying occurred.
6. Corrective action deemed necessary will be instituted as quickly as possible, but in no event more than thirty school days after the President's final written response, unless the accused appeals the imposition of discipline. Disciplinary action may include suspension or expulsion.

Weapons Policy

I. PURPOSE

This weapons policy has been promulgated by the Board of Directors of MMI Preparatory School in the interest of preserving the safety of the students, faculty, administrators, and employees of the school, as well as of the campus and the community in general. The Board also believes that it is necessary to ensure and maintain the safety of the campus and the students in order to provide a suitable academic environment.

II. PROHIBITIONS AND EXCEPTIONS

It is prohibited for anyone, including, but not limited to: students, faculty, administrators, employees, volunteers and/or guests of the school, to possess weapons in a school building, on school property, at a school-sponsored event, or on a school district or public conveyance providing transportation to a school or school-sponsored event.

III. DEFINITIONS

No one shall possess, handle, or transmit any object that can reasonably be considered a weapon. The rule applies, but is not limited to: firearms, handguns, shotguns, rifles; any explosive device, including firecrackers or tear gas, mace or pepper gas canisters; knives, razors, cutting instruments or

cutting tools, nunchaku sticks, chains; other dangerous objects, tools, instruments or implements capable of directly or indirectly inflicting bodily injury which are not of reasonable use to a student at school; any other object, device, or instrument which, in the manner in which it is used or intended to be used, is capable or likely to produce bodily injury.

This rule also applies to the following:

- A. A firearm which is not loaded or lacks a clip or other component to render it immediately operable and components which can readily be assembled into a weapon.
- B. Any "look-alikes" of any items listed above.
- C. The possession of spray mace and/or other noxious chemicals is a violation of this policy. Permission from the school administration must be obtained prior to bringing defensive chemicals to school. Defensive chemicals must be stored in the office during the school day.

The provisions of this policy shall not apply to the following:

- A. A weapon that is possessed and used in conjunction with a lawful, supervised school activity or course, or is possessed for other lawful purposes.
- B. A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting or if the entry on school premises is authorized by school authorities.
- C. Routine office supplies and maintenance tools and equipment necessary for the conduct of day-to-day business.

IV. PROCEDURES UPON VIOLATIONS

The procedures set forth below shall be followed by the Parties to an action determining whether a violation has occurred and the school's response to the violation.

A. IN GENERAL

The President may refer the incident to civil authorities for charges under PA Crimes Code, Section 912B. When the President refers an incident to the police, the President expects the police to take appropriate action on the case. Any confiscated weapons shall be offered to the police as evidence or retained by the President or Vice President until after all discipline or court hearings are held. Subsequently, the weapon shall be turned over to the police or the Vice President for disposal.

B. IN CASE OF STUDENT VIOLATIONS

1. The Vice President shall file an incident report with the President within three (3) working days of the incident. Within three (3) days of receiving the incident report, the President shall give the student and his/her parent(s) a copy of the incident report. The incident report shall be in the form of a written statement that sets forth the name of the student alleged to have violated the school's weapons policy and the nature of the

violation. The incident report must be signed and dated by the Vice President.

2. At the discretion of the President or Vice President, the student may be immediately suspended for a period of up to ten (10) working days. An informal suspension/pre-expulsion hearing shall then be scheduled prior to the expiration of said ten-day period to be attended by student's parent(s), the President, and the Vice President.
3. Following the suspension/pre-expulsion hearing, the President and Vice President shall confer to determine the appropriate course of action. The President shall make the final decision. Once a decision is reached, it shall be put in writing and appended to the student's permanent record within three (3) working days. The President shall provide the student and the student's parent(s) with a copy of the written decision within five (5) working days from the date the decision is put in writing. The student and his/her parents shall also be notified of their right to appeal the decision.
4. In the event the student and/or the student's parent(s) wish to appeal the decision, they must provide the President with a written notice of appeal, including the reasons therefore, within twenty (20) working days of receipt of the written decision.
5. The procedure to be followed in the event a decision is appealed is as follows:
 - (a). The student and his/her parent(s) shall be afforded a full and formal hearing before not less than a quorum of the Board of Directors within thirty (30) days of the date of the filing of the appeal with the President.
 - (b). The student shall also be afforded the opportunity to be represented by counsel of his/her choice, and said counsel be permitted to attend and fully participate in the formal hearing before the Board. The Board, likewise, shall be permitted to secure its own counsel, if necessary.
 - (c). The conduct of the formal hearing shall be in accordance with the Rules of Evidence and Civil Procedure of the Commonwealth of Pennsylvania, to the extent such rules are practical and helpful in expediting the resolution of the conflict, to wit: all parties to the action shall be given an opportunity to conduct a formal investigation into the incident as well as present testimony and evidence in support of their respective positions.
 - (d). Once the respective investigations of the parties are complete, the President shall set a date for a formal hearing before the Board, to be scheduled in accordance with the provisions of Section 5(a).
 - (e). The Board shall issue a written decision within thirty (30) days after the completion of the formal hearing. The determination of the Board of Directors shall be the final decision and no further appeal shall be permitted.
6. In the event of a second violation, the student, at the discretion of the President in consultation with the Vice President, may be immediately and

permanently expelled without further notice, hearing, or opportunity for appeal.

7. The proceedings provided for herein shall remain confidential unless the student, the student's parent(s), and the President enter into a written agreement waiving such confidentiality.

C. FACULTY, STAFF, OR ADMINISTRATION VIOLATIONS

1. An incident report shall be filed with the President, the author to be determined by the circumstances surrounding the event.
2. The President shall investigate the incident and determine the appropriate course of action up to and including termination.
3. The proceedings provided herein shall remain confidential unless the individual(s) involved and the President enter into a written agreement waiving such confidentiality.
4. If the President violates this policy, the Chairman of the Board of Directors shall fulfill the herein-listed responsibilities of the President.

Internet Access and Computer Policy

MMI Preparatory School will provide access to the Internet for students with their parents' or guardians' consent and for staff members to locate material to meet their educational and personal information needs. School library-media specialists and teachers will work together to help students develop the critical thinking skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the school's strategic plan. Access to the Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school authorities. Any user of the network who violates the prohibitions of this policy, engages in any other act determined to be unacceptable use of the network by school authorities, or violates any school policy, will have his/her user privileges revoked and may be subject to other disciplinary procedures according to existing and applicable school policies. In addition, illegal use of the network, intentional deletion or damage to files of data, destruction of hardware, copyright violations, or any other activity involving violation of local, state or federal laws will be reported to the appropriate legal authorities for prosecution. This policy strictly prohibits the following activities and any others determined by school authorities to be unacceptable uses of the network. These prohibitions are in effect any time school resources are accessed in any way, whether in school or indirectly through another Internet service provider:

- Allowing an unauthorized person to use an assigned account.
- Use of the network for non-work or non-school related purposes.
- Use of the network to access or transmit obscene or pornographic material.

- Use of the network to access or transmit material likely to be offensive or objectionable to recipients.
- Use of the network to communicate through e-mail for non-educational purposes or activities.
- Use of the network to participate in inappropriate and/or objectionable discussions and other anti-social communications.
- Use of the network that results in any copyright violation.
- Use of the network to order or purchase in the name of the school or in the name of any individual any type of merchandise or service. All costs to the school or any individual incurred because of this type of violation will be the responsibility of the user.
- Use of the network to access any fee-based online/Internet service. All costs incurred to the school or any individual because of this type of violation will be the responsibility of the user.
- The illegal installation, distribution, reproduction, or use of copyrighted software on school computers.
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users.
- Use of the network to misrepresent other users on the network.
- Use of school technology or the network for fraudulent copying, communications or modifications of materials in violation of local, state, and Federal laws.
- Loading, downloading, or use of unauthorized games, programs, files or other electronic media.
- Malicious use of the network to develop programs that harass other users or infiltrate computer systems and/or damage the software components of a computer system.
- Destruction of school computer hardware or software.
- Use of the network to participate in on-line, real-time conversations.
- Use of the network for commercial or for-profit purposes.

Fire Drills and Evacuation Procedures

When the fire alarm sounds, all students immediately exit the building in single file. Teachers bring up the rear of the class after making certain that no one remains in their classrooms. All students, teachers, and staff move away from the building to the sidewalk location or parking lot indicated on the chart below. In the case of an evacuation, everyone will proceed to St. Michael's Recreation Center.

All students should cross Centre Street at the Crosswalk. The first two (2) faculty members out the door should stop traffic in the crosswalk.

First Floor

- Library: Exit through the Coxe Commons to Courtyard to Centre Street to Parking Lot.

First Floor

- Room 117 and Art Room: Exit through the Art Room stairway, through the Courtyard to Centre Street to Parking Lot.
- Rooms 111, 112, 113, and 114: Exit through Old Main doors to Centre Street to Parking Lot.
- Cafeteria: Exit through Coxe Commons through the Courtyard to Centre Street to Parking Lot.
- Coxe Commons and Office: Exit through Coxe Commons through Courtyard to Centre Street to Parking Lot.
- Gym: Exit through the Front doors to Centre Street to Parking Lot.

Second Floor

- Science Hallway (Biology Lab, Chemistry Lab, Physics Lab, and Computer Lab): Exit out the Gym door, through the Courtyard to Centre Street to Parking Lot.
- Rooms 231, 232, 233, 235, and 237: Exit down through the stairwell to the Coxe Commons, through the Courtyard to Centre Street to Parking Lot.
- Rooms 225, 226, 227: Exit down the Art Room stairway, through the Courtyard to Centre Street to Parking Lot.
- Rooms 221, 222, 223, 224, Faculty Lounge and Vice President's Office: Exit down VP's stairway, out the Old Main doors to Centre Street to Parking Lot.

Mid School Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
A	B	C	B	G
B	G	A	C	D
Break	Break	Break	Break	Break
C	C	B	A	A
H	D	D	H	H
Lunch	Lunch	Lunch	Lunch	Lunch
E	E	E	E	E
F	F	F	F	F
D	H	G	G	Clubs
Assembly HR, 11-12	Assembly HR, 6-10	Assembly HR, 11-12	Assembly HR, 6-10	

Prep School Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
A	B	C	B	G
B	G	A	C	D
Break	Break	Break	Break	Break
C	C	B	A	A
H	D	D	H	H
E	E	E	E	E
Lunch	Lunch	Lunch	Lunch	Lunch
F	F	F	F	F
D	H	G	G	Clubs
Assembly HR, 11-12	Assembly HR, 6-10	Assembly HR, 11-12	Assembly HR, 6-10	