

MMI PREPARATORY SCHOOL

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STUDENT HANDBOOK 2010-2011

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

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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, housed a large Instructional Materials Center with a computer lab and seminar rooms, a cafeteria with stage and kitchen, and five 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 connecting hallways 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

2010-2011 School Calendar

MMI follows the Hazleton Area School District for delay or cancellation of classes because of inclement weather. This calendar was accurate at the time of its publication in June 2010. Subsequent events may necessitate revisions.

2010

Aug. 23	Orientation for New Students
Aug. 24	First Day for Students – full day
Aug. 27	Clubs Assembly
Sept. 3	MMI Spirit Day
Sept. 6	School Closed- Labor Day
Sept. 9	School Picture Day
	Back to School/Meet the Teachers Night, 6:30pm
Sept. 10	Clubs begin
Sept. 11	ACT testing
Sept. 13	Student assemblies begin (8 th , 10 th , and 12 th)
Sept. 17	Freshman Orientation/ Pajama Parade
	Student Council Dance, 6:30pm-9:30pm
Oct. 1	Senior Auction
Oct. 3	PFO Harvest Bingo, 1:30pm- 5pm
Oct. 8	Parent/Teacher Conferences, 8:30am-1pm (No school for students)
Oct. 9	SAT testing
Oct. 11	School Closed- Columbus Day
Oct. 22	Volunteer Day
	End of 1 st Quarter
Oct. 23	ACT testing
Oct. 24-25	FBLA Leadership Conference
Oct. 30	Harvest Dance for the Prep School
Nov. 6	SAT testing
Nov. 10	International Dinner
Nov. 11	Veteran's Day-
	No School for Students- Teacher In-Service Day
Nov. 12 - 13	Drama Club Production, 7pm
Nov.16	American Math Competition – Grade 8
Nov. 17	Visitation Day
Nov. 19	National Honor Society Induction, 7pm
Nov. 20	Mock Trial Tournament
Nov. 24	Founder's Day
Nov. 25 - 29	Thanksgiving Holiday- No Classes
Nov. 30	Classes resume
Dec. 2	National Science Honor Society Induction, 7pm
Dec. 4	SAT testing
Dec. 11	ACT testing
Dec. 22	Holiday Concert
Dec. 23	Mock Trial Breakfast
	2 nd Quarter Ends
Dec. 24 – 31	Holiday Break

2011

Jan. 3	Classes Resume
Jan. 5,6,7	Mid terms
Jan. 10	Mid terms
Jan. 11	3rd Quarter Begins
Jan. 17	Martin Luther King, Jr. Day – No School
Jan. 21	2 nd Semester Clubs Begin
Jan. 22	SAT testing
Jan. 25	Visitation Day
Jan. 29	Entrance Exam 9am
Feb. 5	Mid School Dance
Feb. 8	American Math Competition Grades 10A -12A
Feb. 12	ACT testing
Feb. 18	No School
Feb. 21	No School- President's Day
Feb. 23	American Math Competition Grades 10B-12B
Feb. 25	Financial Aid Application Due
March 5	PJAS Regional competition at King's College
March 10	Language National Honor Society Induction 7pm
March 11	End of 3 rd Quarter
March 12	SAT testing
March 17	National Junior Honor Society/Latin NHS Induction 7pm
March 18	No School Faculty In-Service
March 21 - 25	Spring Break
March 28	Classes resume
April 4	Wister Quartet
April 4,5,6	FBLA
April 9	ACT testing
April 10	Open House – Students arrive at 1:30pm. Open to the public 2-4:30pm
April 11	No school for students
April 15	Re-enrollment Contracts Due
April 21 - 25	Holiday Break- No School
April 29	MMI Arts Festival
May 1	SAT testing
May 2 - 11	AP Exams
May 7	Spring Festival
May 9 - 11	Senior Finals
May 17	Prep School Awards Convocation 7pm
May 24 - 26	Underclass Final Exams
May 24	Baccalaureate Service 7pm
May 26	Last day for students
May 26	Graduation Ceremony 7pm
May 27	Last Day for Teachers

2010-2011 Daily Schedule

7:50:	Students may move to the Academic area.
7:55:	All teachers available in their classrooms
8:00 -8:52:	First Period
8:56-9:47:	Second Period
9:47-10:00:	Break
10:00-10:51:	Third Period
10:55-11:46:	Fourth Period
11:46-12:16:	Mid School Lunch
11:50-12:32:	Prep School Fifth Period
12:16-12:58:	Mid School Fifth Period
12:32-1:02:	Prep School Lunch
1:02-1:44:	Sixth Period
1:48-2:39:	Seventh 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 7:50AM, students may move to their first period classrooms. Teachers will be available in their classrooms no later than 7:55 a.m.

Any student not in First Period by 8:00 a.m. will be considered tardy. If tardy, the student must first sign the Register in the Main Office and will not be permitted to attend first period class. Instead 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 remain in the Coxe Commons. Lunch privileges for Prep School students will be suspended with a pattern of tardies.

Formal classes conclude at 3:00 p.m. A special period from 3:05 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.

Lunch Period

A variety of food, such as milk, hot soup, sandwiches, salads, fruit, and various 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 course of a sequential nature, a student must earn a 70% or better in the course.

To graduate from the Prep School, the student must have a satisfactory cumulative academic average of 70, earned during the regular academic years or during the summer(s). 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 promotion or graduation.

For placement into AP courses, advanced math (analytical geometry or calculus), or modern language courses (third or fourth year), a student must have a good record (85% or better) in previous courses, indicating a solid foundation and the ability to succeed in the advanced work. The subject area teacher, in collaboration with the faculty, guidance, and administration, will decide on a student's admission to the advanced sections.

Grading System

The school's grading system is from 0 – 100%. Passing grades are from 60 to 100%; below 60% is failure. College recommending grade is 70%. Numerical and letter grade relationships are as follows:

F (0-59) D (60-69) C (70-79) B (80-89) A (90-100)

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 final exams who have earned a 92 average for the year's work prior to adding any bonus points for Assembly or Open House.

A student's final grade is based on the average of 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. 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:

1. have attained an un-weighted cumulative average in core subjects of 85.0.
2. have attained an average of 70.0 or better in each course.
3. have no incompletes at the end of the nine-week grading period.
4. be enrolled in a complete schedule of courses.
5. 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:

- Grades will be regularly updated on the Parents' portion of RenWeb.
- 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 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 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.

Physical Education Courses

Each MMI student is required to take physical education classes. To be excused from PE classes, only a doctor's note or certificate 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. 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.

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.

Summer School

Summer school and individual tutoring, as approved by the Vice President, are available for students who:

- qualify for advancement to the next higher math or language course or have received a grade of less than 70 in the preceding course.
- have a cumulative average less than 70 required for graduation.
- failed a subject.

Only the grades earned through the academic year are used to determine the yearly and cumulative average, so summer school grades cannot be used to improve yearly or cumulative averages. Repeated subjects will be noted on the transcript. The student will earn credit for the course if it is retaken and passed.

Advanced Placement Program

The College Board Advanced Placement (AP) program is comprised of college level courses and examinations for secondary school students. Each of the AP courses are weighted at a 1.06 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, English Language and Composition, English Literature and Composition, European History, Physics, United States History, and Studio Art.

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.

2011 MMI AP Exam Schedule

	8AM Testing	12PM Testing
Monday, May 2 nd	Chemistry	
Tuesday, May 3 rd	Spanish	
Wednesday, May 4 th	Calculus, AB/BC	
Thursday, May 5 th	English Literature	
Friday, May 6 th	US History	European History Studio Art (Port.)
Monday, May 9 th	Biology	Physics B/PhysicsC
Wednesday, May 11 th	English Composition	

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) 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:** The student will be expelled from MMI.

ACADEMIC OBLIGATIONS

An MMI student must continually demonstrate his/her sense of personal responsibility. While the MMI teacher readily accepts 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 will be recorded for the quarter, semester, or academic year – whichever is applicable.

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

1. **ASSEMBLY** – Each student in 7th-12th grades is required to present one successful performance 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 missed assignments 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 Programs

The purpose of assembly programs is to provide each student (1) the learning of varied subject areas not usually studied in the classroom, (2) an opportunity to display one's talent in art, music, or similar capacities, and (3) the opportunity to appear before a larger audience than one 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. Outlines, using the format of the Assembly Speaking Guide, will be given to students prior to the presentation.

No dual or multi-student assemblies are permitted in grades 7, 8, or 9. Students in grades 10, 11, and 12 may participate in **one** dual or multi-student assembly during their tenure at MMI. The Vice President must approve dual or multi-student assemblies at least one month prior to the Assembly. The Assembly will be presented the first date one of the presenters is scheduled to present an Assembly. Multi-student Assemblies must be equal in duration to the sum of the individual assemblies.

Advisors will monitor students to determine whether they are ready for their presentations. No reference notes are permitted. Students who use visual aids must ensure they are suitable for the assembly environment. Special rules apply to use of the computer projector. No mid-schooler, for example, may use the computer. Any presenter who uses a video must ensure that the video part of the presentation is not more than one-third of the total presentation time. The above situation pertains only to videos that are (1) not prepared by the presenter, or (2) are unaccompanied by the presenter's commentary as played.

Evaluation

Faculty members will rate each student's performance. Performances will be rated 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 Assembly 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. No presentation may promote or glorify anything immoral or illegal. The Assembly program will be conducted on three distinct levels:

LEVEL 3 – Juniors and Seniors – All presentations will be 7 to 9 minutes in duration. **NO PRESENTATION OF MEMORIZED ARTICLES OR POEMS IS PERMITTED.** Level 3 students may do the following:

1. Present an original story or parody.
2. Present a teaching demonstration or exhibit on how to develop and improve skills in sports, arts, crafts, hobbies, etc.
3. Present a musical selection – vocal, instrumental or dance – provided 50% of the presentation concerns proper introduction of writer and background of 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 5 to 8 minutes in duration. No presentation of memorized articles or poems will be permitted.

LEVEL 1 – Mid School – All guidelines again apply except all presentations will be 4 to 7 minutes in duration. Memorized prose or poems are acceptable provided they are at least 4 minutes in duration. Sixth grade students will, from time-to-time, attend Level 1 assemblies in order to gain experience and knowledge; however, they will not be required to present an assembly.

Other Assemblies

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

Speaking Guide Outline

The Speaking Guide Outline is a required part of a student's English course. Grading procedures for the outline are explained in the Assembly Guidelines handout, which will be distributed to each student prior to the start of the assembly schedule.

Open House

Every student is required to develop an independent research project that will be displayed during the annual MMI Open House held each spring. Parents, friends, and members of the general public attend annually. 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 PJJAS are not eligible to participate in the judged competition. 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 a projects by themselves.

- Untimely submission of projects will result in automatic failure.
- With rare exception, 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 criteria 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 advise 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 (recommendation written by college counselor) 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 processes, from search and investigation through matriculation.
- **Will** communicate with your parents throughout the process and be available to meet with them.
- **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 the best academic work you are capable of through graduation.
- **Will** take control of and responsibility for the process rather than be dragged through it.
- **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 other **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: Jacob Slusser, President; Paul Brasavage, Vice President; Antonia Diener, Secretary; Megan Klein, 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 the 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 2009-2010 school year included All-Sports, Archery, Bowling, Cooking, Drama, Photography, Skiing, Woodworking, 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 2009-2010 school year included Mock Trial, Robotics, Mathcounts, Health Careers, String Ensemble, Forensics/Speech, *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 or class may be required to report to the Vice President.
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 8:00AM 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 every day a student is absent prior to 8:30 a.m.**
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 an 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. In this respect, each student should dress as would be considered acceptable in a business workplace. Everyone is expected to adhere to the spirit of the Dress Code at all times – while in the academic area even after 3PM and including traveling to and from school. While this standard may be open to some interpretation, the administration will be the final arbiter.

General Guidelines

1. No denim clothing of any kind is to be worn in to or out of the school.
2. No sweatshirts, hoodies, tank tops, or underwear may be worn in to or out of the school as “dress” clothes, nor should underwear be visible or shirttails exposed. Clothing should not have inappropriate graphics.
3. Slacks may not have any type of jean-like detailing; for example, there should be no jean-like stitching on the pockets or seams. *Skinny* jeans are not allowed even on dress-down days.
4. Sports coats, suit coats, or blazers must be worn, not carried.
5. All shoes must be closed-toe during lab periods. Peep-toed and sling-backed shoes may be worn by girls, but sneakers, sandals, construction and combat boots, and footwear without backs are not permitted. Business-like boots are permitted. Stockings or socks are required at all times.
6. Only jewelry that is appropriate or not distracting is permitted. (For example, earrings for girls are appropriate; earrings for boys are not.) Body piercing is not appropriate. This policy applies to the school day, and any school function on or off campus.
7. Hair shall be kept in such a style, length, and color as to ***not be a distraction*** to the individual or others. A boy’s hair length should be above his shirt collar and above his eyes. Girls’ hair should be neat.
8. No overly loose or overly tight clothing is permitted

Boys’ Guidelines

1. Dress pants must be worn ***at waist level***. Dress pants are those of dress fabric. No cargo pants or jean-like pants are acceptable.
2. Ties must be visible at all times and worn properly around the neck with all buttons secured on the shirt beneath.
3. Sport coats or suits must be worn each day.
4. Belts and dress socks must be worn each day.

Girls’ Guidelines

1. Skirts and dresses must be at least ***knee length***.
2. Dress slacks worn with blazers are acceptable. Dress slacks and mid-calf cropped dress pants must rest above the hips and cover the midriff, and be of dress fabric. No cargo pants or jean-like pants are acceptable. Tights, leggings, capris, etc., are not “dress slacks”.
3. Bare midriff, see-through, and low-cut tops are prohibited.

4. Mid-calf cropped pants, skorts, and split skirts are acceptable only when worn with a blazer.
5. Sweaters may not be substituted for traditional blazers but may be worn with skirts. **Hooded sweaters or sweatshirts are not permitted.**
6. Stockings or socks (no peds) must be worn each day. Leggings are not a substitute for stockings.

Dress Down

Dress-down days will be awarded for exceptional behavior or as a reward for achievement. When awarded a dress-down day, students may wear a T-shirt or other appropriate shirt. Midriffs should not be exposed. Jeans and shorts are acceptable; however, shorts must be knee length. Athletic wear, such as sweatpants or athletic shorts, is not permitted. Students may wear sneakers or athletic shoes. All clothing must be neat. Ragged shorts, wearing of hats or other clothing that is contrary to wholesome appearance are not permitted. No hoodies, except MMI hoodies, are permitted, even on dress down days.

Spirit Days

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 wear either red and white clothing or any type of clothing with the MMI name//logo. Jeans and shorts are acceptable; however, shorts must be knee length. Athletic wear, such as sweatpants or athletic shorts, is not permitted. Students may wear sneakers or athletic shoes. All clothing must be neat.

Physical Education Uniform

MMI's official PE shirt or another MMI shirt is required. Shirts are sold in PE class at the beginning of the year, or in the office during the school year. Shorts must be **plain red** with **no markings** (stripes, patterns, designs, etc.) other than a small manufacturer's logo. Plain, solid color (red, gray, black, blue) sweatshirts and sweatpants or MMI athletic wear is acceptable. Only MMI hoodies are acceptable for PE. Sweatshirts may be worn over the PE shirt, but **may not** be worn **in place of** the PE shirt. Athletic footwear, securely fastened to the feet, is required at all times. Playing on the gym floor in stocking feet or street shoes is prohibited.

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.

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, 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 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.

Book Bags – Book bags may not be left unattended in the hallways. They must remain with the owner or stored in the owner's locker. Unattended book bags will be removed. Rolling backpacks may not be used in the academic hallways.

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.

Coxe Commons

The Coxe Commons, located on the first floor of the Science and Technology Building, is designated as an area for students to congregate before, during, and after school hours in a relaxed environment. Students are encouraged to utilize this commons so long as they adhere to the following policies and guidelines:

1. The 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 be 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. Only light snacks are permitted.
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 Lounge must be observed.

Students found in violation of any of the above commons rules may have their commons privileges revoked for a period of time, to be determined by the administration, and may be subject to other disciplinary action.

Library

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

1. We may borrow from libraries across the state, but this system takes time. 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, for a longer time. 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 during that period.

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.

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 adhered 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 card.
- 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.

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.

Rooms, Exits, Evacuation Routes (to St. Mike’s)		
Rooms	Exit	Evacuation Route (to St. Mike’s)
111, 112, 113, 221, 222, 223	Front Entrance, Old Main to Carbon Street	North on Centre to Carbon Street; West on Carbon to Fern Street.
114, 116, 224, 225, 226, 227	Side Entrance, Old Main (to Courtyard), to Carbon or Centre near Carbon	Courtyard Walk to Centre Street; North on Centre to Carbon Street; West on Carbon to Fern Street.
237, 232, 235, Library, Cafetorium	Ridge Street via Coxe Lounge, to Carbon Street	North on Ridge to Carbon; West on Carbon to Fern.
117, 233, 231	South (Wyoming Street) Exit, Century II, to Senior Parking Lot.	West on Wyoming to Ridge; North on Ridge to Carbon; West on Carbon to Fern.
241, 245, 246, Science Wing Laboratories	Science Wing North Stairwell (to Courtyard) to Carbon or Centre near Carbon	Courtyard Walk to Centre Street; North on Centre to Carbon Street; West on Carbon to Fern Street.
Gymnasium	Side (North) Exit, if available; otherwise, Centre Street to Carbon.	Side exit - West to Ridge; Ridge to Carbon; Carbon to Fern. Centre Street - North on Centre to Carbon; West on Carbon to Fern.
Mezzanine (Auxiliary Gym)	Back stairwell, directly out to North Sidewalk	
Office, Coxe Lounge	Ridge Street to Carbon	

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 include unwanted sexual advances which condition 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 as 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. Complaints 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 the 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 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.

Internet Access & 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.

The Internet Access Agreement Form, page 36, must be signed and returned.

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 teargas, mace or pepper gas canisters; knives, razors, cutting instruments or cutting tools, nanchaku sticks, chains; other dangerous objects, tools, instruments or implements capable of directly or indirectly inflicting bodily injury which are of not 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 working days. The President shall provide the student and the student's parent(s) with a copy of the written decision within five 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 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 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 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 SIGNATURE PAGE

Please return this form to your homeroom teacher by September 10, 2010

As the parent or guardian of _____
(student name), I have read the sections of the student handbook that discuss the school's policy governing access to the Internet through school resources and agree with them. I understand that this access is being provided for educational purposes only. I understand that MMI Preparatory School has contracted an Internet filtering system; however, MMI cannot guarantee restricted access to all controversial and inappropriate materials. I will not hold the Board of Directors or MMI's employees responsible for materials acquired on the network.

Parent or Guardian Name (Please print): _____

Signature: _____ Date: _____

My parent or guardian, _____
(parent/guardian name) has reviewed with me the school policy governing access to the Internet through school resources, and I understand my responsibilities and accountability.

Student Name (please print): _____

Grade: _____

Student Signature: _____

Date: _____

Revised May 21, 2003
Approved January 21, 1997

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	