

**MISSION STATEMENT OF THE  
MIFFLIN COUNTY SCHOOL DISTRICT**

*"Educate each student  
to meet life's challenges."*

**2020 - 2021**

# STUDENT HANDBOOK

Published for Students enrolled in the  
Middle, Junior and High Schools of the  
Mifflin County School District  
*www.mcsdk12.org*

- **MIFFLIN COUNTY HIGH SCHOOL** *www.mcsdk12.org/mchs*
- **MIFFLIN COUNTY JUNIOR HIGH SCHOOL** *www.mcsdk12.org/mcjhs*
- **MIFFLIN COUNTY MIDDLE SCHOOL** *www.mcsdk12.org/mcms*

**Copies of the Student Handbook and the regulations pertaining to Student Rights and Responsibilities as published by the State Board of Education are available at the Office of the Secretary of the Mifflin County School District, the Office of the Principal, and the library of each building.**

**It is the policy of the Mifflin County School District not to discriminate on the basis of sex, handicap, race, color, and national origin in its educational programs, activities or employment policies as required by Title IX of the 1972 Amendments. Inquiries regarding compliance with Title IX may be directed to the Office of Human Resources, Title IX Coordinator, Mifflin County School District, 201 Eighth Street, Highland Park, Lewistown, PA 17044, telephone (717) 248-0148, or to the U.S. Department of Education, Office of Civil Rights, 100 Penn Square East, Suite 515, Philadelphia, PA 19107.**

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## **BELIEFS**

We believe:

Academic achievement for all students is the district's compelling purpose.

The district must provide all students with the opportunity to maximize their talents and abilities.

Research-based assessments must be included to identify student potential and to drive instruction.

Differentiated instruction is essential for all students to progress in their learning.

Students learn best in a safe and secure environment.

High expectations are the collective responsibility of students, parents, educators, and community members.

Strong character directly and positively affects performance and success.

An effective educational system anticipates, plans, and acts in response to a changing world.

Sound financial management is necessary to support education.

## **VISION STATEMENT**

We envision an innovative, stimulating, and exciting school community where all participants are actively engaged in learning in a safe and secure environment.

We offer an excellent educational opportunity where each student acquires the skills necessary to maximize potential and enhance creative thinking. Each student is challenged and prepared to become a lifelong learner in a global society.

We commit to continuous growth and utilization of the best practices in assessment and instruction and in the application of technology.

We model the "Twelve Traits of Character," embrace diversity, and demonstrate responsible citizenship.

**DIRECTORY INFORMATION**

**MIFFLIN COUNTY BOARD OF SCHOOL DIRECTORS**

E. Terry Styers - President	Frederick D. Nickel
Kristen L. Sharp - Vice President	Mary Lou M. Sigler
John E. Knepp	Michelle M. Terry
Beth M. Laughlin	Noah D. Wise
Julie B. Maidens	
Amy L. Smith	Secretary to the Board
Melinda K. Kenepp	Board Treasurer

**CENTRAL ADMINISTRATION**

201 Eighth Street - Highland Park  
Lewistown, PA 17044-1197  
717-248-0148

James A. Estep	District Superintendent
Vance S. Varner	Chief Operations Officer
Kevin J. O'Donnell, Jr.	Chief Academic Officer
Cindi L. Marsh	Director of Student Support Services
Melinda K. Kenepp	Chief Financial Officer

**DIRECTOR OF FEDERAL PROGRAMS**

Frank W. Miller	Administration Building	717-248-0148
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**ELEMENTARY SCHOOL ADMINISTRATION**

Jennifer L. Esh, Principal	Lewistown Elementary School 717-242-5823	,
Nicole O'Donnell, Assistant Principal		
Kelly T. Campagna, Principal	Indian Valley Elementary School 717-667-2123	
Tonya M. Kepner, Assistant Principal		
Kelly T. Campagna, Principal	East Derry Elementary School 717-543-5615	
Tonya M. Kepner, Assistant Principal		
Frank W. Miller, Principal	Strodes Mills Elementary School 717-248-7154	

**INTERMEDIATE SCHOOL ADMINISTRATION**

Paul J. Maidens, Principal      Lewistown Intermediate School 717-242-5801  
Clint N. Aurand, Assistant Principal

Kelly T. Campagna, Principal      Indian Valley Intermediate School 717-667-2123  
Tonya M. Kepner, Assistant Principal

**MIDDLE SCHOOL ADMINISTRATION**

D. Robert Reeder III, Principal      Mifflin County Middle School 717-242-1401  
Heidi M. Welham, Assistant Principal

**JUNIOR HIGH SCHOOL ADMINISTRATION**

Angela L. Stewart, Principal      Mifflin County Junior High School 717-248-5441  
Mark D. Conner, Assistant Principal  
Jennifer S. Macknair, Assistant Principal

**HIGH SCHOOL ADMINISTRATION**

Mark A. Crosson, Principal      Mifflin County High School 717-242-0240  
Steven F. DeArment, Assistant Principal  
Jade M. Ruble, Assistant Principal  
Natisha E. Maclay, Athletic Director  
Robert S. Lepley, Asst. Athletic Director

**ALPHA/MIFFLIN COUNTY ONLINE/ONTRACK ADMINISTRATION**

Christopher M. Gill, Supervisor      Mifflin County High School  
717-447-2655

**COORDINATOR OF TRANSPORTATION**

Holly S. Wertz      Administration Building  
717-248-0148

**DIRECTOR OF INFORMATION SYSTEMS**

Douglas R. Cunningham      Administration Building  
717-248-0148



MIFFLIN COUNTY SCHOOL DISTRICT - 2020-2021 SCHOOL CALENDAR

(M)	August 24, 2020	Teacher Inservice Day- No School for Students
(T)	August 25, 2020	Teacher Workday - No School for Students
(W)	August 26, 2020	First Day of School for Students
(M)	September 7, 2020	Labor Day - No School for Students
(F)	September 18, 2020	Act 80 Day – No School for Students
(F)	October 16, 2020	Act 80 Day – No School for Students
(M)	November 9, 2020	K-12 Parent Conferences 4:30 PM-7:30 PM (Faculty Early Dinner 3:15 PM-4:15 PM)
(T)	November 10, 2020	No School for Students (Parent Conferences Elementary) ( ½ day Elementary Parent Conferences, ½ day Inservice Secondary)
(W)	November 11, 2020	Veterans’ Day - No School for Students
(F)	November 20, 2020	Act 80 Day- No School for Students
(W)	November 25, 2020	K-7 students dismiss @ 1:15, Grades 8-12 students dismiss @ 1:30PM
(R)	November 26, 2020 <u>through</u> (M) November 30, 2020	Thanksgiving Vacation - No School for Students
(R)	December 24, 2020 <u>through</u> (F) January 1, 2021	Christmas Vacation - No School for Students
(F)	January 15, 2021	Act 80 Day – No School for Students
(M)	January 18, 2021	Martin Luther King, Jr. Day – No School for Students Designated Make-up Day #1
(M)	February 15, 2021	President’s Day-No School for Students- Designated Make-up Day 2
(M)	March 15, 2021	No School for Students – Designated Make-up Day #3
(F)	March 26, 2021	Act 80 Day - No School for Students (Elementary Parent Conferences, Secondary Professional Development)
(F)	April 2, 2021	Good Friday - No School for Students
(M)	April 5, 2021	Easter Monday-No School for Students- Designated Make-up Day #4
(F)	May 28, 2021	Last Day of School for Students - K-7 students dismiss @ 12:15, Grades 8-12 students dismiss @ 12:30PM - Commencement
(M)	May 31, 2021	Memorial Day
(T)	June 1, 2021	* Teacher Workday / Designated Make-up Day #5
(W)	June 2, 2021	Designated Make-up Day #6

\* Pending weather, the end-of-year Teacher Workday will move accordingly.

2020-2021 MARKING PERIODS

August 26, 2020	-	October 28, 2020	----	First Nine Weeks
October 29, 2020	-	January 15, 2021	----	Second Nine Weeks
January 19, 2021	-	March 24, 2021	----	Third Nine Weeks
March 24, 2021	-	May 28, 2021	----	Fourth Nine Weeks

**MIFFLIN COUNTY SCHOOL DISTRICT**  
**STUDENT EXPECTATIONS**

All persons residing in the Commonwealth between the ages of 6 and 21 have the right to a free and full education in public schools.

It is the responsibility of the student to:

1. Be honest and ethical.
2. Assist in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety, health, and minimal disruptions to the educational process.
4. Learn all rules and regulations for student behavior and conduct himself/herself in accordance with them.
5. Recognize that until a rule is waived, altered, or repealed it is in full effect.
6. Comply with local, state and federal laws.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily, except when excused, and report to all classes on time.
9. Make all necessary arrangements for making up work when absent from school.
10. Treat all people with dignity and respect.
11. Refrain from indecent, obscene, and abusive language.
12. Avoid deliberate inaccuracies in student newspapers or publications.
13. Refrain from public displays of affection in the school.

The Board of School Directors has the authority to make rules governing the conduct of students providing that the rules are reasonable and fair. Such rules are assumed to be “reasonable” until they are rescinded or waived. Students should obey such rules while working through channels to help change those of which they do not approve.

No student will be suspended or expelled without being informed of the reasons for the action and being given a chance to respond to the charges.

**WEAPONS BAN POLICY**

The Weapons Ban Policy was adopted by the Board of School Directors of the Mifflin County School District on May 23, 1994, revised February 19, 1996, and became effective March 18, 1996.

It is the intent of the Board of School Directors to provide a safe and secure school environment and to comply with provisions of Act 26 of 1995 prohibiting weapons on school property, in school vehicles, in student vehicles, at school-sponsored activities on or off school property, when walking to and from school and at school bus/van stops.

- A. Weapons and replicas of weapons shall include, but are not limited to, firearms, knives (regardless of blade size), metal knuckles, chains, razors, razor blades, explosives, cutting tools, pistols, shotguns, rifles, nunchaku, noxious, irritating or poisonous gases, or any other tool or instrument capable of inflicting bodily injury as determined by school officials.

- B. Weapons, as described in this policy, are forbidden on school property, in vehicles driven to school by students and parked on or off school property, at school-sponsored activities anywhere, when walking to and from school, at school bus/van stops, and in school busses and vans or other vehicles.
- C. Students who violate this policy will be expelled from school for a minimum of one year from the date the student was found guilty. Disabled students found guilty will be disciplined in accordance with provisions of the Individuals with Disability Act and Basic Education Circular I-95, Pennsylvania Department of Education.
- D. The Superintendent will review each alleged violation of this policy and will exercise discretion for expulsions on a case-by-case basis.
- E. All acts of violence and possession of weapons, as defined in this policy, shall be reported to parents of the violator, appropriate law enforcement agency, and the Office of Safe Schools, Department of Education. Such reporting requirements for individual schools and the District shall be made twice per year as mandated in Section 1303-A of Act 26 of 1995.
- F. Prior to admission to the Mifflin County School District, the parent, guardian, or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of the Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or the willful infliction of injury to another person or for any act of violence committed on school property. The registration shall be maintained as part of the student's disciplinary record. Any willful false statement made under this section (1304-A) shall be a misdemeanor of the third degree.
- G. Whenever a pupil transfers to another school entity from the Mifflin County School District, a certified copy of the student's disciplinary record shall be transmitted, upon request, to the school entity to which the pupil has transferred. The school entity to which the student has transferred should request the record. The sending school entity shall have ten (10) days from receipt of the request to supply a certified copy of the student's disciplinary record.
- H. A student's disciplinary record, as well as records maintained under Section 1307-A (Maintenance Records), shall be available for inspection to the student and his parents or other persons having control or charge of the student, to school officials, and to State and local law enforcement officials, as provided by law. Permission of the parent, guardian, or other person having control or charge of the student shall not be required for transfer of the individual student's record to another school entity within this Commonwealth or in another state in which the student seeks enrollment or is enrolled.
- I. The Mifflin County School District shall maintain updated records of all incidents of violence, incidents involving possession of a weapon, as described in this policy, and convictions or adjudications of delinquency for acts committed on school property by students enrolled therein on both a district-wide and school-by-school basis.

**SCHOOL ATTENDANCE**  
**ATTENDANCE REQUIREMENTS**

All children are required to attend school from the time a child's parents elect to have the child enter school and which shall be no later than 6 years of age until the child reaches 18 years of age or receives a certificate of graduation. Regular attendance is necessary for the continuity of the teaching-learning process and to help young people gain habits of punctuality and reliability.

The school year consists of 180 class days between August and June.

Illness, medical and dental appointments, certain religious holidays, death in one's family and other urgent reasons are recognized under state law as the only reasons for excusing absences from school as scheduled. Absences for reasons other than these will be classified "unexcused" under the state compulsory attendance law; such absences for pupils age 17 and younger are deemed "unlawful."

Pupils may be excused from school up to thirty-six (36) hours during the school term for legitimate religious purposes. Prior notification, in writing, for each religious absence must be given to the principal or other person in charge of the school.

A commonly held belief is that pupils are permitted to accumulate three unexcused or unlawful days before corrective action may be taken by the principal. The Mifflin County School District believes that young people should be in school every day and will insist upon good attendance.

When a pupil 17 years of age or younger, is unlawfully absent for three days, cumulatively or in succession, a notice is sent by mail to the parent, guardian or person in parental standing. If the child continues to incur additional unlawful absences after this notice has been issued, the school must offer a student attendance improvement conference. When a child becomes habitually truant, the district will involve a school-based or community-based attendance improvement program, CYS, and/or file a citation against the student or parent in a magisterial district court. The school will follow the procedures dependent upon the child's age as outlined by Act 138 of 2016.

In the event of unexcused absence of pupils 18 years of age or older, parents, guardians or person in parental standing are not liable for fines and costs. However, the principal may take measures to help these pupils and their parents, guardians, or persons in parental standing become aware of the consequences of unacceptable absences.

**PUPIL ATTENDANCE**

- A. PUPILS UNDER THE AGE OF 18 WHO ARE UNLAWFULLY ABSENT FROM SCHOOL AND/OR CLASSES, AND PUPILS AGE 18 OR OLDER WHO HAVE UNEXCUSED ABSENCES, WITHOUT THE KNOWLEDGE AND CONSENT OF THEIR PARENTS OR GUARDIANS WILL BE REQUIRED TO MAKE UP THE TIME MISSED BY SERVING DETENTION. THE ABSENCE IS OFFICIALLY RECORDED AS UNLAWFUL OR UNEXCUSED.
- B. UNLAWFUL OR UNEXCUSED ABSENCE, WITH THE KNOWLEDGE AND

CONSENT OF PARENTS/GUARDIANS, WILL BE OFFICIALLY RECORDED, BUT PUPILS ARE NOT REQUIRED TO MAKE UP THE TIME MISSED.

- C. IN CASE "A," STUDENTS WILL NOT BE PERMITTED TO MAKE UP MISSED SCHOOL WORK. IN CASE "B," STUDENTS WILL BE PERMITTED TO MAKE UP SCHOOL WORK.
- D. UNLAWFUL ABSENCES, WITH OR WITHOUT APPROVAL AND CONSENT OF PARENTS OR GUARDIANS, WILL BE RECORDED AND PROCESSED UNDER PROVISIONS OF THE PENNSYLVANIA PUBLIC SCHOOL CODE OF 1949 AND ACT 138 OF 2016, AS AMENDED.
- E. STUDENTS ARRIVING AFTER THE TAKE-UP BELL THROUGH 9:30 A.M. ARE TO BE MARKED TARDY FOR THE NUMBER OF MINUTES AND/OR HOURS THEY ARE LATE. ARRIVAL AFTER 9:30 A.M. IS CONSIDERED A ONE-HALF (1/2) DAY ABSENCE.
- F. STUDENTS DISMISSED BEFORE 2:00 P.M., FOR WHATEVER REASON, ARE TO BE MARKED AS ABSENT ONE-HALF (1/2) DAY. IF DISMISSED AFTER 2:00 P.M., THEY ARE TO BE CREDITED WITH A FULL DAY OF SCHOOL. THEY ARE NOT TO BE MARKED TARDY FOR AN EARLY DISMISSAL AFTER 2:00 P.M.

### **MORNING PUNCTUALITY**

Students are expected to be in their assigned seats in the homeroom at the proper time. Detention may be assigned for excessive tardiness. Unexcused tardiness to school is to be avoided and will result in disciplinary action taken when such tardiness occurs.

No student absent from school is eligible to participate in any extracurricular activities unless approved by the Principal and, if late to school, must be signed in by 9:30 A.M. to be eligible to participate.

### **PROCEDURE WHEN RETURNING TO SCHOOL AFTER AN ABSENCE**

You must bring a written excuse to school within three (3) school days of an absence. Report to the principal, assistant principal, or another person designated when returning to school and give the excuse to that person.

### **WRITTEN EXCUSE**

Excuses must be written and signed by the pupil's parent, guardian or person in parental standing. PUPILS MAY NOT WRITE AND SIGN THEIR OWN EXCUSES.

Failure to submit a written excuse for an absence within three (3) school days from the last date of absence will result in the absence(s) being recorded as unlawful or unexcused. The following information must be included in the written excuse:

1. Full name of pupil
2. Grade of pupil
3. Date(s) of absence; date excuse was written
4. Reason for absence
5. Signature of parent, guardian or person in parental standing

## SAMPLE EXCUSE

September 18, 2020

Please excuse John J. Jones, 8th grade, for being absent on September 17, 2020, because of a severe cold.

Parent Signature

When attendance policies appear to be abused, school officials will require a student to obtain a written statement from the family doctor indicating why future absences may be justified.

If an attendance problem develops, the student's parents or guardian will be informed, in writing, and they will be given a reasonable amount of time to correct the problem. If the problem is not corrected, a valid doctor's excuse, acceptable to school officials, will be required for future absences. Failure to present a medical doctor's excuse will result in the absences being declared unlawful or unexcused.

### **EARLY EXCUSES BECAUSE OF ILLNESS**

Students who become ill at school must report to the school nurse. Students may not decide to leave school because of illness without seeing the nurse. The nurse will decide if the student should be sent home or to a hospital. The nurse, not the student, will make necessary phone calls to parents and make arrangements for transportation.

The nurse will inform the principal of any student sent home because of illness. Students must bring a written excuse for processing in the regular manner when they return to school. In the event the school nurse is not available, pupils are to report to the principal's office.

### **EARLY EXCUSES FOR MEDICAL APPOINTMENTS**

You may obtain an excuse to leave school early for medical appointments. On the day you have the appointment, present a written request from your parent or guardian to the person in charge in the principal's office. For early morning appointments, present the written request the previous school day. When arriving to school, submit a doctor's excuse from the doctor or dentist to the office personnel.

### **WITHDRAWAL FROM SCHOOL**

Students and parents or guardians must report to the principal's office to withdraw a student.

### **EXCEPTIONS TO COMPULSORY ATTENDANCE**

Compulsory attendance laws shall not apply to any child who:

1. Has attained the age of sixteen (16) years, and who is regularly engaged in any useful and lawful employment or service during the time the public schools are in session, and who

- holds an employment certificate issued according to law;
2. Has been examined by an approved mental clinic or by a person certificated as a public-school psychologist or psychological examiner, and has been found to be unable to profit from further public-school attendance, and who has been reported to the Board of School Directors and excused, in accordance with regulations prescribed by the State Board of Education;
  3. Has attained the age of fifteen (15) years and is engaged in farm work or domestic service in a private home on a permit issued by the School Board or the designated official of the school district of the child's residence, in accordance with regulations which the Secretary of Education is hereby authorized to prescribe;
  4. Has attained the age of fourteen (14) years and is engaged in farm work or domestic service in a private home on a permit issued as provided in clause (3) of this section, and who has satisfactorily completed, either in public or private schools, the equivalent of the highest grade of the elementary school organization prevailing in the public schools of the district in which he resides, if the issuance of such a permit has first been recommended by the district superintendent of schools having supervision of the schools of the district where such child resides, or by the principal of the private school where such child is enrolled, and the reason therefore has been approved by the Secretary of Education.

#### **"CUT DAY"**

- A. The irresponsible practice of "cut day" is not sanctioned by the Board of School Directors or the Administration. Pupils are hereby notified that students who conspire within a class to award themselves a day of absence, with or without the permission of their parents or guardians, but without Board approval and proper supervision is a violation of School Policy. Pupils who participate in such an unauthorized activity will be disciplined.
- B. Disciplinary measures will include one or more of the following:
  - assignment to the in-school suspension room
  - a grade of zero for all work missed during the absence
  - out-of-school suspension
  - assignment to a supervised school/community service project
  - one detention hall for every period missed
- C. Trips, outings, and other school sponsored activities which take place off school property and during school time must be formally approved by the Board of School Directors at a regular meeting held prior to the date of the activity.

#### **CHANGE OF NAMES, ADDRESSES AND TELEPHONE NUMBERS**

Students must report changes in their names, addresses and telephone numbers as soon as possible so that school records can be kept up-to-date.

This updated information is especially valuable in case of an emergency at school that would require school personnel to contact someone at a student's home.

#### **VACATION EMPLOYMENT**

Students aged 14-17 years who wish to work during vacations must first obtain an employment certificate.

Students must:

1. Secure form PVEC (Promise of Vacation Employment) from a school counselor.
2. Fill out the form according to directions. A parent or guardian must sign the form.
3. Go to the prospective employer and have the appropriate section of the form completed by the employer or a representative of that person.
4. Obtain a copy of an evidence of age (birth certificate, baptismal certificate).
5. Take the completed form PVEC and the evidence of age to the principal's office for processing and issuance of a Vacation Employment Certificate.

### **MEDICAL CARE AND HEALTH EXAMINATIONS**

The School Board has adopted the following rules and procedures related to medical care:

1. Health laws require that school officials see that the following tests are administered to students:
  - A vision test, annually
  - A hearing test, in 7th and 11th grades
  - Measurement of height, weight, and BMI percentile at least once a year
  - Physical examinations for 6th and 11th grade students
  - A completed medical questionnaire when entering school for the first time, when entering middle school, and when entering senior high school
  - A Scoliosis Screening Program for students in grades 6-7
  - All students Grades K to 12 will be required to have four (4) doses of Polio. The final dose in the series should be administered on or after the 4th birthday and at least six (6) months after the previous dose. Students over the age of 18 are exempt.
  - Students in Grade 7 will be required to have a Tdap (tetanus, diphtheria and pertussis) if five (5) years have expired since the last Tdap and an MCV (meningococcal).
  - Students in Grade 12 will be required to have a second MCV (meningococcal).
  - Students will be required to have the MMRV (measles, mumps, rubella, and varicella) booster entering Kindergarten or if transferring from out of state and your child does not have the second booster.
2. Under certain conditions, pupils may be excluded from school for medical reasons. Please remember that the school nurse is NOT a doctor and she may NOT treat a child for an illness. It is the responsibility of the parent to have the child treated by a physician whenever necessary. **PLEASE DO NOT SEND A CHILD TO SCHOOL WHEN SICK, NOR SHOULD THE SCHOOL NURSE BE ASKED TO MAKE A DIAGNOSIS.**

### **MIFFLIN COUNTY SCHOOL DISTRICT MEDICATION POLICY**

#### **I. OBJECTIVE**

This medication policy is motivated solely by concern for the health, safety, and welfare of the students of the Mifflin County School District. The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication, in accordance with the direction of a parent or family physician, to a student during school hours, will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

#### **II. PROVISIONS**

Ideally, all medication should be given at home. It is preferred that in the case of all medications, whether prescribed or otherwise, the same shall be administered by a parent, to the student requiring the medication. Where this is not possible, the following shall apply:

- A. Individually prescribed medication will be administered by school nurses or other authorized



personnel under the following conditions:

1. Upon written request from the physician to the school officials that medication be administered to the student. Included in this request must be the name of the medication, dosage, frequency of administration, and the period of time over which medication is to be administered.
  2. Signed written request from the parent, guardian, or person standing in the place of a parent that medication be administered as prescribed in the physician's statement.
  3. All medication must be in the appropriate containers which are properly labeled by the physician or pharmacy. Any medication left at the school will be secured in a locked cabinet.
- B. Non-prescriptive drugs and medication may be administered by school nurses or other authorized personnel only after the following conditions are met:
1. Receipt of written request or authorization from parent, guardian, or person standing in the place of a parent.
  2. Included within the request must be the name of the student, name of the medication, dosage, frequency of administration, and period of time over which medication is to be administered.
  3. All medication must be in an appropriate container which is properly labeled.
  4. Any medication left at the school will be secured in a locked cabinet.
- C. Any medication to be administered during the school day will immediately be taken to the nurse's office (or other area specified by the Principal) when the student enters the school. Students will not be permitted to carry pills or any medication during the school hours. Some students, with parent and physician approval, may be allowed to carry inhalers, epi pens, or other approved medications.
- D. Violation of this policy and the regulations promulgated hereunder shall, in the discretion of the administration and the School Board, result in the same disciplinary measures being invoked against the offending student as would be invoked against one violating policy and regulations relating to drugs and alcohol, and may accordingly result in suspension and/or expulsion from school.
- E. The administration shall be charged with the responsibility of designating authorized school personnel to administer this policy.
- F. This policy shall be subject to ongoing re-analysis, from time to time, in order to deal with future problems as they develop.

## **PROCEDURAL AND MISCELLANEOUS MATTERS**

### **HALL PASSAGE**

To make the best use of time, students are allowed a brief amount of time to go from class to class during the day.

Students should proceed to the next assigned area or room in the most direct route. If there is a need to go to the restroom, another room, or the office, permission should be received from the teacher of the class to which the student is going.

FOR SAFETY OF ALL, ACTIONS SUCH AS RUNNING, PUSHING, SHOIVING AND TRIPPING ARE NOT ALLOWED. IN ADDITION, KISSING, HUGGING AND EMBRACING ARE NOT ACCEPTABLE BEHAVIORS IN SCHOOL OR AT SCHOOL ACTIVITIES.

### **CARE OF BOOKS AND SCHOOL PROPERTY**

Textbooks and school supplies are furnished to students at school district expense.

All textbooks are identified by a stamp and number on the inside cover. When a book is issued to a student, its number and condition are recorded by a teacher. The student is responsible for returning the same text at the end of the school year.

If the textbook is not returned, the student will be charged for the replacement cost.

### **STUDENT LOCKERS**

A locker for books and clothing will be assigned to each student. Lockers are considered public property loaned to students for private school use.

School authorities have the right to inspect lockers at any time for general appearance and to conduct random drug searches.

If the principal has reasonable suspicion to suspect that a locker may contain materials which could endanger the health, safety or welfare of the pupil or others, the locker will be searched. The student and a witness will be asked to be present at these times. Items found that are violative of law or school policy may be used as evidence against the pupil(s) involved in any in-school or out-of-school disciplinary proceedings.

Whether locked or not, one student's locker is off limits to others. Opening another student's locker without permission is a violation of privacy laws.

In some cases, two students may be assigned the same locker. Sharing lockers is not a right of students, and only the principal may assign lockers or approve changes. Students are not permitted to share their locker with another student unless assigned by the principal.

If padlocks are rented from the school, and the student fails to turn in the padlock at the end of the school year, a charge will be made.

## **FIRE DRILLS**

At least nine fire drills are conducted in each school during the school year as required by state law. The purpose of the drills is to acquaint students with safe and proper procedures to follow if a fire or other emergency requires that students leave the building quickly.

Students should be aware of these factors:

1. In each room, a poster indicates the location of the emergency exit for persons in that room. If an assigned exit is blocked, the group's leader will turn to the next nearest exit.
2. Before leaving the room, opened windows must be closed by those seated closest to them.
3. The last person leaving the room must close the door.
4. Students must walk rapidly in pairs, keeping lines solid, to the assigned exit. The first two to reach the exit doors will hold them open until the line has passed.
5. Each group has an assigned location to walk to outside the building. Students must stay with their group during the fire drill procedure.
6. When the "all clear" is sounded, students will enter the school under the direction of the leader of the group.

## **BUS TRANSPORTATION**

### **Information**

The Board of School Directors has granted the privilege of school bus-van transportation to pupils who live beyond 1-1/2 miles (elementary), 2 miles (secondary) from their assigned school. The privilege is conditioned upon certain behavior expectations which are listed below. The privilege of riding a bus or van may be removed by the school principal for improper conduct. When the bus-van privilege is removed, parents have the obligation of finding alternative ways to transport their child to and from school. School buses are now permitted to be equipped with audio & video/recording devices to encourage proper student behavior.

### **School Bus Guidelines**

1. Students will be assigned to one bus and after two weeks of school, may be assigned seats.
2. Use of I-Pods/cell phones and other similar audio equipment on the school bus is at the discretion of the bus driver.
3. Students' bus stops are designated by the Board of School Directors and may not be altered unless approved by the School Board.
4. Buses and vans will stop to pick up and dismiss passengers at designated bus stops only. No other stops are permitted unless there is an emergency.
5. When students walk along a highway to their bus stop, they must walk on the shoulder of the road on the side facing traffic.
6. Students are expected to wait for their bus in an orderly manner. School officials have authority over students from the time they leave their home in the morning until they return in the afternoon.
7. Students will wait for their bus to come to a full stop before attempting to enter (or exit) the bus. The bus driver has the authority and is expected to regulate entry and exit of students on and off the bus.
8. Bus drivers reserve the right to assign students to specific seats.

9. The bus driver will not move the bus until all students are seated. Students must be seated when the bus is in motion.
10. Each bus has an emergency door to be used only in an emergency. Students may not use the emergency door for routine exit and entry.
11. The major responsibility of bus drivers is to complete their rounds between home and school safely and on time. Proper behavior of students is required at all times so that the drivers' attention is on the road.
12. The following behavior of students will result in disciplinary action: opening windows, throwing objects out of windows, tampering with or using the emergency exit, leaning or putting arms out of windows, eating, drinking, smoking, chewing tobacco or snuff, spitting, littering the bus, damaging or defacing property, roughhousing, using improper language or gestures, throwing objects, fighting, jumping seats and riding a bus that is not assigned to a student. In addition, any behavior not mentioned in this handbook that jeopardizes the safety of others is prohibited and will be cause for appropriate discipline.
13. Students should report to the bus driver any condition which needs attention to insure a safe trip.
14. The bus driver is in charge of students between pickup points at school and home. When problems arise, the bus driver will fill out a Bus Misconduct form and present it to the principal, assistant principal or teacher in charge. Certain behaviors and repeated minor misconducts may result in the denial of the privilege of riding a school bus or van.
15. Students who walk to and from school are responsible for respecting private and public property along the route. Taking short cuts across private property, littering and creating disturbances are not behaviors condoned by the school district. Walking routes may be changed by the school administration when there is evidence that private and public property or persons are infringed upon by students.
16. Twice each year bus drivers in cooperation with the principal must conduct emergency bus evacuation drills to familiarize students with proper procedures to be used in the event of an accident or other emergency. Students are expected to be attentive and cooperative during these important drills.

### **SCHOOL FINANCIAL FACTORS**

School officials have prepared these guidelines in reference to money in school:

1. STUDENTS SHOULD ONLY BRING ENOUGH MONEY TO SCHOOL TO PURCHASE NECESSARY SUPPLIES, LUNCH, ETC. OTHER SUMS OF MONEY SHOULD BE TAKEN TO THE SCHOOL OFFICE FOR SAFEKEEPING. SCHOOL OFFICIALS CANNOT BE HELD LIABLE FOR MONEY STOLEN FROM OR LOST BY STUDENTS.
2. Students and school employees are required to deposit all money collected for school-related activities on the day the money is collected. Such money may not be taken from the building or left in classrooms or lockers. This rule is enforced to reduce the possibility of funds being lost, misused or stolen.
3. Students must have written approval of the principal or faculty advisor before any purchase of goods or services on behalf of the school, a school function or school organization. Students who incur debts without prior written approval will be liable for payment of the unauthorized purchase.
4. No one may solicit funds from students or staff members without written approval of the principal. Even when solicitations are approved in writing by the principal, contributions are purely voluntary and there may be no "pressure" tactics to force giving.

5. Students who accumulate financial obligations to the school district during the school year must clear the obligations by the last day of school before diplomas (seniors) or report cards (all students) are awarded. Unresolved debts owed to the school district will accumulate if not cleared by the student. Students may check at the office if they have questions about debts.

### **INTRAMURALS**

The purpose of the Intramural Program in Mifflin County School District is to provide more opportunities for physical activity. Encouraging the habit of exercise now through the pleasures of intramural activities could mean additional years of health and life later.

Intramural athletic activities are competitive and non-competitive physical activities conducted among individuals or groups of students within one school. Because participation is not limited by skill requirements, intramurals give all students the opportunity to be physically active in an educational and recreational environment.

Programs will be established for students not involved in interscholastic athletics of the same sport.

#### **Intramural Regulations**

1. Intramural activities will be posted in all schools within the Mifflin Country School District.
2. All participants in the intramural program will be required to present a signed Parent Permission form for intramural activities.
3. School attendance is required for intramural participation in accordance with the same regulations that govern interscholastic activities.

#### **Learning Objectives of the Intramural Program**

1. Foster earnest, but friendly, rivalry.
2. Develop cooperative attitudes through group participation.
3. Develop a balanced perspective of athletic competition wherein enjoyment, and not winning, is central.
4. Develop athletic and other recreational skills which can be utilized for a lifetime of physical activity.
5. Teach leadership skills through officiating, managing, and being captain.
6. Develop game skills and strategy.
7. Promote student morale and loyalty to group and school.

### **STUDENT DRIVING OF PERSONAL VEHICLES**

Because the school district provides transportation for students who qualify, driving personal vehicles to school is discouraged. Special circumstances may justify a student driving to school. Accordingly, school officials permit a limited number of students to drive to school and park on school property. Granting the privilege to drive to school is at the discretion of the school principal. Likewise, denial of the privilege of driving may occur when students do not comply with school regulations governing students' vehicles. Students who leave the grounds without permission in a vehicle will lose driving privileges for the year.

To apply for the privilege of driving a motorized vehicle to school, follow these directions:

1. Complete an application form available through Skyward Family/Student Access according to the directions found on the MCHS website.
2. Demonstrate a reasonable knowledge of the responsibilities of good driving and regulations imposed by the school for students who must drive.
3. If permission to drive a vehicle to school is approved, a fee of \$50 will be charged for a vehicle identification sticker. Parking passes will not be pro-rated throughout the year. Students may be assigned a specific parking space in the parking lot which is the only valid place the vehicle may be parked during regular school hours. Students may not park anywhere off-campus during school hours or during activities held at times other than regular school hours.
4. Parking tags are required and must be visibly displayed on the vehicle. If more than one car will be driven to school throughout the school year, each different vehicle must be registered at the office and the parking tag must be displayed on the vehicle.
5. Student drivers must enter and exit the school property in accordance with school regulations.
6. Students are not permitted to go to their vehicles during the school day.
7. Students are requested to lock their vehicles. The district will not be responsible for losses incurred due to vandalism, accidents, stealing or for any other reason. Students who park on school property do so at their own risk.
8. **STUDENT DRIVERS MUST YIELD THE RIGHT-OF-WAY TO PEDESTRIANS AND SCHOOL VEHICLES.**
9. All drivers are expected to adhere to speed limits on and around school property and safe driving standards. Citizen arrests may be filed against student drivers who do not comply with driving regulations.
10. The loss of driving privileges will result when students demonstrate ignorance of or disregard for safety.
11. School officials have the right to search cars parked on school district property if there is reasonable suspicion that the vehicle contains contraband or any materials in violation of law or school policy. No search warrant is necessary.
12. Both the parent/guardian and the student driver of Mifflin County High School must consent to random drug testing during the year in which the student is driving. This was approved as a policy on August 26, 2004.

### **STUDENT INTERSCHOLASTIC ATHLETICS**

Participation in interscholastic athletics is a privilege accorded to pupils. Athletics serve a valuable place in the school district's overall curriculum. Pupils are encouraged to participate in athletics. There are certain conditions which must be met when pupils decide to become a member of an interscholastic athletic team.

The Pennsylvania Interscholastic Athletic Association (P.I.A.A.) is the governing body that regulates interscholastic athletics in the Commonwealth. Excerpts from the P.I.A.A. Constitution and By-Laws are quoted for your information:

#### **ELIGIBILITY**

##### **ARTICLE 9: SCHOLARSHIP**

##### **Section 1**

To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local School Board. The pupil must maintain an acceptable grade in such approved curriculum as certified by the principal. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis.

## Section 2

In order to be eligible for interscholastic athletics or any other extracurricular activities, a pupil must have passed at least four (4) full-credit subjects, or the equivalent, during the previous grading period.

**FOUR (4) FULL-CREDIT SUBJECTS, OR EQUIVALENTS, MUST BE PASSED TO REMAIN ELIGIBLE FOR ANY EXTRACURRICULAR ACTIVITY.**

## Section 3

In cases where a student's work in any preceding grading period does not meet the standards provided for in this Article, said student shall be ineligible to participate in interscholastic athletics for twenty (20) school days.

## Section 4 - New Pupils Must Meet Eligibility Requirements on Scholarship

Pupils who are enrolled for the first time must comply with the requirements of the scholarship rules. The standing required for the preceding grading period shall be obtained from the records of the last school which the pupil has attended.

## Section 5 - Academic Eligibility Standards for Participation in Extracurricular Activities

On May 10, 1982, the Board of School Directors of the Mifflin County School District unanimously adopted a policy governing student eligibility standards for participation in extracurricular activities at all middle, junior high and high schools.

**ALL STUDENTS (MIDDLE, JUNIOR HIGH AND HIGH SCHOOLS) WHO CHOOSE TO PARTICIPATE IN SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES, INCLUDING BUT NOT LIMITED TO INTERSCHOLASTIC ATHLETICS, MARCHING BAND, CONCERT BAND, INTRAMURALS, CHEERLEADING, CLUBS, PLAYS AND ORGANIZATIONAL ACTIVITIES ARE REQUIRED TO MAINTAIN A PASSING AVERAGE IN AT LEAST FOUR (4) CREDITS, OR EQUIVALENT, TO REMAIN ELIGIBLE FOR MEMBERSHIP AND/OR THE PRIVILEGE OF PARTICIPATION.**

**A CLASS WHICH MEETS EVERY SCHOOL DAY DURING A MARKING PERIOD OR SEMESTER (HALF OF THE SCHOOL TERM) SHALL BE COUNTED AS A FULL-CREDIT SUBJECT FOR THE PURPOSE OF CALCULATING CREDITS TO DETERMINE ACADEMIC ELIGIBILITY OF MIDDLE, JUNIOR HIGH AND HIGH SCHOOL STUDENTS TO PARTICIPATE IN NON-CREDIT EXTRACURRICULAR AND INTERSCHOLASTIC ACTIVITIES OF THE SCHOOL.**

1. Eligibility Pertaining to Interscholastic Athletic Competition

To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. This curriculum, or its equivalent, must be approved and conform to the regulations of the State Board of Education and the Pennsylvania School Code, as well as any Board policies established by the local School Board.

2. Academic Requirements

In order to be eligible for interscholastic athletic competition, a pupil must be passing at least four full-credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis.

In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for, he/she shall be ineligible from the immediately following Sunday through the then next following Saturday.

In addition, a pupil must have passed at least four full-credit subjects, or the equivalent, during the previous grading period.

At the end of the school year, the student's final credits in his subjects rather than his credits for the last grading period shall be used to determine his/her eligibility for the next grading period. Back work may be made up, providing it is in accordance with the Policy of the Mifflin County School District.

In cases where a student's work in any preceding grading period does not meet the academic standards set forth by the Mifflin County School Board, said student shall be ineligible to participate in interscholastic athletics and/or organized extracurricular activities for the first twenty (20) school days of the new reporting period. To be eligible, the student must be passing four (4) full-credit subjects (or equivalent) after twenty (20) days of the current grade reporting period.

It is the responsibility of the student to maintain good grades. It is the responsibility of the athletic coach or advisor to encourage students to do their best in the classroom and to take immediate measures to correct problems when a student is not achieving to the best of his/her ability in the classroom.

3. Both the parent/guardian and the student athlete of the high school, junior high and middle schools must consent to random drug testing during the year and for each scholastic sport in which the student is participating.

**SCHOOL ATTENDANCE AND ATHLETIC ELIGIBILITY**

Attendance at school is also covered by the P.I.A.A. regulations governing interscholastic athletics. Attendance of athletes is carefully monitored as it is for all pupils. However, athletes must conform to additional attendance regulations.

Athletic attendance is done by semesters. There are two (2) 90-day semesters in a school year.



## **ACADEMIC REFERENCES**

### **GRADING POLICY: MIDDLE SCHOOL**

There are 180 days of required school attendance. The 180 days are divided into four (4) 45-day grading periods. There will be four (4) grading periods and four (4) report card issuances. At the mid-point of each of the nine (9) week grading periods, deficiency reports will be issued to students (parents) who (1) are failing at the 4-1/2 week point in the marking period, (2) are performing below ability level, or (3) are achieving less than in the previous report period.

<u>PERCENTAGE</u>	<u>DESCRIPTION</u>	<u>GRADE</u>
93-100	Excellent	A
85-92	Above Average	B
77-84	Average	C
68-76	Below Average	D
Below 68	Failure	E

Students will receive four report card percentage grades and a final-average percentage grade. Each nine (9) week marking period grade counts as one-fourth (1/4) of the final-average grade. Students taking courses that last for only one semester will receive two report card percentage grades and a final-average percentage grade.

### **MARKING PERIODS FOR MIDDLE/JUNIOR HIGH SCHOOLS**

All secondary students will be graded on four (4) nine-week marking periods. Teacher constructed tests, quizzes and activities are provided for evaluation of students for class grades.

### **INCOMPLETE GRADES – MIDDLE/JUNIOR HIGH SCHOOLS**

1. When pupils are absent from school, they are not exempted from academic obligation in the classroom. Upon returning to school after any absence, it is the pupil's responsibility to contact teachers for makeup work. A general rule is that pupils have one (1) day for each day of absence to fulfill their makeup work obligations. If the back work is not completed within the allowed time, and no other arrangements for an exception have been made with the teacher, the pupil will receive failing grades for the makeup work not turned in to the teacher.
2. Incomplete grades at the end of a marking period should rarely be given because they are for pupils who, because of illness or injury, cannot fulfill their academic obligations. Incomplete grades are not to be given to pupils who had sufficient time (one day for each day of absence) to do makeup work. For pupils qualifying to receive an incomplete grade at the end of a grading period or end of the year, there is a grace period of ten (10) school days to complete the missed work after the grading period is over. If the makeup work is not completed in the grace period, and special arrangements for an exception were not made with the principal, then the incomplete reverts to a failing grade.
3. Any pupil receiving an incomplete in any course for the fourth grading period will fail the course for the year, if the incomplete is not removed within the permitted time.

4. Incomplete grades are rarities, and it is the responsibility of the pupil to contact his/her teachers immediately upon returning to school for makeup work, assignments and tests given while the pupil was absent. Failure to abide by the time limits set forth for satisfying incomplete work after an absence will constitute a forfeiture of the right to make up the work at a later time.
5. When a pupil is absent for three days or more, assignments may be obtained by telephoning your school guidance counselor. Arrangements may be made for someone to obtain assignments for you during your period of absence.

**GRADE CLASSIFICATION – MIDDLE/JUNIOR HIGH SCHOOLS**

If a pupil in grades 6-8 does not fail two or more major subjects, or one major subject and two minor subjects, she/he is promoted to the next grade. Please refer to Board Policy 215 for additional information.

**GRADING POLICY: SENIOR HIGH SCHOOL**

The yearly term of 180 required school days is divided into four 45-day units for grading purposes. Each 45-day unit constitutes a 9-week marking period. The first and second 9-week marking periods comprise the first semester of the school year; the third and fourth marking periods comprise the second semester of the school year.

Four report cards will be issued during the school year, one after the end of each of the four 9-week marking periods.

The percentage grade for each course for a 9-week marking period is indicated on the report card, which is distributed to students to take home to parents after the conclusion of each of the first three marking periods. The fourth and final report card for the school year is mailed home after the end of the fourth marking period.

The following is a chart reflecting the percentage grading scale:

<u>PERCENTAGE GRADE</u>	<u>DESCRIPTION</u>	<u>LETTER GRADE EQUIVALENT</u>
93-100	Excellent	A
85-92	Above Average	B
77-84	Average	C
68-76	Below Average	D
Below 68	Failure	E

Multipliers will be used for all AP and Honors courses taken. In considering the workloads required in these courses and how colleges and universities evaluate them, the weighting used will be to multiply the percentage grades by 1.08 for AP courses and by 1.04 for Honors courses.

**FINAL-AVERAGE GRADE CALCULATION** – Final-average grades in year-long courses are determined by adding the four percentage grades for year-long courses and dividing their sum by 4. Final-average grades for semester-long courses are determined by adding the two marking period percentage grades for semester courses and dividing their sum by 2. These, then become the student’s final-average grades in each course for the school year.

**CUMULATIVE FINAL PERCENTAGE GRADE AVERAGES** – Beginning in ninth grade, cumulative final percentage grade averages are calculated by adding all of the final-average percentage grades in each course and dividing their sum by the total number of credits the student has scheduled for that year (no credits are given for study halls or failed courses). These yearly final-percentage grade averages are cumulatively calculated, so that at the end of any given year a student’s cumulative percentage grade average represents all courses taken and the final grades/corresponding credits accumulated in that year, and in all of the previous years in high school combined. Each student’s cumulative percent grade average is carefully maintained so it will accurately reflect the student’s academic achievement and his/her relative standing with other students. A student’s high school grade point average is the single most important criterion used in the selection/admission process by colleges and universities.

### **SENIOR HIGH SCHOOL HONORS COURSES**

Specifically designed honors courses of study for science, mathematics, and English have been approved by the Board of School Directors for implementation into the School District Curriculum. These weighted courses shall be distinguished from other courses by their emphasis on quality and rigorous academic objectives and expectations.

Weighted courses will be uniform in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

### **INCOMPLETE GRADES: SENIOR HIGH SCHOOL**

1. When pupils are absent from school, they are not exempted from academic obligations in the classroom. Upon returning to school after any absence, it is the pupil’s responsibility to contact teachers for makeup work. A general rule is that pupils have one day for each day of absence to fulfill their makeup work obligations. If the back work is not completed within the allowed time, and no other arrangements for an exception have been made with the teacher, the pupil will receive failing grades for the makeup work not turned in to the teacher.
2. Incomplete grades at the end of a marking period should rarely be given because they are for pupils who, because of illness or injury, cannot fulfill their academic obligations. Incomplete grades are not to be given to pupils who had sufficient time (one day for each day of absence) to do makeup work. For pupils qualifying to receive an incomplete grade at the end of a grading period, or end of the year, there is a grace period of ten (10) school days to complete the missed work after the grading period is over. If the makeup work is not completed in the grace period, and special arrangements for an exception were not made with the principal, then the incomplete reverts to a failing grade.
3. Any pupil receiving an incomplete in any course for the fourth grading period will fail the course for the year, if the incomplete is not removed within the permitted time.
4. Incomplete grades are rarities, and it is the responsibility of the pupil to contact his/her teachers immediately upon returning to school for makeup work, assignments and tests given while the pupil was absent. Failure to abide by the time limits set forth for satisfying incomplete work after an absence will constitute a forfeiture of the right to make up the work at a later time.
5. When a pupil is absent for more than a couple of days, assignments may be obtained by telephoning your school guidance counselor. Arrangements may be made for someone to obtain assignments for you during your period of absence.

## GRADE CLASSIFICATION: SENIOR HIGH SCHOOL

It is important for pupils to understand how many credits are required to have the standing of a tenth, eleventh, and twelfth grade student. It is important because certain classes have activities in which only bonafide members of the class may participate.

To be a full-fledged member of the TENTH GRADE CLASS, a pupil must have earned a minimum of 2.5 credits prior to the start of the 10th grade school year; to be a member of the ELEVENTH GRADE CLASS, at least 9 credits must have been earned before the beginning of the 11th grade school year; and to be classified as a TWELFTH GRADE student, a pupil must have obtained a minimum of 14.5 credits prior to the start of the 12th grade school year.

Credits earned, not chronological age of the pupil or number of years in school, are the determinant of class membership. Credits earned in summer school or through tutoring approved by the principal count toward credit standing.

Class activities which are open to specific members may not be attended by pupils who do not possess the proper number of credits at the beginning of the regular school year.

It is the pupil's responsibility to know his/her credit standing. Pupils are encouraged to visit the guidance counselor if there are questions about credits.

## GRADUATION REQUIREMENTS

Students must satisfy the following areas to earn a diploma from the Mifflin County School District.

- A. A student must accumulate a total of at least **21.5 credits** to meet graduation requirements.
- B. A student must successfully complete the following **required courses** to meet graduation requirements:

1.	English	4.0 Credits
2.	Social Studies	3.0 Credits
3.	Science	2.0 Credits
4.	Biology	1.0 Credit
5.	Mathematics	4.0 Credits
6.	Computer	0.5 Credit
7.	Health	0.5 Credit
8.	Fitness	<u>1.0</u> Credits
		17.0 Credits
9.	Electives	<u>5.5</u> Credits
	TOTAL	<u>21.5</u> Credits

## **STATE AND LOCAL REQUIRED CREDITS**

Students who do not achieve 21.5 credits, including the required courses, and who do not complete a graduation project will not be certified for graduation, nor will they participate in any Baccalaureate or Commencement practices or ceremonies.

## **HONOR ROLL: SENIOR HIGH SCHOOL**

Each marking period, the Honor Roll recognizes students for an all courses percentage-grade-average of 85 – 92%, and the Distinguished Honor Roll recognizes student for an all courses percentage-grade-average of 93 – 100%. Percentages will *not* be rounded up, e.g. an average of 84.5 will not be on the Honor Roll. If a student has an average of 67% or lower for any course for the marking period or has an incomplete in any course, the student is not eligible to be on the honor roll for that marking period.

## **NATIONAL HONOR SOCIETY**

Students in grades 10-12 who maintain a percentage grade average of 93% and higher are eligible to join the school's chapter of the National Honor Society. Membership is based on scholarship, service, leadership and character. Initiation ceremonies, open to the public, are held in April.

## **MIFFLIN COUNTY ACADEMY OF SCIENCE AND TECHNOLOGY**

The Mifflin County Academy of Science and Technology, in partnership with parents and the community, will provide the opportunity and challenge for all students to acquire the knowledge, skills, and adaptability to succeed in productive careers and to contribute as ethical, responsible citizens in a rapidly changing global society.

The goal of the educational program at the Mifflin County Academy of Science and Technology is to prepare students with the necessary skills to enter the work force. Through the delivery of quality programs, students may move directly into the job market or pursue further education. Students entering the Mifflin County Academy of Science and Technology will follow a Career Pathway in: Tech Prep Advanced Skills Preparation or Vocational Skills Preparation. Students should consult their guidance counselor for assistance in selecting the proper courses for the program of study they choose.

There are course offerings in the fields of: Agriculture Technology, Automotive Collision Repair, Automotive Mechanics, Building Trades Maintenance, Cosmetology, Culinary Arts, Early Childcare Education, Electrical Installation, Mechatronics, Medical Science and Precision Machining.

School counselors can provide information about how and when to apply for admission to the Academy of Science and Technology.

## **GUIDANCE SERVICES**

Guidance counselors play an important role in the education process. They work with students in groups as well as individually to help them gain a better understanding of their abilities and interests for planning their education programs and careers.

Your guidance counselor is trained to assist you with academic and personal questions and problems which may arise during your school career. Sessions with your guidance counselor are confidential and your records are protected from access by unauthorized persons. Guidance counselors are your best resource for career information and general information about the courses, subjects and activities available at your school. They work very closely with teachers, parents and principals. You are encouraged to see your guidance counselor for basic information about curriculum and careers in addition to assistance with other problems.

Guidance counselor services are available to every pupil in the school system, not just for those who are planning to attend college or some other form of post-secondary education. At the middle school level, pupils may be assisted with exploratory information on careers and future jobs, the types of courses and curriculum that are available at the high school and Mifflin County Academy of Science and Technology, study skills, making new friends, activity participation, coping with many different subjects and teachers, and personal and family problems. Your guidance counselor will be meeting with your class early in the school term to inform you about services and how you make appointments to talk with him or her.

In the high schools, guidance counselor services are similar to those provided to middle school pupils except that there is more emphasis on individual counseling since most pupils are thinking more seriously about jobs, careers and additional education as well as academic and personal problems. There are group guidance services as well as individual sessions for pupils. A computerized career-job program is available for all pupils to use enabling them to secure information of interest without assistance.

A record of credits earned by satisfactorily completing required and elective courses beginning in ninth grade is maintained and updated annually as part of the pupil's overall academic record. Parents of middle and high school pupils are encouraged to contact their child's guidance counselor about any school or personal problem, or for information about curriculum, courses, grades, job and career information, post-secondary education and training, vocational-technical school, testing, credit standing and summer school.

It is important that all parents and pupils understand the many services provided by the guidance counseling department of the school and that these services are used as needed.

## **CODE OF CONDUCT**

Schools can operate effectively only when students and staff work together in an environment of cooperation and helpfulness. School officials believe that each student has the right to be able to learn and work in an atmosphere free of disruption. Therefore, students have the responsibility to respect the rights of others, and to maintain a high degree of self-discipline.

The school district's behavior expectations and corresponding disciplinary measures are categorized into three divisions. Attempts have been made to categorize misbehaviors into levels of increasing seriousness. Division One misbehavior is not as serious as Division Two; Division

Two is less serious than Division Three.

It is the pupil's responsibility to learn the behaviors expected of a student of the Mifflin County School District. They are very simple. Behavioral expectations at school may be different from those at home or in the community. If they are, we fully expect pupils to conform to school expectations while in school. We firmly endorse our Twelve Traits of Character.

The few pupils who cannot or will not conform to the behavioral expectations set forth by the school will be disciplined swiftly and fairly. Most pupils do not want others to interfere with their right to learn and their teachers' right to teach. Disruption will not be tolerated.

The following behavioral expectations are listed by divisions. The range of disciplinary measures, any of which may be applied for an infraction, are also spelled out.

### **DIVISION ONE BEHAVIOR EXPECTATIONS**

All students are expected to:

- Be on time to school, classes, appointments, meetings and special assignments.
- Complete assignments on time and to the best of their ability.
- Pay attention in class.
- Tell the truth.
- Do their own work and not cheat.
- Not engage in potentially injurious activity.
- Use proper language with fellow students and staff and show due respect.
- Secure proper passes to move in the halls during class periods.
- Put forth a high level of effort.
- Build a good attendance record.
- Demonstrate manners and good etiquette in the cafeteria.
- Show respect for school property.
- Refrain from unacceptable forms of affectionate behavior and close body contact.

### **DIVISION ONE DISCIPLINARY MEASURES**

Pupils who violate the above will receive appropriate disciplinary action by the principal, assistant principal or teacher. These measures may be, but are not limited to:

- A reprimand
- A personal conference
- Rearrangement of seating
- Discussions with parents
- Removal of privileges
- After-school detention
- Temporary removal from class or study hall
- Development of a contract of expected future behavior

### **DIVISION TWO BEHAVIORAL EXPECTATIONS**

Students will:

- Not fight and harm others, or engage in behavior deemed as dating violence.
- Complete assignments and follow reasonable directives without a defiant attitude.
- Refrain from the use of abusive language.
- Refrain from bullying and threatening students.
- Attend classes according to schedule.
- Refrain from possessing pornographic material.
- Follow rules of safety in school, on the bus and when driving a vehicle to and from school and on school property.
- Refrain from using or possessing tobacco or tobacco look-alike products in any form.
- Refrain from using or possessing electronic cigarettes, vaporizers, or any other electronic delivery systems or vaping apparatus to include, but not limited to, solutions, chargers, vape juices, liquid nicotine, etc.
- Refrain from forging excuses, homework, documents, or other material.
- Avoid truancy.
- Refrain from repetitive misconduct.
- Obey all electronic device guidelines and acceptable use policies.

### **DIVISION TWO DISCIPLINARY MEASURES**

Students who violate Division Two Expectations will receive disciplinary action which may be:

- Assignment to detention, in-school suspension, out-of-school suspension, a schedule change, work assignments, social probation, removal of privileges, involvement in supportive service counseling, and other appropriate discipline.  
Students may also receive School Probation for Division Two Misconducts.

### **DEFINITION OF SCHOOL PROBATION**

Probation means that the student is not permitted to attend any after-school activities, home or away, sponsored by the Mifflin County School District. If the student does, he/she will be charged with trespassing and fined accordingly. Additionally, probation means that the student's attendance at school, academic effort, academic achievement, behavior, and attitude will be closely monitored; and, if there are problems in any of these areas, a Student Hearing Committee will be formed and called into session to consider other disciplinary measures.

### **DIVISION THREE BEHAVIORAL EXPECTATIONS**

This Division of expected behavior refers to acts which result in, or could potentially result in violence to another's person or property, or which pose a direct threat to the health, safety, and welfare of the victim, students, faculty, staff, administration and/or others.

These are essentially criminal acts and could involve the intervention of law enforcement authorities.

Threats to school personnel, bomb threats, selling, using, possessing, being under the influence of, or aiding in the procurement of alcohol, narcotics, restricted drugs, marijuana and medication of any kind, as well as possession of drug paraphernalia; false fire alarms; vandalism; burglary; theft; possession, use or transfer of dangerous weapons (knives, guns, brass knuckles, sharp metallic objects, slingshots, mace, etc.); possession or sale of stolen property; robbery; arson; breaking and



entering; sexual misconduct; sexting; molestation or rape; forgery; disruption at events held on school property or at any school-sponsored or sanctioned event; assault; battery; refusal to attend school; habitual truancy; violation of Medication Policy (penalties under Division I and II Misconducts may be administered at the discretion of the administration or Board of School Directors).

### **DIVISION THREE DISCIPLINARY MEASURES**

When Division Three Misconducts occur, law enforcement authorities may intervene at the request of school officials. If so, this does not obviate disciplinary measures taken by school officials. Pupils may be punished by law enforcement officials and school officials, and this does not constitute double jeopardy.

Nearly every misconduct listed under Division Three will be considered for a review by the superintendent and school board. It is possible that a formal hearing before the school board will be held for the offending pupils. In addition, the school principal may impose appropriate disciplinary measures which may include, but are not limited to: in-school suspension, out-of-school suspension, detention, assignment to an alternative education placement which may include enrollment in OnTrack, and expulsion (only the school board is empowered to expel).

### **PROCEDURES OF DISCIPLINARY ACTION**

The principal will conduct special assemblies during the first week of school, and thereafter as needed to review contents of the Student Handbook. Teachers will highlight certain sections of the Handbook; pupils are expected to read the entire Student Handbook. Ignorance of school regulations and policy is not a legitimate excuse when a pupil violates school rules.

Generally, a Division One Misconduct will be handled by the teacher involved. If various measures to eliminate undesirable behavior prove unsuccessful, the teacher will confer with the pupil's advisor, guidance counselor, the principal or assistant principal for assistance.

Division Two Misconduct will usually be referred directly to the principal or assistant principal for investigation and disposition.

Division Three Misconduct must be referred to the principal or assistant principal because of the serious nature of these violations and the possible involvement of the law enforcement officials.

### **DUE PROCESS**

Any time a pupil's right to attend school is in jeopardy because of a misconduct offense, the basic element of due process will be followed before the pupil is barred from attending class (es) or school. An exception to the procedure would occur when the principal or assistant principal believes the offending pupil presents an immediate threat to the health, safety or welfare of himself/herself and others, in which case the suspension would be immediate and due process followed later in writing.

Due Process would involve:

- The principal or assistant principal telling you what rule, regulation or policy you have broken
- The principal or assistant principal explaining to you, if you deny you broke the rule,

- regulation or policy, why he/she believes you are guilty.
- You're being given an opportunity to tell your version of what happened.

## **DATING VIOLENCE POLICY**

**Purpose:** The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

### **Definitions**

**Dating Partner** shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.

**Dating Violence** shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

**Authority:** The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence which occurs on school property, at any school-sponsored activity or on any conveyance providing transportation to a school entity or school-sponsored activity, and shall administer appropriate discipline to any student who violates this policy.

## **DRESS AND GROOMING POLICY**

**Purpose:** The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

**Authority:** The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

**Delegation of Responsibility:** The building principal or designee shall be responsible to monitor student dress and grooming and to enforce Board policy and school rules governing student dress and grooming.

### **Guidelines:**

- Any garment that causes a substantial disruption of the educational program is prohibited.

- Overly suggestive or revealing clothing which substantially interferes with the educational program is prohibited.
- No visible undergarments are permitted.
- Clothing must cover the midriff and may not be low cut in the neckline or arm hole.
- Clothing promoting or suggesting drug, alcohol, or tobacco use; pornography; hate messages; and obscene and/or offensive language or gestures is prohibited. This would include pins and buttons worn on clothing or accessories.
- Hats, hoods, visors, bandannas, and sunglasses are prohibited.
- Chains, wallet chains, and spiked jewelry are prohibited.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

## **MIFFLIN COUNTY SCHOOL DISTRICT CONTROLLED**

### **SUBSTANCES/PARAPHERNALIA POLICY**

#### **(Previously known as Drug/Alcohol Policy)**

Adopted by the Board of Directors of the Mifflin County School District on July 19, 1994, and revised July 15, 1996; July 23, 2015, the Controlled Substances/Paraphernalia Policy is as follows:

It is the intent of the School District to prevent misuse and abuse of restrictive drug and alcoholic substances, including inhalants of any kind, within the district and to provide positive behavioral alternatives to drug and alcohol-influenced lifestyles. The policy is not restricted to prohibition. A basic tenet is that the selling, using, possession, transferring, or being under the influence of controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, narcotics, hallucinogens, inhalants, or restrictive drugs by students on school property or at any school-sponsored activities anywhere is a violation of the law Act 211 of 1990 and this policy. Possession of drug paraphernalia is also a violation.

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

### **RESPONSIBILITIES OF THE STUDENT**

1. The student is expected to be knowledgeable of the district's Drug and Alcohol Policy.
2. The student shall be aware of the availability of counseling and support systems provided by the district, directly or indirectly, for himself/herself or friends.
3. The student shall be aware of the right to confidentiality when he or she seeks assistance voluntarily for drug problems and prior to getting into trouble at school. This right includes the withholding of any information about his or her situation and its treatment from any persons, including parents, unless the student grants authorization.

## **RESPONSIBILITIES OF THE SCHOOL DISTRICT**

### **1. EDUCATION**

- a. The district will educate its students, staff, and administration about students' rights to confidential counseling and to the procedures listed below should intervention be required.
- b. The district has developed a curriculum in the areas of health and living that affirms the value of healthy human relationships and specifically instructs students against the use of drugs, alcohol, and tobacco in all grades, pursuant to Section 1547 of Act 211.

### **2. INTERVENTION**

- a. An emergency situation related to drug use shall be recognized and treated as a medical emergency. All standard medical emergency procedures shall be followed and parents/guardians will be immediately notified of the emergency.
- b. Any incident of actual or suspected violation of the policy will be reported to the principal or other person in charge by the person observing such use or possession or suspecting a student of being under the influence of drugs or alcohol.
- c. The principal will immediately report details of the incident to his/her direct supervisor, who in turn, will immediately report the incident to the district superintendent.
- d. Any student who violates the Mifflin County School District's Drug and Alcohol or Medication Policy automatically waives any right to confidentiality.
- e. A principal or other person in charge who believes the policy of the school district has been violated, will conduct a preliminary hearing telling the student what he or she did wrong and what the assigned discipline will be. The principal or other person in charge will allow the student to comment or give his/her side of the story. After the preliminary hearing is held and the principal or other person in charge believes the policy was violated, an out-of-school suspension will be ordered.
- f. If necessary, an informal hearing will be held for the student and the principal, parents, student, and a representative of the superintendent will be invited to attend.
- g. Pending the outcome of the informal hearing, a formal hearing before a student hearing committee appointed by the Board of School Directors within ten school days may be held.

### **3. REHABILITATION AND SUPPORT**

- a. It shall be the responsibility of the district to participate in the ongoing development of programs offering counseling, support, and discipline on behalf of the students. Students will be directed by the Board of Directors or administration to undergo evaluation, counseling, rehabilitation, or therapy. This process begins by referral of the student to the Student Assistance Team for an evaluation by a drug and alcohol counselor. The student may be directed to receive counseling and rehabilitation outside of the district, and at the expense of the parents, as a condition for readmission to school. Noncompliance with Board directives will result in expulsion from school until conditions are met pursuant to Chapter 12, Student Rights and Responsibilities, and the Individuals with Disabilities Act (I.D.E.A.)
- b. One requirement for the student's readmission may be a drug test at the expense of the parents.
- c. A student voluntarily seeking support is not subject to disciplinary action unless previous charges have been filed.

4. DISCIPLINE POLICY: DRUGS AND ALCOHOL

This violation is a Level 3 misconduct which may require a hearing before the School Board and a referral to the Student Assistance Program for evaluation.

5. DETECTION OF CONTROLLED SUBSTANCES

a. Philosophy

1. Since the use of controlled substances has been a problem in the school district and is a real and present danger to young people, the Board of School Directors hereby implements the following program to assist school personnel in the detection of controlled substances:

- (a) The detection program shall be under the control and supervision of the district superintendent and his/her designees including the building principal.
- (b) Detection may result from information received from other students, teachers, other employees and citizens of the community.
- (c) Detection may result from a general inspection of school premises by the superintendent or his/her designees, which may include the utilization of trained dogs.
- (d) Guidelines for use of trained dogs are:
  - (1) Use of trained dogs will be under the control of the administration. The dogs and handler will be accompanied by an administrator and one other school district employee. The dog handler will provide the school district with a rider on his/her insurance policy to indemnify the district in the event of any liability arising from the use of the trained dogs.
  - (2) Trained dogs may be used on all school district property at the discretion of the administration. The administration shall inspect school lockers and parking lots. Individual school desks and other areas may be inspected as well.
  - (3) Inspections will be unannounced.

**BOMB THREATS**

If a bomb threat is received by any school employee, the principal and school district officials are notified, and the fire drill alarm is sounded. The fire department and local and state police are called to help search the school and investigate the bomb threat. Students remain outside the building, under supervision of the staff, until the building is declared safe for reentry. Persons who make such threats violate state law and will be charged with a criminal offense carrying severe penalties. Students under the age of 18 who make bomb threats will be expelled from school and will be referred to a local law enforcement agency.

**TOBACCO POLICY**

**I. OBJECTIVE**

It is the intent of the Board of School Directors of the Mifflin County School District through its education programs and policies to eliminate possession and use of tobacco and tobacco products in any form among students.

**WHEREAS**, the use of tobacco products has been declared by the Surgeon General to be a significant contributor to multiple health problems, and

**WHEREAS**, students and adults have the right by law to clean air in public facilities and

buildings, and

**WHEREAS**, the impact of educating children about the dangers of tobacco use is minimizing the problem, but not to the optimum,

**NOW BE IT THEREFORE RESOLVED**, the Board of School Directors of the Mifflin County School District hereby enacts, a Tobacco Discipline Policy, which stresses education, cessation programs, and progressive and more stringent disciplinary methods aimed at ridding the school environment of tobacco and its by-products for the benefit of all.

## **II. PROVISIONS**

### **A. Responsibility of the Student**

1. The student is expected to be knowledgeable of the existing Tobacco Policy.
2. The student shall be aware of the availability of counseling and support systems provided by the district, directly or indirectly, for himself/herself or friends.

### **B. Responsibilities of the School District**

#### **1. Education**

- a. The district has developed a curriculum in the areas of health and living that provides students with affirmation of the value of healthy human relationships and specifically instructing students against the use of tobacco.
- b. **Definition of Tobacco:** A lighted or unlighted cigarette, cigar, pipe, or any other smoking product/vapor pens or material, and smokeless tobacco in any form.

#### **2. Discipline and Fining**

**Policy:** Tobacco use or possession of tobacco on school property or property leased by or under the control of Mifflin County School District and on buses on the way to and from school and on school sponsored and approved field trips is prohibited.

**Penalty:** A violation shall be treated as a summary offense and prosecution will be initiated. The student will pay a fine and court costs.

**NOTE:** For all violations of the Tobacco Policy the student will be placed on school probation and remain on probation until such time as the principal deems that the student should be removed from probation. Other discipline may be imposed at the discretion of the principal.

(The **Definition of School Probation** is on page 25 of this handbook.)

**NOTE:** All violations related to using or possessing electronic cigarettes, vaporizers, or any other electronic delivery systems or vaping apparatus to include, but not limited to, solutions, chargers, vape juices, liquid nicotine, etc., the student will be referred to local law enforcement and punishment will be as outlined in the current PA Crimes Code. Other discipline including school probation may be imposed at the discretion of the principal.

(The **Definition of School Probation** is on page 25 of this handbook.)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **RELIGION**

**Your Right:** The school may not interfere with your rights to observe any religion, or none at all if you wish, by requiring, establishing or conducting religious exercises for you.

**Your Responsibility:** You have the responsibility to respect the religious beliefs and observances of others.

### **SPEECH AND EXPRESSION**

**Your Right:** You have the right to express your views, either orally or symbolically (through buttons, arm bands, symbols on clothing, political salutes, etc.); however unpopular or critical of school or governmental policy they may be.

**Your Responsibility:** When expressing yourself, you must do so in a manner that does not “materially or substantially” disrupt the operation of the school. You may not, in expressing yourself, violate another person’s rights, encourage unlawful activity, or cause a threat of immediate harm to the welfare of the school or community.

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

**Your Right:** You may not be forced to take part in the salute to the Flag or Pledge of Allegiance, if doing so violates your beliefs or values.

**Your Responsibility:** If you refuse to participate in the salute to the Flag or Pledge of Allegiance, you may not disrupt the activity of others who choose to participate.

### **SUSPENSION**

**Your Right:** Before you can be suspended from school or class for ten (10) school days or fewer, the principal or assistant principal must:

1. Tell you orally or in writing what rule you have broken. This phase of the suspension process is called the Preliminary Hearing.
2. Explain to you, if you deny you broke the rule, regulation or policy, why the principal or assistant principal believes you did break the rule, regulation or policy.
3. Give you a chance to tell your version of what happened.
4. Notify you, your parent(s), guardian(s) or person(s) in parental standing, and the Superintendent of the district, immediately in writing of the suspension and the reason for it.
5. When ordering a suspension of four (4) to ten (10) school days, offer to schedule an Informal Hearing, to be held at the school within the first four days of suspension.
  - a. The student, his/her parent, guardian or person in parental standing, and any other invited by the pupil, will be invited to meet to discuss the incident with school officials. Evidence on behalf of the student may be presented. The student may speak, present witnesses, and may be represented by an attorney.
  - b. At the conclusion of the Informal Hearing, the principal, assistant principal or central office administrator will decide what additional discipline, if any, will be applied.
  - c. After the Informal Hearing, the principal, assistant principal or central administrator may continue the suspension from school or class for an additional period up to a total of ten (10) school days.
  - d. The principal, assistant principal or central administrator may not, except in special cases, suspend a pupil for more than ten (10) consecutive school days.
6. In the event that you receive an in-school suspension, the following rules shall apply:
  - a. You may not receive an in-school suspension unless you have been informed of the reasons for the suspension and you have been given an opportunity to respond before the suspension becomes effective.

- b. Following the initiation of the suspension action the principal, assistant principal or central office administrator shall communicate that action to the student's parent(s), guardian(s) or person(s) in parental standing.
  - c. An in-school suspension may exceed ten (10) consecutive school days. If it does, an Informal Hearing with the principal will be offered to you and your parent(s), guardian(s) or person(s) in parental standing before the eleventh (11th) day of suspension. The Informal Hearing will be carried out in the same manner as that offered in the event of suspension from school.
  - d. Some provision will be made for your education during the period of in-school suspension.
7. Suspended pupils have the right and responsibility to make up school work without penalty upon returning to school. Generally, a pupil is given one day for each day of absence to complete back work. It is the responsibility of the pupil to contact teachers to secure back work and to comply with the time limits on completion of such work.
  8. When suspended from school, a pupil is prohibited from participating in, being a spectator of, or attending any after-school activity on school district property, including scheduled events held at another school. Suspension is in effect for 24 hours, and the ban on activities is a part of the suspension. Suspension may include a prohibition against attendance at Baccalaureate and/or Commencement ceremonies.

**Your Responsibility:** Pupils are responsible for knowing the rules, regulations and policies of the school and school district. These are detailed in the Student Handbook, which is rewritten each year and posted on the MCSD homepage for all pupils in middle, junior high, and high school. In addition, special assemblies are conducted during the first week of each school year by the principal, assistant principal or central administrator to discuss school rules, regulations, policies and expectations. It is the responsibility of the pupil to be an attentive participant in these discussions.

Ignorance of school rules, regulations, policies and expectations is not a defense when one of these is violated. Pupils who want clarification of rules, regulations, policies or expectations should direct their inquiries to their teacher, assistant principal, principal or Student Council representative.

When a rule, regulation or policy is broken, pupils have the responsibility of accepting reasonable and fair discipline determined by school officials.

## **EXPULSION**

Expulsion from school is the most severe form of discipline that may be imposed upon a child. Expulsion removes the right of a pupil to attend school in the district. Only the Board of School Directors may expel, and only after a Formal Hearing is held before the Board of School Directors, a Board Committee or a Hearing Examiner appointed by the School Board. In instances where a hearing is conducted by a Board Committee or a Hearing Examiner, a majority vote of the entire Board is required to expel.

**Your Right:** The same procedure is followed for expulsion proceedings as for suspension from school. The principal, assistant principal or central administrator will:

1. Tell you orally or in writing what rule, regulation or policy you have broken. This phase of



due process is called the Preliminary Hearing.

2. Explain to you, if you deny you broke the rule, regulation or policy, why the principal or assistant principal believes you broke the rule, regulation or policy.
3. Give you a chance to tell your version of what happened.
4. Notify you, your parent(s), guardian(s) or person(s) in parental standing, and the superintendent of the district, immediately in writing of the expulsion and the reason for it.

If the principal, assistant principal or central office administrator believes the pupil is guilty of the violation, he or she will order a suspension of up to four (4) school days. The pupil, his/her parents, guardian or person in parental standing will be invited to attend an Informal Hearing (within the four (4) school days' suspension period) at a time and place designated by the principal or assistant principal.

The Informal Hearing will be conducted in the same manner as for suspensions.

At the conclusion of the Informal Hearing the principal, assistant principal or central office administrator may order a continuation of the suspension of up to six (6) more school days. Except in special cases, ten (10) school days is the maximum period a pupil may be suspended from school by a principal or assistant principal.

If after the Informal Hearing the principal, assistant principal or central office administrator believes an expulsion proceeding is in order, he will so inform the school superintendent, who, in turn, will notify members of the School Board. The School Board or a representative committee of the School Board will establish the date and time for a Formal Student Hearing. Official written notification will be given to the pupil and to the parent(s), guardian(s) or person(s) in parental standing. The letter of notification outlines the basic procedural and substantive rights of the accused pupil.

The pupil may be represented at the Formal Student Hearing by legal counsel and may present witnesses and their testimony under oath. The pupil may cross-examine witnesses presented by the school district and has a right to learn, in advance of the hearing, the names of the witnesses and the substance of their testimony. Costs of the pupil's defense are borne by the pupil. A record of the hearing will be made and the pupil may, at his or her expense, obtain a copy of the transcript.

The School Board or its designated committee is judge and jury in the matter. The decision of the Board or committee is relayed to the pupil and his parents. If the pupil is expelled by the School Board, he or she may not attend any public school in the Mifflin County School District. Further, the expelled pupil may be barred from school district property. The hearing will be held in private unless the pupil or parent(s), guardian(s) or person(s) in parental standing requests a public hearing. The Board will vote at a public meeting.

If the pupil disagrees with the decision of the Board, then he or she must seek relief through an appropriate state or federal court.

Pupils who are under seventeen (17) years of age remain subject to the compulsory school attendance law and will be required to undertake some educational program.

**Your Responsibility:** All pupils are responsible for knowing the rules, regulations, policies and

expectations of the school. Pupils are expected to read and understand the information pertaining to their rights and responsibilities as outlined in this Student Handbook.

Should the principal or assistant principal deem misconduct to be so threatening as to endanger the safety, health and welfare of the staff and pupils of the school, he or she may dispense with certain elements of procedural due process for expediency and accord them at a later time

### **UNLAWFUL HARASSMENT POLICY**

**The Purpose:** The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.

4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; or overt sexual conduct.

**Delegation of Responsibility** - In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or designee as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

#### Complaint Procedure - Student/Third Party

##### **Step 1 - Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to report the incident immediately to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

### **Step 2 - Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Step 3 - Investigative Report**

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

### **Step 4 - District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such

student shall be subject to disciplinary action.

### Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
  2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
  3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
- C. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

## **RACIAL DISCRIMINATION AND SEGREGATED SCHOOLS**

**Your Right:** The state, or any other governmental body, may not establish racially segregated schools, thus depriving you of your right to an education regardless of race.

**Your Responsibility:** Students have the responsibility of respecting the race of other persons.

## **NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES POLICY**

### **I. OBJECTIVE**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, information concerning employment, and the opportunity to participate in athletics and extracurricular activities. The district shall make reasonable accommodations for students with identified physical and mental impairments that constitute disabilities, consistent with the requirement of federal and state laws and regulations.

### **II. PROVISIONS**

The Board encourages students and third parties who feel they have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the following as the district's Compliance Officer:

Office of Human Resources  
Administration Building  
201 Eighth Street - Highland Park  
Lewistown, PA 17044  
717-248-0148

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible for monitoring the implementation of nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related matters.
5. Student Evaluation - Review of tests, procedures and guidance and counseling materials for stereotyping and discrimination.

The building principal or designee shall be responsible for completing the following duties when receiving a complaint of discrimination:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

### Complaint Procedure - Student/Third Party

#### **Step 1 - Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints are acceptable.

## **Step 2 - Investigation**

Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending, underway, or has been concluded.

## **Step 3 - Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.

## **Step 4 - District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

## Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

## **BULLYING POLICY**

**The Purpose:** The Mifflin County School District recognizes that bullying of students has a negative effect on the educational environment and overall climate of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

**Definitions: Bullying** shall mean unwelcome verbal, written, electronic, or physical contact directed at a student by another student or students, or by an adult, that has the intent and effect of:

1. Physically harming a student.
2. Damaging, extorting, or taking a student's personal or academic property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Systematically and intentionally excluding a student from activities with peers.
6. Spreading false information about a student or attempting to influence others to exclude a student from an activity.
7. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

**Bullying** is occurring when there exists an imbalance of physical, psychological, or social power between the aggressor and the victim, favoring the aggressor. Bullying is most often a series of aggressive acts as directed above.

**Cyber Bullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of **cyber bullying** are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be subject to appropriate discipline.

**Authority:** The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during



the time students necessarily spend traveling to and from school or school-sponsored activities.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliations shall occur as a result of the submission of a complaint.

The district shall annually inform students that bullying or cyber bullying of students will not be tolerated.

**Delegation of Responsibility:** *Development of Education Programs* – The Superintendent or designee shall develop administrative procedures and programs to increase the awareness of the problems of bullying and shall train teachers and support staff to effectively intervene if bullying is witnessed in their presence or brought to their attention.

*Intervention* – Teachers and staff workers who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a teacher's or worker's personal safety. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

Each student shall be responsible for respecting the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to district employees, who will notify building principals.

The building principal or designee will inform parents/guardians of the victim and person accused.

#### Student, Parent/Guardian and Employee Reporting

The school district expects students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal, or other school employees supervising school-sponsored activities. Students should be encouraged not to stand by as third parties and tolerate bullying by others. Parents/Guardians may contact the building principal to report acts of bullying.

**Guidelines:** If teachers cannot reasonably remediate acts of bullying through their own intervention, they shall report the bullying to the building principal. Other school employees who observe acts of bullying shall report the conduct to the building principal. The building principal or designee shall investigate any report of bullying and shall resolve this instance in a manner consistent with the district's stance that such acts will not be tolerated and that students are to be taught that bullying is unacceptable behavior.

#### Investigation Procedures

Each building principal or designee is authorized to investigate reports of bullying brought to

their attention by students, parents/guardians or school employees. Any investigation of a report may include meeting with students, parents/guardians or employees; a review of student records; and other reasonable efforts to better understand the facts surrounding a reported incident.

### Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parental conference, detention, suspension, expulsion, and a loss of school privileges and/or exclusion from school-sponsored activities.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/ guardians.

### Dissemination and Training

1. A summary of this policy shall be included in the student handbooks.
2. The policy will also be on the district's website.
3. Discussion of the policy shall be included in the orientation of each new teacher and periodically in staff development workshops.

### Confidentiality

The Mifflin County School District recognizes that both the complaining student and the alleged bully/extorter have a strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witness will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with the Family Educational Rights Privacy Act ("FERPA") and any discovery or disclosure obligations. As limited by FERPA protections, the principal or designee may inform the complaining student/parents/guardians of the outcome of the investigation.

### Reprisal

Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

## **HAZING POLICY**

**The Purpose:** The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

**Definitions:** For purposes of this policy **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

**Endanger the physical health** shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

**Endanger the mental health** shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to report such incidents promptly to the building principal.

**Delegation of Responsibility:** District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, verbal instructions by the coach or sponsor at the start of the season or program, or posting of notice/signs.

**Guidelines:** Complaint Procedure

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

### **ENGLISH AS A SECOND LANGUAGE PROGRAM PLAN**

Mifflin County School District provides a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards. Programs shall include appropriate bilingual-bicultural or English-as-a-Second Language instruction.

The following procedures will be used to ensure that the programs are serving Limited-English Proficient (LEP) Students effectively. Mifflin County School District will:

- Identify students who need assistance;
- Develop a program which, in the view of experts in the field, has a reasonable chance for success;
- Ensure that necessary staff, curricular materials, and facilities are in place and used properly;
  
- Develop appropriate evaluation standards, including program exit criteria, for measuring the progress of students; and
- Assess the success of the program and modify it where needed.

### **STUDENT RECORDS**

The following are highlights of a policy statement on Student Records of the Board of School Directors of the Mifflin County School District. Parents and students may obtain a copy of the complete policy statement from the school principal or the superintendent of schools' office in the district's administration building in Lewistown. Copies of forms for parents' use -- transfer of student records, request for records, and authorization for release of records -- are also available on request. Any questions about these highlights or the board policy on student records should be directed to the principal or the Superintendent of Schools at the district administration building (248-0148).

The Mifflin County School District maintains a system of student records from kindergarten or

entrance at another grade level through graduation or withdrawal.

Many records are required by state law; others deal with cumulative data that assist the staff in making judgments about a student's performance, ability, aptitude and progress.

To prevent any intrusion of privacy regarding a student and the student's family, the School Board has established a policy and accompanying guidelines relating to the collection, maintenance and dissemination of student records.

### COLLECTION OF DATA

No information, to be made part of a student's records, will be collected without the consent of the student (or the student's parents) or the consent of the school directors, depending on the nature of the information.

1. School director's or representative's consent relates to the recording of minimum educational data (group ability, aptitude and achievement testing, reporting of skill and knowledge outcomes in subject matter areas) and other data relevant to the educational needs of students.

Each year, parents will be informed of the purposes and character of data being collected by virtue of this representative consent. Parents who wish to contest the need or use of such data may request (in writing) a hearing before the school directors. (A decision of the school directors may be appealed to higher authority.)

2. Individual student or parent consent relates to data such as personality testing and assessment; individual psychological evaluations; family data such as ethnic origin, income, occupation, etc.; or other information not directly relevant for education purposes. Individual consent is to be obtained in writing either by the student or the parent if the student is unable to understand the nature and consequences of the giving of consent. Before consent is given, school officials must explain the method of collecting data, how it will be recorded and maintained, for what length of time it will be retained and who has access to the data and under what conditions.

### CLASSIFICATION OF DATA

Data may be collected in three classifications.

#### "A" Data

Category "A" data is basic and personal data (as defined) necessary for the operation of the school system. This data relates to a student's birth date, attendance record, achievement testing, completion of academic work, grades received, etc.

Such data is placed in a permanent record maintained at the principal's office in the elementary school. Access to these records is allowed in accordance with the school directors' policy.

### “B” Data

Category “B” data is verified information obtained from group ability and aptitude testing, personality testing and assessment, interest inventory results, psychological evaluations and family background information, pupil-personnel team reports, psychological referrals, health data, teacher or counselor ratings and observations, reports (verified) of recurrent behavioral patterns and data forms used by counselors.

Most of this data is placed in a cumulative record used by the principal and counselors to evaluate a student’s development and assist the student as much as possible. Psychological reports are maintained in a separate file and destroyed when their educational relevance has ended. Discipline reports (related to minor infractions) will be maintained no longer than 10 months. Behavioral reports of a serious nature will be maintained during the student’s period of enrollment or final disposition by the Board of School Directors.

### “C” Data

Category “C” data relates to unverified data with an immediate or potential use. This data will not be made part of a student’s permanent or cumulative file but maintained separately.

This data will be reviewed annually. If it is of no further use, it is destroyed. If data is verified and has usefulness, it may be transferred to category “B” after parents have been given an explanation why. If it is to be held more than a year, parents will be told why. Parents have the right to challenge the decision to maintain such data.

## **CONFIDENTIAL AND PERSONAL FILES**

Educators may maintain confidential and personal files to counsel and give services to students. Such files may contain notes, transcripts of interviews, clinical diagnoses and other memory aids for use in counseling students. These files are considered the personal property of the educator concerned provided the files are maintained in the manner prescribed by law, school board policy, professional ethics or by special arrangements made between the educator and a student or the student’s parents.

## **THE RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

Parents have the right to inspect the education records of their child. (Students 18 years of age or older have the right to inspect their own records.) Principals will comply with such a request within 30 days.

School officials may not destroy education records if there is an outstanding request to review them.

A record of access (by parents or other authorized persons) will be maintained and available to parent review.

## **POLICY AND PROCEDURES FOR ACCESS TO STUDENT RECORDS AND ENROLLMENT INFORMATION**

It is the philosophy of the Mifflin County School District to do everything possible to ensure that the rights of all family members, parents, and children, are guaranteed. In known cases involving family conflict, divorce, separation, and domestic violence, natural parents will receive annually copies of the Mifflin County School District's policy and procedures for accessing student education records and enrollment information.

1. All requests for access to student education records and student enrollment information shall be made in writing to the student's principal.
2. No information on student records or student enrollment will be given over the telephone. Requestors of student education records or student enrollment information who have complied with the written request policy are encouraged to come to the student's school to retrieve information.
3. Student education records and enrollment information will be provided to both natural parents unless a bona fide court order, decree, or other legally binding document is presented within the specified time to the school principal by the parent seeking to deny access.
4. A nominal fee for photocopying of student education records will be charged by the Mifflin County School District.
5. The Mifflin County School District will comply with the forty-five (45) day and thirty (30) day time frames for requests for student education records and enrollment information.
6. In cases of domestic violence, the Mifflin County School District will follow the policy and procedures specified for divorced and separated parents contained in this document.
7. A list of all persons, other than authorized school officials and the student's parents, who have requested or obtained access to personally identifiable information contained in the student's education records or special education records will be maintained by the Mifflin County School District. This list will include the name of the requestor, a copy of the written request, address of the requestor, and date when access was given. This list will be made available to parents upon written request.

### **THE RIGHT TO CHALLENGE THE CONTENTS OF RECORDS**

Parents (and students 18 years of age and older) who believe the information in the education records is inaccurate or misleading or violates the privacy or other rights of the student may request that school officials amend the records.

If school officials decide to refuse to amend the records, they will so inform parents and advise them of the right to a hearing.

At such a hearing, conducted under school district procedures, parents may present information challenging the content of the student's education record.

If school officials agree with parents, the education records of the student will be amended and parents will be so informed.

If school officials disagree, they will inform parents of their right to place in the student's record a statement commenting on that information and/or setting forth any reason for disagreeing with the

decision of school officials. This statement will be kept in the student's record file as long as it is maintained in the school.

### **CAFETERIA SERVICES AND REGULATIONS**

The school cafeteria provides a nutritious lunch for students at the lowest price. It operates under strict state and federal regulations governing preparation and serving of food.

Students are reminded of the following rules and regulations pertaining to cafeteria operation:

1. All pupils including those who carry their lunch are required to eat lunch in the cafeteria at their scheduled time.
2. All schools in the Mifflin County School District observe a "closed" lunch period. Pupils may not leave the cafeteria or the school building at lunch time without permission from the principal.
3. School policy prohibits the sale of candy and other foods in the school from the beginning of the first lunch period until the end of the last lunch period.
4. When going to the cafeteria, pupils are expected to walk quietly and orderly as other classes may be in session.
5. Pupils must abide by seating arrangements which are imposed by school officials.
6. Good etiquette and manners are expected behaviors in the cafeteria. Respect is to be shown to employees of the cafeteria, custodians and professional staff.
7. Pupils are responsible for the appearance of the area in which they sit and are expected to leave their space in a neat and uncluttered condition.
8. Pupils are responsible for returning trays, dishes and silverware to the serving area after lunch. Damaged or lost dishware or utensils will be charged to responsible offenders.
9. Pupils who do not behave in an appropriate manner in the cafeteria will be disciplined. Loss of the cafeteria privilege may be one of the disciplines imposed.
10. Throwing food; poor manners; excessive noise; running; roughhousing; not cleaning your immediate area; failing to take containers, utensils, dishes and trays to the kitchen are not acceptable behaviors, and they will not be tolerated.

### **CAFETERIA CHARGING POLICY**

Information regarding prices, policies, and guidelines can be found on the Mifflin County School District webpage at [www.mcsdk12.org](http://www.mcsdk12.org).

### **GUIDELINES FOR DEALING WITH AIDS IN THE SCHOOLS**

On the basis of presently available medical information, the Mifflin County School District will use the following guidelines and definitions. The terms "infected student", "infected school employee" and "infected individual" are used in these guidelines to apply both to persons who have been diagnosed as having AIDS and to persons who are "asymptomatic carriers"; that is, those who have been infected by the AIDS virus and are capable of transmitting it but who have not developed any of the symptoms of AIDS. These individuals may be HIV positive (asymptomatic carriers), or have AIDS.

1. a. Infected neurologically handicapped students who lack control of their bodily secretions,



or who display behavior such as biting, vomiting, etc., and infected students who have uncoverable, oozing lesions, shall not be permitted to attend classes or participate in school activities with other students.

- b. The determination of whether an infected student who is not excluded pursuant to Section 1.a above shall be permitted to attend classes or participate in school activities with other students shall be made on a case-by-case basis by an Evaluation and Placement Team composed of public health personnel, the student's physician, the school physician, the student's parents or guardian, and appropriate school personnel, which shall include the infected student's school principal, school nurse, appropriate teachers, guidance counselor and central office administrator. In making this determination, the Evaluation and Placement Team shall consider: (1) the behavior, neurological development, and physical condition of the student; (2) the expected type and frequency of interaction with other persons in the school setting, including travel to and from school, and; (3) the impact on both the infected student and other persons in that setting. The recommendation shall be made to the Superintendent who after consulting with the committee of the School Board shall render a final decision.
  - c. The determination of whether an infected school employee should be permitted to remain employed in a capacity that involves contact with students or other school employees shall be made on a case-by-case basis by an Evaluation and Placement Team composed of public health personnel, the school employee's physician, the school physician, the school employee or his/her representative, the employee's immediate supervisor, central administrator and superintendent. In making this determination, the Evaluation and Placement Team shall consider: (1) the physical condition of the school employee; (2) the expected type and frequency of interaction with others in the school setting, including travel to and from school; and (3) the impact on both the infected school employee and other persons in that setting. The Team's recommendation shall be made to the Superintendent who after consultation with a committee of the School Board shall render a final decision.
2. Under the following circumstances, a child with HIV/AIDS might pose a risk of transmission to others: lack of toilet training, has open sores that cannot be covered, or demonstrated behavior (biting) which could result in direct inoculation of potentially infected body fluids into the bloodstream. If it is determined by the Evaluation and Planning Team that such a risk exists, the student shall be removed from the school.
- a. A child with HIV/AIDS may be removed from school for the reasons stated in #2 until either an appropriate school program adjustment can be made, an appropriate alternative education program can be established, or the Evaluation and Placement Team determines that the risk has abated and the child can be returned to school.
    - (1) A child removed from school shall be provided homebound instruction under regulations of the School District and Pennsylvania Department of Education.
    - (2) Each removal of a child with HIV/AIDS from normal school attendance shall be reviewed on a monthly basis by the Evaluation and Placement Team.
    - (3) A child with HIV/AIDS, as with any other immunodeficient child, may need to be removed from the classroom for his/her own protection when cases of measles or chicken pox are occurring in the school population. This decision shall be made by the Evaluation and Placement Team and it shall be based on data supplied by the local health official and school physician.
  - b. Routine and standard procedures should be used to clean up after a child has an accident or injury at school. Blood or other body fluids emanating from any child, including ones known to have HIV/AIDS, should be treated cautiously. Gloves should be worn when

cleaning up blood spills. These spills should be disinfected with either bleach or another disinfectant, and persons coming in contact with them should wash their hands afterwards. Blood soaked items should be placed in leakproof bags for washing or further disposition. Similar procedures are recommended for dealing with vomitus and fecal or urinary incontinence in any child. Handwashing after contact with a school child is routinely recommended only if physical contact has been made with the child's blood or body fluids, including saliva.

3. a. If there is reasonable cause to believe that a student or employee is an infected individual, the student or employee may be required to submit to an appropriate medical evaluation at his/her expense. Reasonable cause would exist, for example, if the spouse of a school employee has HIV/AIDS, or if a school employee recently has given birth to a child who has AIDS. An individual's sexual orientation is a private matter, and it shall not be a pretext for an investigation into an individual's private life to search for reasonable causes.
- b. If the employment of an infected school employee is discontinued, said employee shall be entitled to use any available sick leave and receive whatever disability benefits are available under the Pennsylvania School Employees Retirement System.
- c. A school employee shall not be required to teach or provide other personal contact services to an infected student, or to work with an infected school employee, unless a determination has been made by the School District pursuant to Section 1 above to permit said individual to remain in the school setting.
4. The identity of an infected individual or an individual who there is a reasonable cause to believe is an infected individual shall not be publicly revealed. If an infected individual is permitted to remain in the school setting after a determination has been made by the Evaluation and Placement Team pursuant to Section 1 above, school employees who are likely to have regular personal contact with said individual shall be informed of his or her identity by the School District and kept updated on the individual's medical condition. All persons who have been provided with this information shall be made aware of the confidentiality rights of the infected individual or person suspected of being infected.
5. There shall be an appeal process available to students and employees who have been determined to have the HIV/AIDS. To appeal the decision rendered by the Superintendent in consultation with a committee of the School Board, the individual may request in writing a hearing before the full Board of School Directors. If such an appeal is requested the hearing shall be conducted in private session to protect the identity of the individual (appellant) but the School Board's decision shall be rendered in public.  
Appeals of decisions made by the School Board after appropriate hearings would follow usual procedures relating to local agency issues.
6. The Board of School Directors of the Mifflin County School District in cooperation with its Evaluation and Placement team shall annually review these Guidelines, or more often as dictated by advance in medical research.

### **SECTION 504/CHAPTER 15 SERVICES**

In Pennsylvania, Chapter 15 of Title 22 of the regulations of the State Board of Education addresses the responsibility of school districts to comply with requirements in Section 504 of the Rehabilitation Act of 1973. These federal and state regulations are designed to ensure that

protected handicapped students have equal opportunity to participate in school programs and extracurricular activities. Section 504 is designed to prevent discrimination based on disabilities. If a child is suspected of being eligible for special education or Chapter 15 services, eligibility for special education services should first be explored. Only if the child is not eligible for special education services should consideration be given to Chapter 15. A team must determine if the child has any physical or mental impairment as defined in the regulations. If so, the team must consider whether the impairment substantially limits or prohibits participation in or access to an aspect of the student's school program. If found to be handicapped under Section 504, educational needs must be determined and a written service agreement developed. Periodic reevaluations must be conducted.

## **PROCEDURES AND POLICIES FOR STUDENTS WITH SPECIAL NEEDS**

### **Special Education Services**

Mifflin County School District (MCSD) operates an extensive continuum of special education services. A complete listing of the services operated by the MCSD is as follows:

Gifted Support	Autistic Support
Learning Support	Speech and Language Support
Life Skills Support	Hearing Support
Emotional Support	Vision Support

Not only does MCSD offer comprehensive special education services within the district, the MCSD also offers these services in the least restrictive environment. Every attempt is made to educate special education students with their peers and in their home school. Should the student's needs be such that a more restrictive setting is required, he/she will be included with non-handicapped students to the maximum extent possible.

MCSD special education students who require early intervention, extended school year programming, or physical/occupational therapy may receive these services through the Tuscarora Intermediate Unit (TIU) #11.

### **Special Education Policies**

Every student who requires specially-designed instruction in the Mifflin County School District is guaranteed an appropriate program.

Every effort shall be made to meet pupils' needs without placement into special education. Consequently, before being evaluated or placed into special education, students are taken through some form of Child Study Team. Should the CST team feel further assessment is in order, referral for a multi-disciplinary evaluation (MDE) will be made. Parents will be contacted (and their permission obtained) before the MDE is conducted; additionally, parents will be integral members of the MDE process.

Certain children are "at risk" for developmental delays. In Pennsylvania children who are "at risk" are children who:

1. Have low birth weights (under 3.3 lbs.)
2. Have been cared for in hospital neonatal units
3. Have confirmed dangerous levels of lead poisoning
4. Have been affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure; or
5. Have been seriously abused or neglected as found by the Children and Youth system.

### **Five Primary Areas of Development**

1. **Cognitive** – ability to think and learn (problem solve)
2. **Communication** – ability to talk and listen (express needs and wants)
3. **Physical** – ability to move, see and hear
4. **Social and Emotional** – ability to relate to others (children and adults)
5. **Adaptive or Self-care** – ability to eat and dress (to take care of self)

A certified school psychologist shall oversee the MDE and arrange for a team conference to discuss results/recommendations. If special education placement is recommended, parents will be asked to help develop an Individualized Education Program (IEP) at an IEP conference; additionally, parents will be asked to give their permission to implement the IEP through the Notice of Recommended Educational Placement (NOREP).

In determining a pupil's special education program/placement, parents will be advised of their educational rights and will be afforded due process. Should disagreements occur with any of the recommendations; parents will be informed of the available recourse to settle the dispute (i.e., pre-hearing conference, mediation, and/or due process hearing).

### **Student Records**

The Mifflin County School District is required by law to keep records of all special education students. Included are items such as: birth date, address, telephone number, other general information, achievement test results, psychological test results, teacher progress reports, and routine medical records.

As your child is re-evaluated annually, information is added to his/her file.

According to Board policy, you can review your child's file and challenge the validity of any record or report.

Only school personnel are permitted to review your child's file. Any other persons must have written approval before they are allowed to see the file or to receive copies of information in the file.

Please feel free to contact the Director of Special Education (248-0148) about any aspect of programming for students with special needs.

## **VOCATIONAL-WORK TRAINING PROGRAMS** **FOR SPECIAL NEEDS STUDENTS**

All students having a NOREP and an IEP completed are part of the special needs student group of the Mifflin County School District.

Students in this group may apply for admission to:

1. Any course offered at Mifflin County Academy of Science and Technology. Courses may be modified, adapted, or specially designed to meet the needs of each student.
2. Work Experience or On-the-Job Training programs operated by the Mifflin County School District or those operated by the Job Training Partnership Act.
3. Combinations of Career & Technology Center and Co-op work training will also be available on an individual needs basis.

The following information will be used for admission to the programs available:

1. Parent-Student Application
2. Parent-Student Meetings and Interviews
3. Testing and Assessment of Student's Interests and Abilities
4. Recommendations of:
  - a. Past and Present Teachers
  - b. Guidance and Administration Staff
5. Past and Present Status of:
  - a. Attendance
  - b. Grades
  - c. Behavior

A Multi-Disciplinary Team will evaluate all the above factors on an individual basis and proper placement will be made at that time.

**Annual Public Notice of Special Education Services and Programs, Services for  
Gifted Students and Services for Protected Handicapped Students  
August 2020**

**Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

**Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

**Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net) or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

**Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

**Confidentiality of Information**

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

<b>INTERMEDIATE UNIT</b>			
Tuscarora Intermediate Unit 11 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501	TIU Early Intervention Programming Ms. Kelly Zurybida 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501
<b>SCHOOL DISTRICT OFFICES</b>			
Central Fulton School District Dr. Janet Foor 151 East Cherry Street McConnellsburg, PA 17233-1400	717-485-7060	Forbes Road School District Forbes Road High School Ms. Laurel Keegan 159 Redbird Drive Waterfall, PA 16689	814-685-3865
Huntingdon Area School District Administrative Office Mr. Chris Evans 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District Administrative Office Ms. Christie Holderman 146 Weatherby Way Mifflintown, PA 17059	717-436-2111
Juniata Valley School District Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	814-669-9150	Mifflin County School District Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148
Mount Union Area School District Administrative Center Dr. Dianne Thomas 603 N. Industrial Drive	814-542-2518	Southern Fulton School District Southern Fulton High School Ms. Tara Will 3072 Great Cove Road, Suite 100	717-294-3400

Mount Union, PA 17066		Warfordsburg, PA 17267	
<b>NON-PUBLIC SCHOOLS LOCATED IN IU 11</b>			
Tuscarora Intermediate Unit 11 Dr. Brett Gilliland 2527 US Hwy 522 S McVeytown, PA 17051		814-542-2501	
<b>CHARTER SCHOOLS</b>			
New Day Charter School Ms. Jenna Morgan -256 South 5th Street. Huntingdon, PA 16652 -109 Industrial Circle Mifflintown, PA 17059		814-643-7112	
Stone Valley Community Charter School Ms. Cheryl Casner 13006 Greenwood Road Huntingdon, PA 16652		814-667-2705	
<b>PRISONS</b>			
Huntingdon County Prison Mr. Chris Evans 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602		814-641-2104	
Mifflin County Prison Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044		717-248-0148	

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

## **HOMEWORK - POLICIES AND GUIDELINES** **PHILOSOPHY**

We believe that homework and related out-of-school activities are an integral part of the educational process. We further believe that all such activities should be appropriate to the needs, capabilities, and interests of students. While a teacher is responsible for identifying goals and assignments, the student and his/her parent(s) must also assume some responsibilities. Cooperation and communication are essential to a well-defined program.

### **OBJECTIVES OF HOMEWORK AND RELATED OUT-OF-SCHOOL ACTIVITIES**

1. To reinforce learning through the practice, application, integration, and/or extension of knowledge and skills.
2. To develop study skills, work habits and a sense of personal responsibility so that the student may become an independent learner.
3. To enrich school experience and to encourage a carry-over into service, leisure, and career centered interests.

### **RESPONSIBILITIES OF THE STUDENT**

1. Understand the assignment - its purpose, when it is due, how it should be done.
2. Budget time to complete and return assignments on time.
3. Arrange to make up missed assignments as required.
4. Develop a personal system for remembering and/or recording assignments.
5. Initiate the request for help when needed.

### **RESPONSIBILITIES OF THE PARENT**

Parents are cautioned to give only assistance that will enable a child to learn how to do the assignment; they are not to do the assignment for the child. Parents should not be expected to play the role of tutor for the pupil to complete homework, but may reasonably be expected to insist that homework is completed.

1. Provide an environment conducive to study: a quiet, well-lighted place, ample work

- space, and necessary basic materials.
2. Help in development of a satisfactory study schedule.
  3. Motivate toward best work and completion of assignments.
  4. Make suggestions toward growth and independence.
  5. Point out principles involved, giving illustrations.
  6. Accept each child's own best work and avoid undue comparison with that of other children.
  7. Attempt to understand the values of various types of homework.
  8. Feel free to call teachers and/or principals regarding questions or concerns about homework.

### **ROLE OF ADMINISTRATORS**

1. Become familiar with the District's philosophy and guidelines.
2. Communicate the philosophy and purpose of the Homework Guidelines to teachers, parents, and students.
3. Evaluate periodically the consistent implementation of these guidelines.
4. Arrange for the orientation of personnel new to the District.

### **GUIDELINES FOR TEACHERS**

1. Become familiar with the District philosophy and guidelines.
2. Consider homework to be a learning tool rather than a disciplinary measure.
3. Present all assignments clearly and concisely, the format to be followed, the standards of acceptance, and the due date. Provide alternative procedures for students to get help or for absent students to get missed assignments.
4. Provide assignments, based on availability of materials, which vary in quantity and degree of difficulty commensurate with a student's grade and course level.
5. Provide long and short-term assignments to reinforce specific skills which have been presented in class and to encourage students to use study time wisely and efficiently.
6. Provide swift, accurate, fair, and comprehensive evaluations of assignments and consider the assignments as an integral part of a student's education program by returning the assignment so that student and parent can monitor progress.
7. Notify parents if a student's assignments are habitually incomplete or unsatisfactory.
8. Consider homework given in other subjects and courses when giving homework assignments and coursework.
9. Inform or involve the librarian in any assignment when collecting, grouping, or reserving materials which will benefit students in completing the assignment.

### **TERRORISTIC THREATS/ACTS**

#### **I. OBJECTIVE**

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

**Terroristic threat** - Shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

**Terroristic act** - Shall mean an offense against property or involving danger to another person.



## **II. PROVISION**

### **A. Authority**

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

### **B. Delegation of Responsibility**

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent shall be responsible for developing administrative regulations to implement this policy.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

### **C. Guidelines**

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied.

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board.
5. If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.
6. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.
7. In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

**MIFFLIN COUNTY SCHOOL DISTRICT POLICY:  
ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEMS,  
DEVICES, NETWORK AND INTERNET**

**ADOPTED: May 20, 1996**

**REVISED: June 28, 2012**

**Purpose - Mifflin County School District ('School District') provides employees, students and guests ('Users') with access to the School District's electronic communications systems and network. This access includes internal Mifflin County School District hosted applications as well as Internet access, whether wired or wireless, or by any other means.**

Computers, electronic devices, network, Internet, electronic communications and information systems (collectively "Technology Systems") provide vast, diverse and unique resources. The Board will provide access to the School District's Technology Systems for Users in order to access information, research, and collaboration to facilitate learning and teaching to foster the educational purpose and mission of the School District.

**Usage** - The School District's Technology Systems must be used primarily for education-related purposes and performance of School District job duties. Incidental personal use of School District electronic devices is permitted for Users so long as such use does not interfere with educational practices, system operations, or with other system users. Personal use must comply with this policy and all other applicable School District policies, procedures and rules contained in this policy, as well as Internet Service Provider ("ISP") rules and regulations, and all applicable local, state and federal laws. Personal use must not damage and/or otherwise impair the School District's Technology Systems.

Users may also be permitted to use personally owned school district approved electronic devices through provided wireless access while on School District property, at School District events and/or in connection with the School District's Technology Systems, but only in strict compliance with this policy, the Acceptable Use of Personal Technology Resources Guidelines and all other applicable School District policies, procedures and rules, as well as ISP rules and regulations and all applicable local, state and federal laws. Use of personal electronic devices must not interfere with educational practices, system operations, or other system users, and/or otherwise damage or impair the School District's Technology Systems.

**Security** - The School District intends to strictly protect its Technology Systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets and in lessening the risks that can harm these important and critical assets. Consequently, users are required to fully comply with this policy, and to immediately report any violations or suspicious activities to the Technology Director or Building Administrator. Conduct otherwise will result in actions further described in Section 12 (Consequences for Inappropriate, Unauthorized and Illegal Use) of this Policy and as provided in other relevant School District policies.

#### **Definitions** -

1. Access to the Internet – A device shall be considered to have access to the Internet if the device is connected to a network that has access to the Internet, whether by wire, wireless, cable or any other means.
2. Child Pornography - Under federal law, any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
  - a. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
  - b. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
  - c. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under Pennsylvania law, any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years

engaging in a prohibited sexual act or in the simulation of such act is considered child pornography.

3. Electronic Device – Any School District owned, leased or licensed or User owned: personal hardware, software, or other technology used on School District premises or at School District events, connected to the School District Technology Systems, and/or containing School District programs or data. Electronic devices include, but are not limited to, laptops, desktops, cell phones, external media, wireless devices and similar technologies.
4. Electronic Communications Systems – Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for Acceptable Use of the Electronic Communications Systems, Devices, Network and Internet electronic communications or is implicitly used for such purposes.
5. Educational Purpose - Includes use of the Technology Systems for classroom activities, professional or career development, and to support the School District’s curriculum, policy and mission statement.
6. Harmful to Minors – Under federal law, any picture, image, graphic image file or other visual depictions that:
  - a. taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion;
  - b. depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals, and
  - c. taken as a whole lack serious literary, artistic, political, or scientific value as to minors.Under Pennsylvania law, any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:
  - a. predominantly appeals to the prurient, shameful, or morbid interest of minors;
  - b. is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and
  - c. taken as a whole, lacks serious literary artistic, political, educational or scientific value for minors.

For purposes of this policy, any text or audio depictions of such matters shall be included in this definition.

7. Inappropriate Matter – Inappropriate matter includes, but is not limited to, visual, graphic, text and other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, material status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying, terroristic, and/or advocates the destruction of property.
8. Incidental Personal Use – Use of School District Technology Systems by an individual User for occasional personal communications.
9. Minor – For purposes of compliance with the Children’s Internet Protection Act (“CIPA”), an individual who has not yet attained the age of seventeen. For other purposes, minor shall Acceptable Use of the Electronic Communications Systems, Devices, Network and Internet mean any person under the age of eighteen (18).
10. Network – system that links two or more electronic devices, including all components necessary to affect the operation.
11. Obscene – Under federal and Pennsylvania law, any material if:

- a. the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest;
  - b. the subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
  - c. the subject matter, taken as a whole, lacks serious artistic, political, educational or scientific value.
12. School District Premises – School District Premises shall include all buildings, facilities, parking areas and other grounds, owned or leased by the School District and/or otherwise under the control of the School District, as well as all school buses, school vehicles and other conveyances used to transport School District students. As it relates to School District students attending the Mifflin-Juniata Career and Technology Center ("MJCTC"), School District Premises shall also include all buildings, facilities, parking areas and other grounds owned or leased by the MJCTC and/or otherwise under the control of MJCTC.
  13. Sexual Act and Sexual Contact – As defined at 18 U.S.C. § 2246(2), 18 U.S.C. § 2246(3), and 18 Pa.C.S.A. § 5903.
  14. Technology Protection Measure(s) (TPM) – A specific technology that is intended to block or filter access to content that is obscene, child pornography or harmful to minors.

**Authority -**

1. Access to the School District's Technology Systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the School District, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The School District will cooperate fully with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the Technology Systems.
2. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. System administrators have the right to access User accounts by interception, and by retrieval of stored communication, to maintain the system. Users have no privacy expectation in the contents of their personal files or any of their use of the School District's Technology Systems. The School District reserves the right to monitor, track, log and access Technology Systems use and to monitor and allocate resources.
3. The School District reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. Specifically, the School District operates and enforces technology protection measure(s) that block or filter online activities of Users on its electronic devices so as to filter or block inappropriate matter. Measures designed to restrict access to material harmful to students may be disabled to enable staff to access bona fide research or for another lawful purpose.
4. The School District reserves the right, but not the duty, to monitor, track, log, access and report all use of the School District's Technology Systems and School District electronic devices, as well as use by School District employees and students, of any personal electronic devices on School District premises or at School District events, connected to the School District network, and/or containing School District programs or data (including images, files, and other information), to the fullest extent permitted by law, to insure compliance with this policy and other School District policies, to protect the School District's resources, and to comply with the law. The School District further reserves the right, but not the duty, to monitor, track, log, access and report all use by Guest of personal electronic devices connected to the District network and/or containing School District programs or data, pursuant to the law, to insure compliance with this policy, and other School District policies, to protect the School District's resources, and to comply with the law.

5. The School District reserves the right to restrict or limit usage of lower priority Technology Systems and computer uses when network and computing requirements exceed available capacity according to the following priorities:
  - a. Highest – uses that directly supports the education of the students.
  - b. Medium – uses that indirectly benefit the education of the student.
  - c. Lowest – uses that include reasonable and limited educationally-related interpersonal communications and incidental personnel communications.
  - d. Forbidden – all activities in violation of this policy.
6. The School District additionally reserves the right to:
  - a. Determine which Technology Systems services will be provided through School District resources.
  - b. View and monitor network traffic, file server space, processor, and system utilization, and all applications provided through the network and communications systems, including e-mail.
  - c. Remove excess e-mail or files taking up excessive server resources as determined by the Technology Director. Notice will be provided to remove excess e-mail or files before being purged.
  - d. Revoke user privileges, remove user accounts, or refer to legal authorities when violation of this and any other applicable School District policies occur or state or federal law is violated, including, but not limited to, those governing network use, copyright, security, privacy, employment, and destruction of School District resources and equipment.

#### **Responsibility -**

1. Due to the nature of the Internet as a global network connecting electronic devices around the world, inappropriate matter can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the School District cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in actions explained further in Section 12 (Consequences for Inappropriate, Unauthorized and Illegal Use) of this policy and as provided in relevant School District policies.
2. Users must become proficient in the use of the School District's Technology Systems and software relevant to the use of the School District's Technology Systems; practice proper netiquette and School District ethics; and agree to the requirements of this policy.

#### **Delegation of Responsibility -**

1. The Technology Director and/or designee(s) will serve as the coordinator to oversee the School District's Technology Systems and will work with other regional or state organizations as necessary, to educate users, approve activities, provide leadership for proper training in the use of the Technology Systems and the requirements of this policy, establish a system to insure adequate supervision of the Technology Systems, maintain executed user agreements, and interpret and enforce this policy.
2. The Technology Director and/or designee(s) will establish a process for: setting up individual user, class and service accounts; setting quotas for resource allocation; establishing a retention schedule; and establishing the School District electronic device security/threat protection mechanisms.

3. Unless otherwise denied for cause, student access to the Technology Systems resources shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All users have the responsibility to respect the rights of all other users within the School District and School District's Technology Systems, and to abide by the rules established by the School District, its ISP(s), and local, state and federal laws.

## **Guidelines**

### **1. Access to the Technology Systems**

- a. Technology Systems user accounts will be used only by authorized owners of the accounts for authorized purposes.
- b. A user account will be made available according to the procedures outline in the Guidelines for Accounts and Passwords developed by appropriate School District authorities.
- c. Technology Systems: The School District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Systems Policy, as well as other relevant School District policies, will govern use of the School District's Technology Systems for Users. Use of the Technology Systems will also be governed by the other relevant School District policies.
- d. Guest Access: Guests may receive individual access to Technology Systems with the approval of the Technology Director and/or designee(s). Guests are considered Users and must adhere to all applicable district policies.
- e. Access to all data on, taken from, or compiled using School District electronic devices is subject to inspection and discipline. Users have no right to expect that School District information placed on Users' personal electronic devices, external media, networks, and Internet is beyond the access of the School District. The School District reserves the right to access Users' personal equipment for School District information.
- f. Students and staff are permitted to connect personal electronic devices in compliance with the Personal Electronics Guidelines as set forth by School District Administration to the School District's Technology Systems. Further, such students or staff shall not be permitted to connect such devices via hardwire to the School District's Technology Systems or through the School District's Technology Systems to outside networks or resources.

### **2. Parental Notification and Responsibility**

The School District will notify parents/guardians about the policies governing the use of School District Technology Systems and the use of electronic devices on School District premises. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is practically impossible for the School District to monitor and enforce a wide range of social values in student use of the Internet. Further, the School District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The School District will encourage parents/guardians to specify to their child(ren) what material is and is not acceptable for their child (ren) to access through the School's District's Technology Systems. Parents/guardians are responsible for monitoring their children's use of the School District's Technology Systems when they are accessing the systems outside of School District premises.

3. School District Limitation of Liability

The School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the School District's Technology Systems will be error-free or without defect. The School District does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the School District, nor is the School District responsible for the accuracy or quality of the information obtained through or stored on the Technology Systems. The School District shall not be responsible for any damage users may suffer, including but not limited to, information or equipment that may be lost, damaged, delayed, mis-delivered, or unavailable when using electronic devices. The School District shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The School District shall not be responsible for any unauthorized financial obligations, charges or fees resulting from or through access to the School District's Technology Systems. In no event shall the School District be liable to the User for any damages whether direct, indirect, special or consequential, arising out of the use of the Technology Systems or electronic devices. To the contrary, should a User incur charges, such charges will be the User's responsibility.

4. Prohibitions Users are prohibited from using the School District's Technology Systems for illegal, inappropriate, unacceptable, or unethical purposes. Such activities engaged in by Users are strictly prohibited and illustrated below. The School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the Technology Systems.

a. General Prohibitions – Users are prohibited from using Technology Systems to:

(1) Communicate about non-work or non-school related communications unless the use conforms to this policy's definition of incidental personal use.

(2) Create, access, distribute or transmit material that is harmful to minors and/or users, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property.

(3) Create, access, distribute or transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.

(4) To engage in any form of Cyberbullying.

(5) Create, access, distribute or transmit material in support of gambling, pools for money, or any other betting or games of chance.

(6) Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.

(7) Create, access, distribute or transmit terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.

(8) Participate in unauthorized communications that are not for school-related purposes or required for employees to perform their job duties, except for incidental personal use as allowed under this Policy.

(9) Facilitate any illegal activity.

(10) Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable School District policies); conduct unauthorized fund raising or advertising on behalf of the School District and non-School District organizations; resell of School District computer resources to individuals

or organizations; or use the School District's name in any unauthorized manner that would reflect negatively on the School District, its employees, or students.

(11) Install, distribute, reproduce or use copyrighted software on School District computers or copy School District software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright. See Section 8 Copyright Infringement of this Policy.

(12) Install software, computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on School District computers is restricted to the Technology Director or designee(s).

(13) Encrypt messages or data using encryption software that is not authorized by the School District from any access point on School District equipment or School District property. Users must use School District approved encryption to protect the confidentiality of sensitive or critical information in the School District's approved manner.

(14) Violate the privacy, confidentiality or security of electronic information.

(15) Use the systems to send any School District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the School District's business or educational interest.

(16) Send unsolicited commercial electronic mail messages, also known as spam.

(17) Create personal web pages utilizing School District resources without administrative approval.

b. Access and Security Prohibitions

Users must immediately notify the Technology Director and/or designee(s) if they have identified a possible security problem. Users must read, understand and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, non-disclosure and physical information security policies. The following activities related to access to the School District's Technology Systems, and information are prohibited:

(1) Misrepresentation (including forgery) of the identity of a sender or source of communication.

(2) Acquiring or attempting to acquire passwords of others or giving your password to another. Users will be held responsible for the result of any misuse of their accounts.

(3) Using or attempting to use computer accounts of others. This includes instances where the Users' account was left unattended and accessible to others, whether intentionally or through negligence.

(4) Altering a communication originally received from another person or computer with the intent to deceive.

(5) Using School District resources to engage in any act, illegal or which may threaten the health, safety or welfare of any person or persons.

(6) Disabling or circumventing any School District security; software or hardware.

(7) Transmitting electronic communications anonymously or under an alias unless authorized by the School District.

c. Operational Prohibitions The following operational activities and behaviors are prohibited:

(1) Interference with or disruption of the Technology Systems, network accounts, services or equipment or personal electronic devices of others.

(2) Altering or attempting to alter files, system security software/hardware or any Technology Systems without authorization.

(3) Unauthorized scanning of the Technology Systems for security vulnerabilities.



- (4) Attempting to alter any School District computing or networking components without authorization or beyond one's level of authorization.
- (5) Attempting to create unauthorized network connections or any unauthorized extension or re-transmission of any computer, electronic communications systems, or network services, whether wired, wireless, or by other means.
- (6) Connecting unauthorized hardware and electronic devices to the Technology Systems.
- (7) Loading, downloading, or use of unauthorized games, music, video, programs, files, or other electronic media.
- (8) Intentionally damaging or destroying the integrity of the School District's electronic information, computer hardware, software or any Technology Systems.
- (9) Failing to comply with requests from the Technology Director or designee(s) to discontinue activities that threaten the operation or integrity of the Technology Systems.

#### 5. Content Guidelines

Information electronically published on the School District's Technology Systems shall be subject to the following guidelines:

- a. Published documents containing student information, including but not limited to audio, image and video clips or conferences, must be in compliance with School District Policy and administrative guidelines related to web standards.
- b. Documents, web pages, electronic communications, or video conferences may not contain objectionable materials or point directly or indirectly to objectionable materials.
- c. Documents, web pages and electronic communications, must conform to all School District policies and guidelines, as described in Section 8 Copyright Infringement of this Policy.

#### 6. Due Process

- a. The School District will cooperate with the School District's ISP, local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the School District's Technology Systems.
- b. If users are entitled to due process rights for discipline resulting from the violation of this policy, they will be provided such rights.
- c. The School District may terminate the account privileges with or without providing notice to the user.

#### 7. User's Consent to District Access and Disclosure

- a. Users' violations of this Policy, any other School District policy, or the law may be discovered by routine maintenance and monitoring of the School District system, or any method stated in this policy, or pursuant to any legal means. User consents to the School District's disclosure of information related to such violations as determined necessary by the School District to protect the School District's resources and to comply with the law.
- b. The School District shall have the right, but not the obligation, to monitor, track, log and access any electronic information or communications relating to use of the School District Technology Systems and electronic devices. Users should not have the expectation of privacy in their use of the School District's Technology Systems, and other School District technology, even when used for personal reasons. Further, the School District shall have the right, but not the obligation, to access any personal electronic device of students and employees brought onto the School District's premises or at School District events, and/or any personal electronic device of any User connected to the School District network or containing School District programs or data, to insure compliance with this

policy and other School District policies, to protect the School District's resources, and to comply with the law.

- c. Users' execution of the User Acknowledgment shall constitute consent to the exercise of the aforesaid rights by the School District, as well as the confiscation of any personal electronic device and/or the disclosure of any information obtained by the School District pursuant to the exercise of the aforesaid rights, as determined necessary by the District to insure compliance with this policy and other School District policies, to protect the School District's resources and to comply with the law. As it relates to personal electronic devices, such devices may be searched once confiscated where there is reasonable suspicion that they contain information relating to a violation of a School District policy or code of conduct.

#### 8. Copyright Infringement and Plagiarism

- a. Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the School District resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct students to respect copyrights, request permission when appropriate, and comply with license agreements.
- b. Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The School District does not permit illegal acts pertaining to copyright law. Therefore, any user violating copyright law does so at their own risk and assumes all liability.
- c. The illegal installation of copyrighted software or files for use on the School District's computers is expressly prohibited.
- d. School District guidelines on plagiarism will govern use of material accessed through the School District's Technology Systems.

#### 9. Selection of Material

- a. Board policies on the selection of materials will govern use of the School District's Technology Systems.
- b. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and web sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the web site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

#### 10. School District Web Site

- a. The School District will establish and maintain a Web Site and will develop and modify its Web pages that will present information about the School District under the direction of the District Webmaster or designee(s). All web pages posted at the discretion of and by the District Webmaster or a designee(s) shall adhere to the Web Page Guidelines. The Technology Director or their designee(s) will be responsible for the approval of information posted on the website.

- b. School District employees may not officially or unofficially represent the school district on non-district websites. The Mifflin County School District is not liable for information posted on non-district sites.
- c. Groups associated with the School District as School District curricular, co-curricular, or auxiliary groups, including but not limited to Home & School's, booster clubs, musical associations or other associations representing official school district activities, may only establish or maintain websites representing such School District-affiliated groups upon agreement to comply with Web Page Guidelines.
- d. The District shall not place links on its own web site, except to the above affiliated groups which are under the direction of the District, and except as specified below.
- e. Classes and teachers may establish web pages that comply with this policy, Web Page Guidelines and any administratively created guidelines to present information about the class activities or for other curricular purposes. Teachers are responsible for any content created by their students posted on such sites.
- f. Any links occurring on School District web pages must comply with applicable laws and must only link to sites that have an educational purpose. Links may not be identified with sites containing defamatory, slanderous, libelous or inappropriate language. No attempt should be made to misrepresent the location of a link.
- g. Only users authorized to do so by the District Web Master or Technology Director may post information on the authorized School District websites. All websites operated under authority of this policy, and the content therein, are subject to prior approval of and periodic review by the Technology Director or designee(s).
- h. The District Web Master and Technology Director reserve the right to remove any material posted to any of the websites authorized pursuant to this policy.

#### 11. Safety & Privacy

- a. To the extent legally required, users of the School District's Technology Systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications should immediately forward them to the Technology Director or designee(s).
- b. A user may not disclose, use or disseminate confidential, electronic or personal information about themselves or other users without appropriate consent, use for educational purpose and in compliance with School District Policy.
- c. Student users will agree not to physically meet with someone they have only met online unless they have parent consent.

#### 12. Consequences for Inappropriate, Unauthorized and Illegal Use

- a. General rules for behavior, ethics, and communications apply when using the Technology Systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or unlawful use of the Technology Systems may result in loss of Technology Systems access and a variety of other disciplinary actions and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant School District policies.
- b. The user is responsible for damages to the network, equipment, electronic communications systems, and software, including incidental or unintended damage, resulting from willful or deliberate violations of this policy.
- c. Violations as described in this policy may be reported to the School District, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The School

District will cooperate to the extent legally required with authorities in all such investigations.

- d. Vandalism may result in cancellation of access to the School District's Technology Systems and resources and is subject to discipline.

13. Internet Safety Programs

The District Administration shall assure that the on-line activities of students are monitored and that students are provided educational programs regarding appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Plans for educating students as set forth above shall be periodically reviewed and updated by the District Administration.

14. User Acknowledgement

The Board requires that each User or guardian sign a document indicating their understanding of, and agreement and intent to adhere to the terms of this policy.

References:

- Pennsylvania Children's Internet Protection Act, 24 P.S. Section 4601 et seq. Pennsylvania Crimes Code, 18 Pa.C.S.A. Sections 5933 and 6312
- Pennsylvania Public School Code, 24 P.S. Sections 5-510, 13-1317.1, and 13-1303.1A
- Pennsylvania Wiretapping and Electronic Surveillance Act, 18 P.A.C.A. Section 5701 et seq.
- Federal Children's Internet Protection Act, 20 U.S.C.S. Sections 6301 note and 6777
- Federal Communication Act, 47 U.S.C.S. Section 254
- Federal Computer Fraud and Abuse Act, 18 U.S.C.S. Section 1030
- Federal Crimes and Procedures, 18 U.S.C.S. Section 1460
- Federal Electronic Communications Privacy Act, 18 U.S.C.S. Sections 2511 and 2520
- Federal Protecting Children in the 21st Century Act, Pub.L. No. 110-385, Title II, 122 Stat. 4096 (2008)
- Federal Stored Communications Act, 18 U.S.C. Section 2701

**Policy 815 Agreement**

**Student Section**

I have read the District's Student Internet and Computer Network Resource Policy and I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

School \_\_\_\_\_

Student Name (Please Print) \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent Section**

As the parent or legal guardian of the student signing above, I have read the District's Student Internet and Computer Network Resource Policy and grant permission for my son or daughter to access the Internet and have an email account. I understand that the District's computing resources are designed for educational purposes. I also understand that it is impossible for the Mifflin County School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use of the District's computer network is not in a school setting.

Parent Name (Please Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

6/28/12

### **CELL PHONE USE POLICY**

#### **Presence/Possession/Use of Cell Phones, Telephone Paging Devices, 2-Way Radio Wireless Devices, and Headphones**

The use by students of cellular telephones, 2-way radio wireless devices, and headphones shall be prohibited during the academic school day. Such devices shall be turned off or made inoperable during the academic school day or while being transported using public school transportation on regular runs. Students are permitted to use cell phones at the discretion of a coach or advisor before or after the academic school day.

Cell phones are prohibited for use in locker rooms at any time.

The possession by students of telephone paging devices, commonly known as beepers, or any device that is capable of operating as a telephone paging device, shall be prohibited on school grounds, at school-sponsored activities, and on buses or other vehicles provided by the school district at all times.

The term **academic school day** is defined from the time the student arrives on school property to the official dismissal time set forth by the school district for that particular school building. The prohibitions contained in this policy shall not apply to any student provided that the school authorities approve of the presence of specifically-named devices.

When a student is suspected to be using or is found using one of the above-described devices, any or all of the following consequences may be used:

1. Confiscation of the device.

2. Notification of parent/guardian.
3. Conference with parent/guardian.
4. Detention.
5. Suspension.
6. Referral to law enforcement if violation involves illegal activity.
7. Additional options as determined appropriate by an administrator.

### **VIDEO (SCHOOL SECURITY VIDEO)**

For security purposes, the Mifflin County School District uses comprehensive digital CCTV and camera systems for monitoring the interior and exterior of all school buildings and properties. There is no reasonable expectation to privacy for students while on school property in areas such as entrances, hallways, common areas, cafeterias, parking lots, bus loading areas, etc.

### **HOMELESSNESS**

The McKinney-Vento Homeless Assistance Act defines homeless children and youths as individuals who lack a fixed, regular, and adequate nighttime residence. The Mifflin County School District works to ensure that homeless students receive the same educational programs and services that are provided to other students, as required by federal law. If you believe your family meets the definition of homelessness, please contact your child's guidance counselor for assistance. You may also visit the MCSD website and click on the Homelessness tab or contact the MCSD Homeless Liaison directly for more information -

Michelle Siruc  
Homeless Liaison  
[Mrf33@mcsdk12.org](mailto:Mrf33@mcsdk12.org)  
717-248-0148, Ext. 2546  
<http://www.mcsdk12.org/homelessness>

## TWELVE TRAITS OF CHARACTER

<b>Adaptability</b>	Be ready and willing to adjust as necessary to the changes in people and circumstances that arise in daily life.
<b>Compassion</b>	Show kindness and concern for others in distress by offering help whenever possible.
<b>Contemplation</b>	Think things through with proper care before taking action.
<b>Courage</b>	Face difficulty or danger and express your beliefs even if you are afraid.
<b>Honesty</b>	Be truthful in all you do and never deceive, steal, or take advantage of the trust of others.
<b>Initiative</b>	Take responsible action on your own, without prompting from others.
<b>Loyalty</b>	Show others that you are faithful and dependable when you have a commitment to them.
<b>Optimism</b>	Strive to be hopeful and positive in your beliefs about yourself, others, and the future.
<b>Perseverance</b>	Continue to work hard and persist toward the goal even when obstacles and difficulties arise.
<b>Respect</b>	Show consideration and regard for yourself, others, and the world around you.
<b>Responsibility</b>	Demonstrate that you consider yourself to be accountable for your actions and that you follow through on your commitments.
<b>Trustworthiness</b>	Show others by your actions that you are reliable and believable and deserving of their confidence.

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Character traits will be emphasized to all students in the  
Mifflin County School District in the following sequence:

**School Year**  
**2020-2021**

Loyalty  
Adaptability  
Contemplation  
Courage