

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

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

2026-2027

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/mcjh
- **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.

The Mifflin County School 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 and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator/Compliance Officer, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

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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

Mark R. Baker	R. Brian Ketchem
Jessica E. Baumgardner	Rose M. Salvo
Erin N. Barlup	E. Terry Styers
Paula R. Dickson	Cody L. Wian – Vice President
Brent A. Erb – President	

Non-Voting Members

Vance S. Varner	Superintendent
Steven F. DeArment	Chief Academic Officer
Clint N. Aurand	Chief Operations Officer
Thomas G. White, Jr.	Director of Buildings and Grounds
Jennifer L. Wingard	Board Treasurer
Koleen J. Nickel	Secretary to the Board

CENTRAL ADMINISTRATION

201 Eighth Street - Highland Park Lewistown, PA 17044-1197	717-248-0148
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Vance S. Varner	District Superintendent
Steven F. DeArment	Chief Academic Officer
Clint N. Aurand	Chief Operations Officer
Cindi L. Marsh	Director of Student Support Services
Christopher V. Evans	Supervisor of Special Education
Jennifer L. Wingard	Chief Financial Officer
Mark S. Sauer	Director of Human Resources
Thomas G. White, Jr.	Director of Buildings and Grounds

DIRECTOR OF FEDERAL PROGRAMS

Steven F. DeArment	Administration Building	717-248-0148
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ELEMENTARY SCHOOL ADMINISTRATION

Jennifer L. Esh, Principal	Lewistown Elementary School	717-242-5823
Kelly J. Strausburg, Assistant Principal		

David M. Portzline, Principal	Indian Valley Elementary School	717-667-2123
Ermalinda A. Mix, Assistant Principal		

Nicole O'Donnell, Principal	East Derry Elementary School	717-543-5615
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Travis H. Zook, Principal	Strodes Mills Elementary School	717-248-7154
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INTERMEDIATE SCHOOL ADMINISTRATION

Victoria S. Matthey, Principal	Lewistown Intermediate School	717-242-5801
Jennifer J. Hartzler, Assistant Principal		

David M. Portzline, Principal	Indian Valley Intermediate School	717-667-2123
Ermalinda A. Mix, Assistant Principal		

MIDDLE SCHOOL ADMINISTRATION

Jennifer S. Macknair, Principal Mifflin County Middle School 717-242-1401
Luke J. Strawser, Assistant Principal

JUNIOR HIGH SCHOOL ADMINISTRATION

Angela L. Manges, Principal Mifflin County Jr. High School 717-248-5441
Shain A. Hosterman, Assistant Principal
Richard A. Strausburg, Assistant Principal

HIGH SCHOOL ADMINISTRATION

Kelly T. Campagna, Principal Mifflin County High School 717-242-0240
Jade M. Ruble, Assistant Principal
Joseph V. Daubert, Assistant Principal
Robert S. Lepley, Athletic Director

ALPHA/MIFFLIN COUNTY ONLINE/ONTRACK ADMINISTRATION

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

COORDINATOR OF TRANSPORTATION

Amy L. Curry Administration Building
717-248-0148

DIRECTOR OF INFORMATION SYSTEMS

Douglas R. Cunningham Administration Building
717-248-0148

MIFFLIN COUNTY SCHOOL DISTRICT
2026-2027 SCHOOL CALENDAR

(W) August 26, 2026 Teacher Inservice Day - No School for Students
(TH) August 27, 2026 Act 80 Day
(F) August 28, 2026 Teacher Work Day
(M) August 31, 2026 First Day for Students
(F) September 4, 2026 Act 80 Day
(M) September 7, 2026 Labor Day - No School for Students
(M) October 12, 2026 Act 80 Day
(W) November 11, 2026 Veterans' Day – No School for Students
(T) November 24, 2026 Evening Parent Conferences
(W) November 25, 2026 No School for Students – Teachers Dismiss @ 11:30 AM (AM Parent Conferences - Elementary, AM Inservice - Secondary)
(TH) November 26, 2026 Thanksgiving Vacation - No School for Students through (M) November 30, 2026
(M) November 30, 2026 Designated Make-Up Day #1
(W) December 23, 2026 through (F) January 1, 2027 Christmas Vacation - No School for Students
(M) January 18, 2027 Martin Luther King, Jr. Day - No School for Students – Designated Make-Up Day #2
(F) January 29, 2027 Act 80 Day
(F) February 12, 2027 Act 80 Day
(M) February 15, 2027 Presidents' Day – No School for Students – Designated Make-Up Day #3
(TH) March 25, 2027 Act 80 Day
(F) March 26, 2027 Good Friday - No School for Students
(M) March 29, 2027 Easter Break - No School for Students Designated Make-Up Day #4
(F) April 23, 2027 – No School for Students – Designated Make-Up Day #5
(M) May 31, 2027 Memorial Day – No School for Students
(TH) June 3, 2027 *Last Day of School for Students - Commencement Grades K-7 dismiss @ 12:15 PM Grades 8-12 dismiss @ 12:30 PM
(F) June 4, 2027 *Teacher Workday - Designated Make-Up Day #6

***Pending weather, the Last Day of School for Students and the end-of-year Teacher Workday will move accordingly.**

2026-2027 MARKING PERIODS

August 27, 2026 - October 30, 2026 ---- First Marking Period
November 2, 2026 - January 21, 2027 ---- Second Marking Period
January 22, 2027 - March 30, 2027 ---- Third Marking Period
March 31, 2027 – June 3, 2027 ---- Fourth Marking Period

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.

1. It is the responsibility of the student to:
2. Be honest and ethical.
3. Assist in matters relating to the health, safety, and welfare of the school community and the protection of school property.
4. Dress and groom to meet standards of safety, health, and minimal disruptions to the educational process.
5. Learn all rules and regulations for student behavior and conduct himself/herself in accordance with them.
6. Recognize that until a rule is waived, altered, or repealed it is in full effect.
7. Comply with local, state and federal laws.
8. Exercise proper care when using public facilities and equipment.
9. Attend school daily, except when excused, and report to all classes on time.
10. Make all necessary arrangements for making up work when absent from school.
11. Treat all people with dignity and respect.
12. Refrain from indecent, obscene, and abusive language.
13. Avoid deliberate inaccuracies in student newspapers or publications.
14. 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 BOARD POLICY 218.1 SUMMARIZED

Adopted: November 17, 2022

Last Revised: April 23, 2026

To maintain a safe learning environment, students are prohibited from possessing, carrying, using, or bringing weapons or replicas of weapons on school property, at school-sponsored activities, on school transportation, or while traveling to or from school.

For purposes of this policy, a **weapon** includes, but is not limited to, firearms, knives, cutting instruments, replica weapons, and any other object capable of causing serious bodily injury. A student may be considered in possession of a weapon if it is found on the student, in the student's locker or assigned storage area, or otherwise under the student's control.

Violations of this policy are taken very seriously. Incidents involving weapons will be investigated and reported to law enforcement as required by law. Parents/guardians of students directly involved in a weapons-related incident will be notified as soon as practicable.

State law generally requires a minimum one-year expulsion for students who violate the district's weapons policy, subject to due process requirements and any modifications or exceptions permitted by law and Board policy.

The complete Board Policy 218.1 – Weapons is available on the district website. Parents/guardians and students are encouraged to review the full policy for additional information, definitions, procedures, and applicable exceptions.
<https://policymain.org/mifflin-county-school-district/policies/1b6c8094-90b3-4ec7-8b51-a8aecd1195db>

SCHOOL ATTENDANCE

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, approved educational travel 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 persons 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 who do not attend school, without the knowledge and consent of their parents or guardians, may be subject to disciplinary action. The absence will officially be recorded as unlawful or unexcused.
- B. Students may not be permitted to make up work on days that are recorded as unlawful or unexcused. This will be at the discretion of the classroom teacher.
- C. 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.
- D. 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.
- E. 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

Student must submit 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, 2026
Please excuse John J. Jones, 8th grade, for being absent on September 17, 2026, because of a severe cold.
Parent Signature

To help families monitor attendance, the district will notify parents/guardians as cumulative absences increase:

- **After seven (7) cumulative absences**, the parent/guardian will receive a **Doctor's Excuse Warning Letter** reminding them of Pennsylvania attendance regulations and advising that a physician's excuse may be required for future absences if attendance concerns continue.
- **After ten (10) cumulative absences**, the parent/guardian will receive a **Doctor's Excuse Required Letter** informing them that **all future absences due to illness must be supported by a written excuse from a licensed physician or other qualified healthcare provider acceptable to the district.**

Once a physician's excuse is required, any subsequent illness-related absence that is not supported by appropriate medical documentation may be recorded as unlawful or unexcused in accordance with Board policy and Pennsylvania law.

The district reserves the right to require medical documentation for absences at any time when there is reasonable cause to question the validity or excessive pattern of absences.

EARLY EXCUSE 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 transportation arrangements.

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 EXCUSE FOR MEDICAL APPOINTMENTS

Students may obtain an excuse to leave school early for medical appointments. On the day of the appointment, students must submit a written request from their parent or guardian to the principal's office. For early morning appointments, submit 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"

1. 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, are in violation of School Policy. Pupils who participate in such an unauthorized activity will be disciplined.
2. 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
3. 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.

EMPLOYMENT DURING VACATION

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 at the beginning of each school year.
 - 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 vaccine. 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.

GUIDELINES FOR DEALING WITH HIV INFECTION IN THE SCHOOLS POLICY 203.1 SUMMARIZED

Adopted: September 22, 2022

Last Reviewed: April 22, 2026

This policy ensures that students with HIV have the same rights to attend school, participate in educational programs, and access services as all other students while protecting the health and safety of

the school community. The district prohibits discrimination and harassment based on HIV status, maintains strict confidentiality of health information, follows universal infection control practices, and provides staff training and age-appropriate HIV prevention education. Educational placement decisions are made on an individual basis according to medical needs, and parents may review instructional materials or request that their child be excused from HIV prevention instruction for religious reasons.

The complete Board Policy 203.1 - HIV Infection is available on the district website. Parents/guardians and students are encouraged to review the full policy for additional information, definitions, procedures, and applicable exceptions.

<https://policymain.org/mifflin-county-school-district/policies/f13d2d29-99c1-440a-b2b8-f2e121d97a6c>

MIFFLIN COUNTY SCHOOL DISTRICT MEDICATION POLICY 210 **SUMMARIZED**

Adopted: July 28, 2022

Last Revised: September 26, 2024

Objective

Policy 210: Medications 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.

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 and non-prescriptive (OTC) 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 prescription medication must be in the appropriate containers which are properly labeled by the physician or pharmacy.
 4. All non-prescriptive (OTC) medication must be delivered in its original packaging and labeled with the student's name.
 5. Any medication left at the school will be secured in a locked cabinet.
- B. Any medication to be administered during the school day must be transported by the parent/guardian to the nurse's office (or other area specified by the Principal). All medications must be signed in and logged by the school nurse or other designated school staff member. The school may not accept more than a 30-day supply of medication.
- C. 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, epipens, or certain diabetic medications.
- D. Certain non-prescriptive (OTC) medications are kept in the nurse's office as ordered annually by the school physician and may be administered to students for minor complaints and ailments while in school. Parents/guardians must annually complete the MCSD Over-the-Counter Medication Form and authorize the administration of these medications.
- E. 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.

- F. The administration shall be charged with the responsibility of designating authorized school personnel to administer this policy.
- G. Policy 210 shall be subject to ongoing re-analysis, from time to time, in order to deal with future problems as they develop.

The complete Board Policy 210 – Medications is available on the district website. Parents/guardians and students are encouraged to review the full policy for additional information, definitions, procedures, and applicable exceptions.
<https://policymain.org/mifflin-county-school-district/policies/40562e3a-8e18-44a7-801f-dc3605bc3190>

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, SHOVING 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, 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. Video footage may be viewed by an administrator to ensure proper student behavior.

School Bus Guidelines

1. Students will be assigned to one bus and may be assigned seats.
2. Use of electronic devices on the school bus is at the discretion of the bus driver. Electronic Device means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data.
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, vaping, 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.

MONEY, FEES, AND FINANCIAL GUIDELINES

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, passes cost \$50 for the year and reduce to \$30 March 1st through the end of the school 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. All vehicles are required to have rear view mirrors PAVC Title 75. All passes must be displayed on the rear view mirror to be valid.
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.

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 10: CURRICULUM

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 fifteen (15) school days from the date report cards are issued.

Section 4 - New Pupils Must Meet Eligibility Requirements on Curriculum

Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding grading period shall be obtained from the records of the last school which the pupil has attended. The student must also complete the transfer paperwork required by the PIAA.

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 fifteen (15) school days of the new reporting period. To be eligible, the student must be passing four (4) full-credit subjects (or equivalent) after fifteen (15) 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.

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.

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/email teachers and/or principals regarding questions or concerns about homework.

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, Interim Progress Reports (IPR's) will be issued to students (parents) who (1) are failing at the 4-1/2 week point in the marking period and/or are performing below ability level.

<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 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 four (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 two (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, English, social studies and Spanish 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 9th, 10th, 11th, and 12th grades.

SENIOR HIGH SCHOOL ADVANCED PLACEMENT COURSES

Mifflin County School District offers several Advanced Placement (AP) courses. AP courses follow the college-level curriculum suggested by the College Board in order to give the student the opportunity of successfully completing the AP exam (which is required of any student who takes the course). Students taking AP courses are responsible for any cost associated with the cost of the AP examination. In addition, if students score well on the exam, they may earn college credit from the institution they attend. AP classes are offered in a traditional classroom setting as well as an online option. The final grade earned in an AP class is multiplied by 1.08 when the course is averaged in with the student's cumulative grade average.

The school counselors can assist students and parents in making the decision of whether to take an AP course or not. Teachers are asked to recommend students who they feel are prepared for the challenge of AP courses. Typically, the students who are most successful exhibit the following characteristics: creativity, flexibility, innovation, motivation, self-discipline, good work habits, long attention span, and open mindedness.

****Students are responsible for any cost associated with the AP exam. There will be a reduction in cost for the students who qualify for free or reduced lunch.**

Students who earn scores of 3 or higher on AP exams will have the opportunity to request reimbursement for the Exams in which they earned the required score. Reimbursement applications will be provided to the students during the AP exam testing window in May.

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 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 school 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
		16.0 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, or who do not meet the requirements in accordance with an Act 158 graduation pathway, 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 school 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.

SCHOOL COUNSELING SERVICES

School 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 school counselor is trained to assist you with academic and personal questions and problems which may arise during your school career. Sessions with your school counselor are confidential and your

records are protected from access by unauthorized persons. School 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 school counselor for basic information about curriculum and careers in addition to assistance with other problems.

School 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 school 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, school 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 counseling 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 school 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 school 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.

To support these expectations, MCSD schools implement Positive Behavioral Interventions and Supports (PBIS), an evidence-based, three-tiered framework that teaches and reinforces positive behaviors while preventing problem behaviors. PBIS focuses on proactively teaching schoolwide expectations and recognizing students through positive reinforcement when those expectations are demonstrated. By consistently practicing these expectations, students contribute to a safe, respectful, and productive learning environment where everyone has the opportunity to succeed.

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 BEHAVIORAL 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.
- Isolated lunch.
- Before/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 or profane language or gestures.
- 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 isolated lunch, 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.

Division Three infractions include 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; and violations 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 located on the MCSD Website under Student/Parents. 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, school

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 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 involves the following:

- The principal or assistant principal telling the student what rule, regulation or policy he or she has broken.
- The principal or assistant principal explaining to the student, if he or she denies breaking the rule, regulation or policy, why the principal or assistant principal believes the student is guilty.
- The student being given an opportunity to tell his or her version of what happened.

DATING VIOLENCE POLICY 252

Adopted: November 17, 2022

Last Revised: June 26, 2025

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 and shall administer appropriate discipline to any student who violates this policy.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Discrimination/Harassment

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential

issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged dating violence.

Discipline of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary requirements established by state law and Board policy.

Guidelines

Complaint Procedure

When a student believes that he or she has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal.

The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building 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.

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.

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

This policy on dating violence shall be:

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.
3. Made available on the district's website, if available.
4. Provided to parents/guardians.

Dating Violence Training

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.

Dating Violence Education

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.

DRESS AND GROOMING BOARD POLICY 221 SUMMARIZED

Adopted: August 25, 2022

Last Revised: February 23, 2023

Students are expected to dress in a manner that is appropriate for the school environment and does not disrupt the educational process or create a health or safety concern. While students and families have the right to make decisions regarding personal appearance, clothing and accessories must comply with school expectations.

Examples of prohibited attire include clothing that:

- Creates a disruption to the educational environment.
- Is overly revealing or exposes undergarments or the midriff.
- Promotes or depicts drugs, alcohol, tobacco, pornography, hate messages, obscene language, or offensive images or gestures. This would include pins and buttons worn on clothing or accessories.
- Costumes including, but not limited to, capes, flags worn around the neck, ears, horns, and tails are prohibited.
- Includes prohibited accessories such as chains, wallet chains, spiked jewelry, hats, hoods, visors, sunglasses, or costumes, unless specifically permitted for an approved school event or spirit day.

Students may also be required to wear specific attire for physical education classes, technical education courses, extracurricular activities, or other situations where specialized clothing is necessary for health or safety.

The building principal may permit hats, hoods, visors, sunglasses, and costumes when these items align with the approved theme of a designated spirit or celebration day.

The complete Board Policy 221 – Dress and Grooming is available on the district website. Parents/guardians and students are encouraged to review the full policy for additional information, definitions, procedures, and applicable exceptions.

<https://policymain.org/mifflin-county-school-district/policies/1949ed59-9ffa-4e13-9096-18029ed1ed48>

CONTROLLED SUBSTANCES/PARAPHERNALIA BOARD POLICY 227 SUMMARIZED

Adopted: October 27, 2022

Last Revised: March 27, 2025

To promote a safe, healthy, and drug-free learning environment, students are prohibited from possessing, using, being under the influence of, buying, selling, or distributing controlled substances or drug paraphernalia during school hours, on school property, at school-sponsored activities, on school transportation, or while traveling to or from school or school-sponsored activities. This policy may also apply to off-campus conduct as permitted by Board policy.

For purposes of this policy, **controlled substances** include illegal drugs, alcohol, look-alike drugs, drug paraphernalia, anabolic steroids, inhalants, and prescription or over-the-counter medications that have not been authorized for use at school in accordance with district policy.

Violations of this policy may result in disciplinary action up to and including expulsion, referral to law enforcement, and participation in counseling, rehabilitation, testing, or other programs when appropriate. Parents/guardians of students directly involved in a controlled substance incident will be notified as required by law.

The complete Board Policy 227 – Controlled Substances/Paraphernalia is available on the district website. Parents/guardians and students are encouraged to review the full policy for additional information, definitions, procedures, and applicable exceptions.

<https://policymain.org/mifflin-county-school-district/policies/041f7e3d-35ab-4a9f-ad1c-ac51beb6a6e2>

BOMB THREATS

If a bomb threat is received by any school employee, the principal and school district officials are notified, and an evacuation is announced via the public address system. 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 may be expelled from school and will be referred to a local law enforcement agency.

TERRORISTIC THREATS POLICY 218.2 SUMMARIZED

Adopted: November 17, 2022

Last Revised: March 27, 2025

This policy prohibits students from making terroristic threats against individuals or district property and requires an immediate, coordinated response to any potential threat. Staff and students are expected to report threats to the district's threat assessment team, which will evaluate the situation, notify appropriate administrators, parents, and law enforcement when necessary, and follow applicable laws and emergency procedures. The policy also provides protections for students with disabilities, requires annual reporting of incidents to the Pennsylvania Department of Education, and permits the district to require a behavioral risk assessment before readmitting a student expelled for making terroristic threats.

The complete Board Policy 218.2 - Terroristic Threats is available on the district website. Parents/guardians and students are encouraged to review the full policy for additional information, definitions, procedures, and applicable exceptions.

<https://policymain.org/mifflin-county-school-district/policies/ac6cd352-ec77-4899-aab3-518b82d5aaaa>

TOBACCO AND VAPING PRODUCTS POLICY 222

Adopted: October 27, 2022

Last Revised: March 27, 2025

Purpose

The Board recognizes that tobacco and vaping products, including electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase, sale, and distribution of tobacco and vaping products.

Definition

For purposes of this policy, tobacco product encompasses not only tobacco but also vaping products including electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*

Authority

The Board prohibits possession, use, purchase or sale of tobacco products, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of tobacco products prohibited by this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters and by other efficient methods, such as posted notices, signs, Code of Conduct and on the district website.

Reporting

Parental Report –

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco product, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Annual School Safety and Security Incidents Report –

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco products by students to the PA Department of Education on the required form.

Law Enforcement Incident Report –

The Superintendent or designee may report incidents of possession, use or sale of tobacco products by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

School counselors shall provide students who have violated this policy with information regarding available tobacco cessation programs.

Tampering with devices installed to detect use of tobacco products shall be deemed a violation of this policy and subject to disciplinary action.

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 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.

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.

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS POLICY 103

Adopted: June 23, 2022

Last Reviewed: October 16, 2025

Authority

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 and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator/Compliance Officer, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Title IX Coordinator/Compliance Officer.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter 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, as well as properly making any mandatory police or child protective services reports required by law.

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

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator/Compliance Officer of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator/Compliance Officer shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator/Compliance Officer shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator/Compliance Officer shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator/Compliance Officer immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Pregnancy – the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy.

Race includes all of the following:

1. Ancestry, national origin or ethnic characteristics.
2. Interracial marriage or association.
3. Traits associated with race, which includes but is not limited to, hair texture and protective hairstyles, such as braids, locks and twists.
4. Hispanic ancestry, national origin or ethnic characteristics.
5. Persons of any other national origin or ancestry as specified by a complainant or in a complaint.

Religious creed includes all aspects of religious observance, practice or belief.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator/Compliance Officer alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator/Compliance Officer to sign a formal complaint does not make the Title IX Coordinator/Compliance Officer a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the educational program or

activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of

a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources as the district's Compliance Officer and Title IX Coordinator. The Title IX Coordinator/Compliance Officer can be contacted at:

Address: 201 Eighth Street, Lewistown, PA 17044

Email: TitleIX@mcsdk12.org

Phone Number: 717-248-0148

The Title IX Coordinator/Compliance Officer shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. 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.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Title IX Coordinator/Compliance Officer, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes. All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator/Compliance Officer and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator/Compliance Officer to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES POLICY 103.1 SUMMARIZED

Adopted: June 23, 2022

Last Revised: February 26, 2026

This policy ensures that the district provides all qualified students with disabilities equal access to educational programs, services, and extracurricular activities in accordance with Section 504 and applicable federal and state laws. It guarantees a free appropriate public education (FAPE) through individualized accommodations and services, prohibits discrimination, harassment, and retaliation, and protects the confidentiality of student records and complaint investigations. The policy outlines procedures for identifying and evaluating eligible students, developing and implementing Section 504 Service Agreements with parent/guardian involvement, and educating students in the least restrictive environment whenever appropriate. It also establishes due process rights, including access to records, informal conferences, hearings, appeals, and assistance from the Pennsylvania Department of Education. Additionally, the policy designates a Section 504 Coordinator to oversee compliance, requires prompt investigation and resolution of discrimination complaints, provides protections against retaliation, and ensures disciplinary actions and law enforcement referrals are handled consistently with students' rights and applicable laws.

The complete Board Policy 103.1 - Nondiscrimination – Qualified Students with Disabilities is available on the district website. Parents/guardians and students are encouraged to review the full policy for additional information, definitions, procedures, and applicable exceptions. <https://policymain.org/mifflin-county-school-district/policies/953da1ff-1600-4324-85b6-3b7a8d1df25d>

BULLYING/CYBERBULLYING POLICY 249

Adopted: November 17, 2022

Last Revised: June 26, 2025

Purpose

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

Definitions

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Authority

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to report promptly such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation

shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

Education

The district shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

HAZING POLICY 247

Adopted: October 27, 2022

Last Revised: June 26, 2025

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

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to

promptly report such incidents to the building principal or designee.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of distribution of written policy and publication in handbooks.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that oral and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult

who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.

Referral to Law Enforcement and Safe Schools Reporting Requirements – For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall attempt to notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, or as soon thereafter as is practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor – An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.

Students – If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

Nonstudent Violators/Organizational Hazing – If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution – Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

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.

STUDENT RECORDS POLICY 216 SUMMARIZED

Adopted: October 27, 2022

The policy establishes the district's responsibility to securely collect, maintain, protect, and disclose student education records in compliance with federal and state laws, including FERPA. It safeguards the confidentiality of student information, limits access to authorized individuals with a legitimate educational interest, and outlines the rights of parents and eligible students to inspect, review, amend, and request hearings regarding education records. The policy also requires staff training, secure recordkeeping, annual notification of rights, proper handling of directory information, procedures for transferring records, and special protections for missing children and requests for student information.

The complete Board Policy 216 – Student Records is available on the district website. Parents/guardians and students are encouraged to review the full policy for additional information, definitions, procedures, and applicable exceptions.

<https://policymain.org/mifflin-county-school-district/policies/9bb14856-ebf5-4674-8aa7-96a2c907cb8f>

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.

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-disabled 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 Student Support Services (717-248-0148) 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 2026

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, ages 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 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 CSs 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:

INTERMEDIATE UNIT	
Tuscarora Intermediate Unit 11 814-542-2501 Kelly Lawler Zurybida Director of Special Education 2527 US Hwy 522 S McVeytown, PA 17051	TIU Early Intervention Programming 814-542-2501 Brian Kritzer Supervisor of Special Education 2527 US Hwy 522 S McVeytown, PA 17051
SCHOOL DISTRICT OFFICES	
Central Fulton School District 717-485-7000 Holly Varner 151 East Cherry Street McConnellsburg, PA 17233-1400	Forbes Road School District 814-685-3865 Forbes Road High School Rebekah Miller 159 Redbird Drive Waterfall, PA 16689
Huntingdon Area School District 814-641-2104 Administrative Office Sean Cummins 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Juniata County School District 717-436-2111 Administrative Office Karen Crossley 146 Weatherby Way Mifflintown, PA 17059
Juniata Valley School District 814-669-9150 Administrative Office Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	Mifflin County School District 717-248-0148 Administrative Building Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044
Mount Union Area School District 814-542-2518 Administrative Center Kristen Streightiff 603 N. Industrial Drive Mount Union, PA 17066	Southern Fulton School District 717-294-3400 Southern Fulton High School Dr. Laurel Keegan 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267
Southern Huntingdon School District 814-447-5520 Alisa Scott	Corrections Education 814-658-4024 Timothy Miller

10339 Pogue Road Three Springs, PA 17264-9730	Trough Creek Youth Forestry Camp #3 4534 Tar Kiln Road James Creek, PA. 16657 & South Mountain Secure Treatment Unit 10056 South Mountain Road – P.O. Box 374 South Mountain, PA. 17261
NON-PUBLIC SCHOOLS LOCATED IN IU 11	
Tuscarora Intermediate Unit 11 814-542-2501 Dr. Brett Gilliland or Designee 2527 US Hwy 522 S., McVeytown, PA 17051	
CHARTER SCHOOLS	
New Day Charter School 814-643-7112 Brandye Armstrong -256 South 5th Street. Huntingdon, PA 16652 717-447-0623 -109 Industrial Circle Mifflintown, PA 17059	Stone Valley Community Charter School 814-667-2705 Cheryl Casner 13006 Greenwood Road Huntingdon, PA 16652
PRISONS	
Huntingdon County Prison 814-641-2104 Sean Cummins 2400 Cassidy Avenue, Suite 2 Huntingdon, PA 16652-2602	Mifflin County Prison 717-248-0148 Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044

*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.

ACCEPTABLE USE OF INTERNET, COMPUTERS, and NETWORK RESOURCES POLICY 815

Adopted: September 28, 2023

Last Revised: March 27, 2025

Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is 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:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. 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
3. Such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is 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.

Computer - for purposes of this policy, district computers include any electronic device owned or leased by the district that has the capability to create, play or edit text, audio and video data; transmit or receive messages, text, data or images; operate software or online applications; or provide a wired or wireless connection to the Internet.

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. 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 contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole, lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Personal Information - includes an individual's first name or first initial and last name in combination with and linked to any one or more of the following when not encrypted or redacted:

1. Social Security number
2. Driver's license number or state identification card number issued instead of a driver's license
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account
4. Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional
5. Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits
6. A user name or email address, in combination with a password or security question and answer that would permit access to an online account

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that district Internet, computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, access, receive or display on or over the district's Internet, computers or network resources, including personal files. The district reserves the right to monitor, track and log network access and use on district computers and network resources; monitor filespace and file storage utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the building principal or designee.

The Board establishes the following list of subject areas as inappropriate matter, in addition to those stated in law and defined in this policy, which shall not be accessed by minors:

1. Hate speech
2. Lewd, vulgar or profane
3. Threatening
4. Harassing or discriminatory.
5. Bullying
6. (Consisting of/Relating to) Weapons
7. Terroristic
8. Defamatory

The district reserves the right to restrict access to any Internet sites or network functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking/filtering. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers and network resources used and accessible to adults and students. The technology protection measure shall be enforced during use of computers and network resources with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the adjustment of technology protection measures to enable access to material that is blocked or filtered but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary adjustment of technology protection measures to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to adjusting Internet blocking/filtering for a student's use. If a request for temporary adjustment of technology protection measures is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building principals shall make initial determinations of whether inappropriate use has occurred, and may consult with the Superintendent or designee and the school solicitor when necessary.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers and network resources are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors on district computers and network resources.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

Guidelines

District computers and network accounts shall be used only by the authorized user of the computer or account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher, building administrator or other appropriate school staff. Network users shall not reveal personal information to other users on the network or Internet, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, social networking websites and other forms of direct electronic communications.

3. Prevention of unauthorized online access by minors, including hacking and other unlawful activities.
4. Unauthorized disclosure, use and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them or which have been designated as inappropriate matter in Board policy.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with Board policy, accepted rules of network etiquette and federal and state law and regulations. Specifically, the following are prohibited uses of district computers and/or network resources:

1. Facilitating illegal activity
2. Commercial or for-profit purposes
3. Nonwork or nonschool related work
4. Product advertisement
5. Bullying/Cyberbullying
6. Hate mail, discriminatory remarks, harassment and offensive or inflammatory communication
7. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy
10. Vulgar language or profanity
11. Transmission of material that a reasonable person would know to be offensive or objectionable to recipients
12. Intentional obtaining or modifying of files, passwords and data belonging to other users
13. Impersonation of another user, anonymity and pseudonyms
14. Fraudulent copying, communications or modification of materials in violation of copyright laws
15. Loading or accessing unauthorized games, programs, files or other electronic media
16. Disruption of the work of other users
17. Destruction, modification, abuse or unauthorized access to network hardware, software, systems and files
18. Accessing the Internet, district computers or other network resources without authorization
19. Disabling, adjusting or bypassing the Internet blocking/filtering technology protection measure(s) without authorization
20. Accessing, sending, receiving, transferring, viewing, sharing, deleting or downloading confidential information without authorization

Security

System security is protected through the use of passwords and/or encryption and district security procedures. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees, students and other authorized users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another user.
3. Any user identified as a security risk or having a history of problems with other computers or network systems may be denied access to the district's computers and network resources.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network or Internet shall be subject to fair use guidelines and applicable laws and regulations.

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All authorized users

publishing content on the district website shall receive appropriate training and comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Accessibility – District staff who maintain district websites and web pages shall post content which is accessible to individuals with disabilities, to the same extent that it is available to other users, based on the needs of the individuals and limitations of the platform. This shall include, but is not limited to:

1. Including alternate text descriptions or captions for images.
2. Including captions for video content.
3. Avoiding text that is posted as an image or conveyed using only color cues.
4. Creating links and attachments in formats that are accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.
5. Formatting text so that it is accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.

All district websites shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

Consequences for Inappropriate Use

Users of district computers and network resources shall be responsible for damages to the equipment, systems, platforms and software resulting from negligent, reckless, deliberate or willful acts. Any damages should be reported to the immediate supervisor with twenty-four (24) hours.

Illegal use of the district computers and network resources; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules and Board policies for behavior and communications apply when using the district computers, network resources and Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action and/or referral to legal authorities. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, the district, the Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.

ELECTRONIC DEVICES POLICY 237

Adopted: November 17, 2022

Purpose

The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the district's students. Nonetheless, the Board believes that students should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that the presence of mobile phones and electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment.

Authority

Therefore the Board adopts this policy to maintain an educational environment that is safe and secure and free from distractions for its students, while aiming to permit pupils to utilize mobile technology reasonably and responsibly.

Definition

Electronic Devices shall include any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; any device that can provide a connection to the internet (whether wireless or wired); laptops and tablet computers, electronic gaming systems, pagers, e--readers, and laser pointers.

Guidelines

The Board prohibits the possession of laser pointers and telephone paging device/beeper by any student in district buildings and on district property, including on district buses and vehicles; and at activities, sponsored, supervised, or sanctioned by the district. A school administrator may grant an exception to this specific prohibition when a student is a member of a volunteer ambulance, fire, or rescue squad or where the student has a medical condition that necessitates the use of a paging device/beeper.

The Board prohibits all students from any use of electronic devices in locker rooms, bathrooms, and other changing areas.

The Board prohibits the use of electronic devices to take photographs, or to record or livestream audio or video at any time during the school day or at any school-sponsored event that is not open to the general public, unless the building administrator has authorized the photograph/video/livestream or recording by giving written consent, unless the use is authorized for educational purposes as outlined below. "During the school day" includes the time while students are engaged in remote instruction – even if students are not physically in a school district building.

The Board prohibits the use of any electronic devices by any student during instructional times during the school day (from the beginning of 1st period until the end of last period), which includes homeroom and study halls, except that students may use electronic devices during instructional times for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

Students are permitted to use electronic devices during non-instructional times including lunch periods, before school hours, after school hours, and between classes, so long as such use does not:

1. Disrupt school activities or instruction.
2. Violate any other Board or school policies.
3. Violate state or federal law.
4. Violate any of the prohibitions set forth elsewhere in this policy.

If an electronic device utilizes the district's internet connection, the school district's Acceptable Use Policy applies and is incorporated herein by reference.

Advisors and coaches of extracurricular activities shall have the discretion to regulate and limit the use of electronic devices by students while participating in sports or extracurricular activities, and school-sponsored trips.

Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.

Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.

Loss or Damage to Electronic Devices

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The district shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school, extracurricular activities, to school-sponsored events or trips, or from the confiscation of an electronic devices as the result of a policy violation.

Students' Responsibility for Data Charges

No student shall be required to provide a personal electronic device as a condition of receiving educational instruction. If any student chooses to utilize such a device pursuant to this policy, the student and parents/guardians assume full responsibility for any phone or data charges that may result from such use.

Limitation on Technical Support

District information technology staff may not provide technical assistance to students for their personal devices. However, this policy shall not prohibit district information technology staff from providing general instructions for the configuration of such devices to access or connect to district-owned technology resources.

Penalties for Violations

The Board authorizes building administrators, teachers, and security personnel to confiscate a student's electronic devices when used in violation of this policy. All confiscated electronic devices shall be delivered promptly to the building administrator's office. Confiscated devices shall be returned to the student at the end of the school day for a first offense, and only to a parent or guardian for a second or subsequent offense.

Building administrators may impose additional disciplinary sanctions against students for violations of this policy, including suspensions from school or recommendations for expulsion from school as warranted by the specific facts and circumstances in each particular case.

Development of Administrative Guidelines

The Superintendent or his/her designee may develop administrative guidelines to implement this policy. The Superintendent shall ensure that students are made aware of this policy and any administrative guidelines by means of each school's student handbook, the district website, or other reasonable means of written communication.

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.

TRANSPORTATION – VIDEO/AUDIO RECORDING POLICY

810.2

Adopted: August 24, 2023

Purpose

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.
2. This policy is posted on the district's publicly accessible website.
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.

Guidelines

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.

HOMELESSNESS

Mifflin County School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The district's homeless liaison, along with school staff, shall identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.

Policies, procedures, and administrative regulations that create barriers for enrollment, attendance, transportation, and success in school for homeless students, may be waived.

Homeless students are defined as individuals, who lack a fixed, regular, and adequate nighttime residence, which include the following conditions: living in hotels, motels, or camp grounds; living in emergency shelters, either transitional or due to domestic violence; unaccompanied youth and run-away children; families temporarily doubled up due to loss of housing (fire, eviction, etc.); living in cars, parks, or public spaces.

Resident families are encouraged to contact the district homeless liaison, Nicole Frazier at (717) 250-0414 – nrf56@mcsdk12.org or Kaitlin Marshall at 717-242-1401 ext 6210 – kjm07@mcsdk12.org, to discuss their situation.

TWELVE TRAITS OF CHARACTER

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

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

SCHOOL YEAR 2026-2027

Loyalty
Adaptability
Contemplation
Courage