



**2019-2020**  
**MIFFLINBURG AREA MIDDLE SCHOOL**  
[www.mifflinburg.org](http://www.mifflinburg.org)

**WELCOME**

The information presented in this handbook will help guide students and parents during the school year. Each portion is designed as a reference for rules, guidelines, and procedures for every middle school student.

During the first few days of school, parents and students should examine the handbook and share thoughts about the material.

A new school year enables each student to strive for excellence with a positive attitude. The staff at the Mifflinburg Area Middle School is ready to help make this school year a rewarding and exciting year of learning.

**100 Mabel Street**  
**Mifflinburg, PA 17844**

**Phone (570) 966-8290**  
**Fax (570) 966-8304**

## **Student Handbook and Agenda Planner**

**Mr. Daryl Hunsberger, Principal**  
**TBA, Assistant Principal**

***This Student Agenda Belongs To:***

Name \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_\_ Locker # \_\_\_\_\_ Bus # \_\_\_\_\_

## **ATTENDANCE**

In order to assure continuous success in class work, regular attendance is very important. By law, the following reasons for absence are considered excused:

1. Illness/Medical Appointments
2. Death in the immediate family
3. Quarantine
4. Reasons of urgent or emergency nature

All other reasons will be considered unexcused. Such things as shopping, hunting, fishing, missing the bus, helping at home, etc., are unexcused absences.

**When a student is absent from school, Global Connect, the district's communication system, will alert the student's parents or guardians of the absence.**

**When students return to school from an absence, they must first come to the office to sign in and present a written reason (from their parents or guardians) for their absence. If the excuse is not received in 3 days, the absence becomes unlawful.** Students are responsible to report to each teacher for make-up assignments or tests as soon as they return. **Students are allowed extra time to make-up work as a result of an absence.**

Students are credited with a half-day of absence on a regular school day if they miss more than 2 hours and 15 minutes of school. Any student who misses 5 hours or more is credited with a full day of absence.

In cases of chronic absence or irregular attendance without a sound reason, an excuse from a certified physician may be required for any future absences.

After three days of unlawful or unexcused absences, a letter of warning is issued to the parent or guardian of the offending student. A School Attendance Improvement Plan (SAIP) may be implemented to address attendance concerns. Any additional unlawful absence beyond the warning may result in legal action. Chronic truancy will be referred to the proper agency for further legal action.

A student is truant whenever the student is absent from school without permission. A student who is declared truant may be subject to disciplinary action (detention and/or suspension).

Students will be excused only for those holidays now recognized by the Department of Education. Students wishing to be excused for religious holidays and/or instruction should contact the principal. **Students must be present during the school day in order to attend or participate in after-school activities.**

Tardiness can also disrupt the order of the school day. Students are to be in first period rooms by 7:45 a.m. If a student is late for school, he or she must sign in at the office to assure being considered present. A note explaining the reason why the student is late may excuse a tardy student. Students reporting late to school or not reporting to first period class by 7:45 a.m. without a

sound reason four times will be assigned a consequence. Additional consequences for subsequent occurrences will be enforced.

After arriving at school, no student will be permitted to leave school property during the day without permission from the office. Anyone who violates this regulation may lose bus-riding privileges and/or assigned detention.

## **SAFETY**

MASD board Policy #218 specifies that teachers and school authorities may use reasonable force in order to "quell a disturbance, to obtain possession of weapons or dangerous objects, for the purpose of self-defense or for the protection of persons or property." In each district building, a team of teachers and staff are trained annually on the subject of deescalating and managing student crisis situations. Physical intervention is used as a last resort (when de-escalation strategies have proven unsuccessful), when students are unsafe to others or unsafe to themselves. Physical intervention techniques are designed to keep all individuals safe. When a student requires physical intervention a follow-up exam will be given by district nursing staff and parents/guardians will be notified by administrators, so that appropriate behavioral planning and medical or mental health care can be determined. If you have any questions, please contact your child's building administrator.

## **SCHOOL ATTENDANCE IMPROVEMENT PLAN**

As part of an effort to work with families and students, school officials can ask parents/guardians and students to participate in a School Attendance Improvement Conference (SAIC) to address attendance/truancy. During the SAIC process, parents/guardians will meet with school officials to create a school attendance improvement plan that addresses why the student is absent/truant, and create goals in improving attendance in school.

## **APPOINTMENTS**

When it is necessary to schedule a medical appointment during school hours, students are excused only for the appointment and the time it takes to go to and return from the appointment. **Students having a medical appointment during school hours must bring a note to the office when they arrive at school. The note should be signed by the parent and indicate the time of the appointment.** Emergencies are the exception. The student must check into the office before leaving and upon returning from an appointment. **In addition, parents must sign their child out from the office when taking him or her home or leaving for an appointment.**

## **EDUCATIONAL TRIPS**

Parents must submit a pre-planned educational trip form at least five (5) days before a trip. The forms are available in the office. Attendance and current academic performance will be considered before permission is granted. If permission is granted, it is the responsibility of the student to make necessary arrangements for school assignments. Trips that are not pre-approved will, at the discretion of school officials, be regarded as excused or unexcused. Educational trips will not be approved

during PSSA Testing. Additionally, no trip will be approved in excess of ten (10) school days.

#### WITHDRAWING FROM SCHOOL

Any student who moves from the area or withdraws for any reason must report this to the office. Parents must sign for the release of records to the school the child will attend.

#### REPORTING PROGRESS

The Mifflinburg Area School District has a web-based gradebook called ESchoolData that allows parents and students to track students' progress, attendance, assignments, and lunch balances on a daily basis. Parents and students should go to <http://www.mifflinburg.org> and follow the link under the Parents tab to get to ESchoolData to access such information. Parents are encouraged to insist that their child make up work from absences or turn in overdue assignments when noticed. Parents are also encouraged to make an appointment with teachers when necessary.

Report cards will be issued to students at the end of each nine-week period. **Students are expected to take their report cards home to their parents.** Report cards will only be mailed home at the conclusion of the 4<sup>th</sup> Marking Period. Progress reports are issued to students doing unsatisfactory, failing, or near-failing work at the mid-point of each nine-week grading period. The exact dates for distribution appear on the school district calendar. Parents who desire conferences with teachers, the guidance counselor, or the principals are encouraged to call the school and make appointments.

#### GRADING SYSTEM

The following grading symbols are used to report student achievement:

A	92-100	Excellent
B	84 - 91	Above Average
C	76 - 83	Average
D	70 - 75	Below Average
E	Below 70	Failing
I	Incomplete*	

\*Incompletes are issued for students who have missed work. A maximum of two weeks is provided for students to make up this work.

#### HONOR ROLL

Students are recognized for their outstanding academic achievements by being named to the honor roll. In order to qualify for the **Distinguished Honor Roll**, the student must have **all A(s)** on his or her report card for that marking period. In order to qualify for the **Honor Roll**, the student must have a **GPA of 90% (or higher) and no grade lower than a 76%.**

#### PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

Students are recognized for academic success in the classroom. Eligible eighth graders will be honored at a banquet in the spring. To be eligible, a student must have maintained a 92% grade point average throughout the three years at the middle school and score advanced/proficient on the most recent state test in reading or math.

#### ACADEMIC EXCELLENCE

To celebrate academic excellence in grades 6<sup>th</sup> through 8<sup>th</sup>, students who have achieved a 92% GPA coupled with Proficient or Advanced in Math or ELA on the most recent PSSA examination will be acknowledged at an annual Honors Banquet held at the Middle School in the Spring. A certificate of academic excellence will be awarded to all qualifying students.

#### PROMOTION/RETENTION

Promotion/retention in the Mifflinburg Area School District is based on the premise that all students have diverse capabilities and interests as well as individual patterns of growth and learning. Therefore, any promotion/retention procedures must consider the student as an individual and in proper relationship with other students.

A student's achievement of the skills for the grade to which he or she is enrolled and his or her readiness for work at the next grade level shall be evaluated before promotion to the next higher grade is made. In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. A student may be retained in the same grade for further growth and development if, determined by consensus of school personnel, it is in the student's best interest.

#### STUDENT CONDUCT

In the middle school, students are expected to conduct themselves as productive members of a positive learning community. We challenge all students to consciously develop skills of maturity, respect, responsibility and integrity. To maximize achievement, students should set goals for their behaviors that focus on the development of constructive attitudes toward learning.

#### ASSEMBLIES

Students will be accompanied to assemblies by their teachers and will sit in the area assigned to them. Appropriate applause at the proper time is appreciated by presenters and entertainers. Whistling, yelling, booing, talking, and other impolite behavior will not be permitted or tolerated. Students will observe the appropriate PBIS behaviors and voice levels at all assemblies at the Middle School.

#### POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

The Positive Behavior Intervention and Supports Program is a school-wide, comprehensive program specifically designed for middle school students. The program's goals are to help students recognize and appreciate the tenants of Respect, Responsibility and Integrity in our school. The program is intended to improve peer relations at school and create a safe environment for learning. Students will be exposed to various lessons outlining expected behaviors both in the classroom and around the school campus. Voice levels are posted in various locations throughout the school to

remind students of appropriate and tolerable noise levels. Parents are welcome to contact school administrators for more information regarding this program.

**PBIS Voice Levels:**

- 0 = Silence
- 1 = Partner Voice
- 2 = Group Voice
- 3 = "Let it Loose" (Recess Voice)

**CAFETERIA CONDUCT**

1. Breakfast will be served beginning at 7:20 a.m. each school day.
2. Expected behaviors are outlined using lesson plans and videos through the school-wide positive behavior plan.
3. Students will not be permitted to go to their lockers during the lunch period unless they have a signed agenda permitting them to do so.
4. Students requesting permission to visit a classroom for test make-up, etc., must have a signed agenda to that location.
5. Students will not be permitted to "roam the halls" during Lunch/WIN or Homeroom.
6. All students are expected to come to the cafeteria with their sixth period teacher. Students will not be allowed to leave the school property during lunch.
7. Upon arriving in the cafeteria, students may choose between the hot lunch line and the salad bar/sandwich line. Students will key in their account number or have money for a meal when going through the serving line.
8. Cafeteria tables are designed to seat comfortably as many students as there are chairs provided. Extra chairs may not be moved to a table.
9. Students are responsible to keep their table and floor area around their table clean. Students who participate in throwing food or other items will be subject to disciplinary action and formal charges.
10. Students are expected to stay in the cafeteria. All food must be consumed in the cafeteria. No food or drink (or empty bottles) is allowed to be taken out of the cafeteria.
11. Students will raise their hands to be dismissed from their tables by a supervising adult.
12. Students are expected to maintain orderly conduct in the hallway while waiting to go to recess.

**CLASSROOM EXPECTATIONS**

1. Students may ask to leave their classrooms in emergencies.
2. The teacher will decide whether students will be allowed to return to lockers for forgotten books or materials and will sign students' agendas when permission is granted.
3. Students who fail to hand in assignments (homework, essays, book reports, etc.) may be assigned to SHARP. SHARP is the Student

Help Academic Recovery Program that extends the school day to ensure one-on-one help to catch students up in their academic pursuits here at Mifflinburg Area Middle School.

4. Students may carry clear water bottles containing water only.
5. At the teacher's discretion, specific assignments that are several days late may result in assignment to SHARP.
6. Upon returning to school after an absence, students must check with each teacher about work or tests to be made up. Failure to do so could result in assignment to SHARP to make up the work. Extra time to complete assignments can be arranged.
7. Students will have assigned seats to be used at all times, including when a substitute teacher is in charge. Students are expected to be in their assigned seats and prepared for class by the sound of the bell.
8. Students are not permitted to lean back on chairs or put their feet up on a desk or chair.
9. Proper respect of others is expected of all students. Rudeness or disrespect will not be tolerated. Students are expected to respect the personal space of others at all times and keep hands and feet to themselves.
10. Students are to use restrooms during class breaks and lunch. Students should refrain from asking to use the restroom during class.
11. Students are to remain on task during all class sessions without disrupting the learning environment. Students are expected to follow directions as given by their teachers.
12. Academic honesty is extremely important to the learning process. Students should take care to make sure that the work they submit is their own.

**DETENTION**

1. Any student assigned to detention will be given at least one day's notice. This will allow the student ample time to notify his or her parents and make arrangements for transportation.
2. **Students will not be excused from detention without a written request or a telephone call from the student's parents to the principal or the assistant principal. Failure to attend a scheduled detention will result in an assignment to two sessions of detention.** Detention will be rescheduled when it conflicts with previously scheduled medical or dental appointments.
3. Each student assigned to detention is required to report promptly at 2:45 p.m. in the library. The office secretaries will call the students who have been assigned detention to the office during the lunchtime announcements and remind them of their assignment to detention. Students are not permitted to leave the detention room without approval from the teacher in charge. Detention is an extension of the school day, and students are expected to be present for the entire time.
4. The detention teacher will assign students work, and full student cooperation is expected.

Students must come to detention prepared to work. Students may not go to their lockers during or after detention.

5. Credit for attending detention will be awarded to those students who satisfactorily perform the work assigned to them at the discretion of the teacher supervising detention. Students who come to detention unprepared to complete their assigned work or do not satisfactorily complete their assigned work will not receive credit for that detention session and an additional session of detention will automatically be assigned. In-school suspension may be used at the principal or assistant principal's discretion in place of detention if work is not satisfactorily completed.
6. It is the responsibility of the parents or guardians to provide transportation for their children when detention is over at 3:45 p.m.
7. If a student is absent on the date of a scheduled detention, the student is automatically reassigned to the next day detention is held. Detention is held on Mondays, Tuesdays, Wednesdays, and Thursdays.
8. Any time a referral is assigned and detention/suspension is scheduled, students are given a written copy of the referral. Students are expected to share this with their parents on the day they receive it. An additional copy is mailed to parents.

#### **RETRAINING (W.I.N. & H.R.)**

Training and retraining may be used by teachers in place of detention when appropriate. The training program includes: developing, modeling, practicing, reinforcing, and retraining socially and educationally acceptable behaviors. Retraining will occur on the student's valued time. Students are expected to fully cooperate with school staff members who initiate a retraining exercise. Students who fail to attend a retraining session when assigned to do so will be escorted to retraining by the assistant principal the following day and additional consequences will be assigned.

#### **DRUGS AND ALCOHOL ABUSE**

*(Board Policy #227)*

The Mifflinburg Area School District assumes an adamant posture in prohibiting the use or possession of alcohol, drugs and or paraphernalia on school property, on school buses, at school bus stops or at school-sponsored events.

A student who sells, uses, possesses, distributes, is under the influence of, and/or aids in the procurement of alcohol, restricted drugs, over-the-counter medication, any material purported to be a "look-a-like" drug, or drug paraphernalia shall be in violation of Board Policy #227. All school policies may be reviewed by contacting the school office.

Any student involved with these substances can expect out-of-school suspension and possibly be subject to criminal charges. Depending upon the extent of the involvement, students may be referred to the school board for an expulsion hearing. Any student who is

taking prescription drugs should follow guidelines in the **MEDICATION** section of the handbook.

#### **EXCLUSIONS FROM SCHOOL**

Exclusion from school may take the form of **suspension or expulsion**.

- a. Students may be **suspended** from school by the principal or other designated school authority (School Board Policy Reference #233) for a period of one to ten consecutive school days for incidents/infractions of inappropriate behavior(s) as mentioned in this handbook.
- b. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete those assignments.
- c. Students may not attend school activities during a suspension.
- d. Before a suspended student may return to the regular classes, a meeting must be held to review the cause of the suspension and clarify expectations (School Board Policy Reference #233).

Students are subject to **expulsion** from school by the Board for a period exceeding 10 school days and may be permanently expelled from the school rolls. All expulsions require an informal and/or formal hearing (School Board Policy Reference #233).

#### **FIGHTING**

**Violence has no place at school.** Students are expected to resolve differences in an appropriate manner. Failure to do so will result in disciplinary action. Teachers, the guidance counselor, the principal, the assistant principal, and other adults are here to help with conflict. **Fighting, bullying, kicking, hitting, pushing, tripping, verbal threats, and spreading rumors will not be tolerated.**

Fighting will be dealt with on an individual basis. Any student who takes aggressive verbal/physical action toward another student or staff member will be subject to detention, suspension, expulsion, and/or referral to law enforcement agencies (School Board Policy Reference #233).

#### **HALLS .**

*(Voice Level 0-2)*

Keep to the right in the halls. **Always walk. Three minutes are allowed for students to get to their next class.** It is never necessary to run. Students should use a voice level 2 when passing between classes. Students are expected to take the most direct route to their classes and stop to use the restroom before reporting to their class. All students traveling through the hallways during class times should have a signed agenda to their destination. **The agenda should be signed in pen by their teacher.** Students should always remain in their assigned areas.

### HARASSMENT

The Mifflinburg Area School District is committed to maintaining an educational environment for all its students that is free of any type of harassment, abuse, or misconduct, sexual or otherwise. Any student who is found to have violated this policy will be subject to counseling, detention, suspension, or expulsion according to Board Policy #248. Harassment involves behavior that makes school unpleasant for another and may include name-calling, spreading rumors, and other personal misconduct.

### DISPLAY OF AFFECTION

The public display of affection is inappropriate behavior to be displayed at school and at school functions. This includes inappropriate touching, kissing, hugging, holding hands, etc.

### SMOKING/TOBACCO

(Board Policy 222)

Students smoking, chewing, using snuff, e-cigs (JUUL and other like manufacturers), vapes (smokeless tobacco), possessing, or using any form of tobacco is prohibited at any time in the school, on the grounds, on a school bus, or on a school-sponsored trip. Students in violation of this state law are subject to a mandatory citation with a fine and may be required to appear before the District Justice to pay court costs in addition to the fine.

Students in violation of the tobacco policy will be referred to the Student Assistance Program (SAP) for education regarding the health and social risks of such behavior.

Possible disciplinary action for a tobacco violation includes detention, suspension, prosecution and/or admittance to an alternative placement.

### WEAPONS

The Mifflinburg Area School District seeks to provide a safe environment free from weapons and dangerous instruments for students, school personnel, and persons using and visiting school property. School Board Policy #218.1 prohibits weapons of any kind on school property, at school events, or on school vehicles. This policy applies to students walking to or from school or a bus stop. This policy may be reviewed by contacting the school office.

Weapons include such things as, but not limited to, the following: pocket knives, cutting instruments, martial art devices, guns, bows, pellet or BB guns. "Look-alike" weapons and toy guns are included in this policy. Violations of this policy include suspension, expulsion, notification to law enforcement agencies, and a disciplinary record in a student's permanent record.

### AGGRESSIVE BEHAVIOR/THREATS

Aggressive behavior by students will not be tolerated within the confines of school or on school property. Failure of students to abide by this regulation will result in disciplinary or legal action. Any student who is

fighting, making threats, or verbally abusing another student will face disciplinary action, including but not limited to detention, suspension, expulsion and/or referral to law enforcement agencies.

Inappropriate behaviors such as theft and making bomb threats or false fire reports are serious matters and may be subject to disciplinary action, up to and including out-of-school suspension and/or expulsion, as well as referral to law enforcement authorities for possible criminal prosecution.

### BULLYING/CYBER BULLYING

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Cyberbullying** – Forms of verbal and psychological bullying may also occur on the Internet through email, messaging, social networking, and other Internet forums. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

A student who violates this policy shall be subject to appropriate disciplinary action ranging from counseling within the school, suspension and expulsion, to contacting local law enforcement officials.

### CAFETERIA SERVICES

#### Lunch Prices

Student Breakfast	\$ 1.45	Reduced \$ .30
Student Lunch	\$ 2.65	Reduced \$ .40
Milk	\$ .50	
Adult Lunch	\$ 3.60	

**Parents may apply at any time during the school year for free/reduced lunches. Apply online at [www.paschoolmeals.com](http://www.paschoolmeals.com). No student will be denied a meal but parent/guardians are responsible for any debt incurred by the student.**

#### Purchasing Procedures

Students will use their student ID number to purchase school lunches in the cafeteria. Money can be put into a student's account by bringing in cash or a check.

When a student buys a school lunch, he/she will enter his/her ID number on the keypad and the price of the lunch will be deducted from the amount in his/her account. The money on the account may NOT be used

to purchase a la carte items. Cash MUST be used to purchase a la carte items.

Questions concerning student lunch accounts/balances should be directed towards Mrs. Lois Roth at the High School (570-966-8236).

### **GENERAL INFORMATION**

#### **ARRIVING TO SCHOOL**

**Students should not arrive at school prior to 7:20 a.m.** All students should plan to arrive by 7:35 a.m. Students whose parents drive them to school should be dropped off at the drop off/pick up area at the south end of the building. Students will be allowed to enter the building through a side door in case of inclement weather. Students will be allowed to participate in jailball, go to their locker, eat breakfast, or go to the library during their free time in the morning. Students will be dismissed at 7:40 a.m. from those areas and should report to their first period class by 7:45 a.m.

#### **DAILY CLASS SCHEDULE**

7:40	Students go to lockers and to first period classes.
7:45 – 7:47	Attendance, announcements, and opening exercises
7:47 – 8:27	1 <sup>st</sup> Period
8:30 – 9:10	2 <sup>nd</sup> Period
9:13 – 9:53	3 <sup>rd</sup> Period
9:56 – 10:36	4 <sup>th</sup> Period
10:39 – 11:19	5 <sup>th</sup> Period
11:22 – 11:24	Announcements
11:24 – 12:47	6 <sup>th</sup> Period/Lunch/ WIN
12:50 – 1:30	7 <sup>th</sup> Period
1:33 – 2:13	8 <sup>th</sup> Period
2:16 – 2:43	9 <sup>th</sup> Period
2:43 – 2:45	Announcements
2:45	Dismissal

#### **DEPARTURE FROM SCHOOL**

Students are dismissed from school at 2:45 p.m. At the 2:45 p.m. dismissal, all teachers will escort their students to their locker areas. Bus students will report directly to their bus lines. Loitering in the hallways and in the school lobby is not permitted. All students should wait behind the yellow safety line painted on the sidewalk and enter the bus from a single line. For students' safety, running, pushing, and shoving will not be tolerated. When finished at their lockers, walkers should immediately leave the school grounds via sidewalks and crosswalks.

Students being picked up by parents should go to their lockers and wait at the south side of the building. Students should not be picked up in the front faculty parking lot. **Students and parents must make arrangements for prompt pick-up at the end of the day.**

Students who ride a later bus should go directly to the cafeteria when finished at their lockers. All students will

sit at assigned tables for supervision while waiting for buses. The cafeteria restrooms will remain open.

Students who are assigned to detention should immediately report to the library. A teacher will supervise students serving after-school detention. Parents should pick up students at 3:45 p.m.

#### **CANCELLATION OF SCHOOL**

Sometimes school must be delayed, canceled, or dismissed early due to inclement weather. A form of telecommunication called Global Connect will call parents' home or cell phone numbers to inform them of such a decision. All delays, cancellations, and early dismissals will also be announced over radio and television stations. Listen to the radio and TV for all such announcements. **Do not call the school. On days of inclement weather, parents should make specific plans with sons or daughters in the event that school is closed early.**

#### **ACTIVITIES**

A variety of activities are sponsored for students throughout the year. The following rules are in effect for activities:

1. Only Mifflinburg Area Middle School students are permitted on school property during school-sponsored activities.
2. Students must be in attendance during the school day to attend or participate in an evening activity.
3. All students attending an activity must stay at the activity until the conclusion of the program. If a student must leave early, the student must report to the principal or assistant principal to be dismissed to the care of a parent.
4. Students must stay in the area of the activity (i.e., the cafeteria or gymnasium).
5. Students are expected to follow the same student conduct rules and dress code during after-school activities that they follow during school hours.
6. Generally, transportation is not provided for after-school activities.

#### **ATHLETICS: INTRAMURALS**

A variety of "fun" athletic programs will be available for both boys and girls in the middle school. The programs are organized and directed by the school district Intramural Director. Activities will be offered during the coming year after school as facilities and instructors are available. **Parents should make arrangements for proper child pick up at 3:45 pm.** Permission slips are to be filled out and submitted to the office before the start of each intramural program. No student will be allowed to participate without parental permission.

### ATHLETICS: INTERSCHOLASTIC

Several interscholastic athletic programs are available to 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls. This program discourages league standings and championships while encouraging learning the skills and enjoying the game.

**BOYS:** baseball, basketball, football, soccer, and wrestling, and cross country

**GIRLS:** basketball, cheerleading, field hockey, soccer, softball, and cross country

### ATHLETICS/ACTIVITIES CODE OF CONDUCT:

These guidelines apply to all co-curricular activities at Mifflinburg Area High School and Mifflinburg Area Middle School. Co-curricular activities are generally defined as, but not limited to, activities that occur *outside of the school day*. Students are expected to abide by the specifics of this Code of Conduct.

It is the privilege and duty of every person connected with the co-curricular program to exemplify good conduct by his/her own actions and earnestly advocate it before others.

Good conduct is defined as common courtesy, following established rules, appropriate language, cooperation, self-discipline and integrity. It reveals the spirit of the individual, the organization, the school and the community at large.

### ATHLETICS - ATTENDANCE

1. Students are not permitted to participate in practice sessions or actual school events if they are absent from school that day. (Exceptions are a preplanned college visitation/testing, a school-related function, emergency or extenuating circumstance approved by a building administrator.)
2. Students must also be in attendance the full day of school after an event or they will be ineligible to participate in the next event. Acceptability of any excuse will be determined by the building administrator. In this situation, any excused absence is not in question.
3. Any unexcused early dismissal, as specified by an administrator, will result in the student being ineligible to participate in practice sessions or actual school events that day.
4. Any student sent home ill from school is ineligible for all co-curricular activities that day.

### ATHLETICS - BEHAVIOR

As a representative of MASD, co-curricular participants are expected to demonstrate high standards of conduct.

1. Any violation of Board Policy #227 (Drug and Alcohol Abuse) *on school property or at a school event*, including transportation to and from, will result in an immediate suspension from all co-curricular activities. This suspension will continue for a period of 60 calendar days for a first offense and 125 calendar days for a second offense and/or distribution of drugs, alcohol or a mood-altering substance. Should this co-curricular season expire before the suspension is over, the remaining days will be carried over to the next activity in which the student intends to participate. The student is eligible to request a tryout/opportunity to participate in any co-curricular activity after the suspension period ends.

After parental consent is given, the student will be referred to the Student Assistance Program (SAP). The Student Assistance Program is composed of school personnel with special training in adolescent chemical dependency, intervention, and after care. SAP teams have established school-wide intervention procedures for referring students who demonstrate problems with drugs/alcohol. Intervention procedures include identification of students, collection and review of pertinent data, referral for assessment and evaluation, and participation in support program.

2. Any student who possesses/uses/distributes alcohol, drugs, or anabolic steroids *off school property* will be suspended from co-curricular activities for 21 calendar days. A second offense will result in a suspension of 60 calendar days. A third offense will result in a suspension of one calendar year. Should this co-curricular season expire before the suspension is served, the remaining days will be carried over to the next activity in which the student wishes to participate. The student is eligible to request a tryout/opportunity to participate in any co-curricular activity after the suspension period ends.

The suspension period shall be from the date the infraction was verified. If the school year concludes before the suspension has been completed, the suspension will continue with the beginning of the fall season of the next school year. Verified offenses occurring during the summer months when the student is participating in activities under the supervision of district personnel will result in immediate suspension from co-curricular activities for 21 calendar days.

After parental consent is given, the student will be referred to the Student Assistance Program (SAP).



3. Any verifiable violation of MASD Board Policy #222 (SMOKING/TOBACCO USE) with regard to the use of tobacco or other prohibited substances by the participant will result in suspension from the next scheduled event for the first offense. A second offense will result in further discipline to be determined by the principal.
4. The principal may exclude students from any or all co-curricular activities due to serious academic problems, attendance, or disciplinary infractions which result in a suspension from school.

During the regular school year, these regulations are in effect 24 hours per day, 7 days a week. Fall programs that begin before the first day of school are subject to the 24-hour per day, 7-day-per-week regulation. During the summer months when students are participating in school activities under the supervision of district personnel, students will be subject to disciplinary measures dictated by Board Policy #227.

#### **ATHLETICS - GENERAL INFORMATION**

A student may not participate in a school activity without his/her own signature and the signature of his/her parent/guardian on the Code of Conduct form.

The signed Code of Conduct form will be in effect for all activities and athletics for the entire school year, and during the summer months as noted above.

Suspended students may not use school facilities for co-curricular purposes.

It is the principal's responsibility to enforce this policy. Appeals to his/her decision should be made to the principal in writing and should list the reasons for the appeal.

A season or activity will begin with the first day of practice and end with the day after the last event of that season or activity.

#### **BACKPACKS/SPORT BAGS/PURSES**

Because of building safety and the congestion in the classrooms and hallways, backpacks, sport bags, and purses are not to be taken to class. They are to be left in the students' lockers. All clothes and bags needed for physical education classes should be taken to the locker rooms, and large sport bags and equipment needed for after-school practices should be taken to room B-117 adjacent to the office between 7:35 a.m. and 7:45 a.m. All items may be retrieved from their respective locations after school until 2:55 p.m.

#### **BOOK AND EQUIPMENT CARE**

When a student accepts textbooks or any other equipment issued by the school, he or she is responsible

to take care of them. Students will pay for damage or loss caused by negligence or carelessness. Books are to be covered upon the request of teachers. Adhesive covers should not be used. Students are also required to place their names in each one of their textbooks.

#### **BUS REGULATIONS**

The school district provides bus transportation for students who do not live within walking distance of the school. Students living in the Borough of Mifflinburg may walk to the high school and ride a bus to the middle school.

Students and parents are reminded that some school buses are equipped with cameras to enhance safety. The following regulations are in effect at all times:

1. While waiting for the bus in front of the school or at the bus stop, running, pushing, and shoving will not be permitted. Students are expected to stay in an orderly line. **SAFETY FIRST!**
2. All students are expected to exit the building and go immediately to their bus line. Loitering in the hallways and in the school lobby is not permitted.
3. The bus driver has complete authority on the bus and should be treated with respect.
4. All students will be responsible for following the posted rules for bus safety.
5. Use of tobacco products and consumption of alcoholic beverages are not permitted on the bus.
6. Students must bring a note from parents to request a bus pass to ride another bus or exit a bus at a stop other than the student's regular bus stop. **Requests for a bus pass must be obtained in the office by 7:45 a.m.**
7. Students risk losing privileges of riding the bus if their behavior is inappropriate and warrants their removal from the bus for disciplinary or safety reasons. Parents are then responsible for their child's transportation to and from school.
8. No student may leave school property and re-enter to board a bus.

#### **ALTERNATE FORMS OF TRANSPORTATION**

Riding a bicycle to school is considered a privilege. The following safety rules must be followed at all times:

1. Observe all traffic laws, traffic lights, stop signs, one-way streets, and bicycle safety rules.
2. Bicycles must be parked on the racks provided and should be locked.
3. Students are highly encouraged to wear helmets.
4. Violations of these rules will result in loss of bike-riding privileges.
5. Students may not ride skateboards, scooters, or rollerblades on school property. School property has been designated as a non-skating area with "No Skating" signs. Skateboards must be kept in student lockers.

#### **CARE OF BUILDING/GROUNDS**

We are proud of the fine facilities that have been provided for our students' education. Students are expected to show respect for the building and equipment

at all times. Students should refrain from writing graffiti on the inside and outside of the building. Students may be billed for property damages.

**CHANGE OF ADDRESS/ PHONE NUMBERS**

All changes of address or phone number should be reported to the office promptly. Changes during the school year as well as those made during the summer vacation should be reported immediately.

**CLUBS AND ORGANIZATIONS**

Students are encouraged to join the various clubs and organizations offered by the middle school:

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
Band	Band	Band
Chorus	Chorus	Chorus
BC	BC	BC
TSA	TSA	TSA
Art Club	Art Club	Art Club
FCCLA	FCCLA	FCCLA
	Stock Market	Stock Market
	NJHS	NJHS
	PBIS	PBIS

BC – The Builders’ Club is a service organization that provides the members with opportunities to meet the needs of the school, home, and community through volunteer service.

TSA – The Technology Student Association is an organization that provides opportunity for students to challenge their technological ability and compare their technology competencies with other students through local, state, and national competitions.

FCCLA – Family, Career & Community Leaders of America

NJHS –An organization based on scholarship, leadership, character, citizenship, and service. Membership criteria may be viewed online as well as in the school office upon request.

PBIS – School-wide Positive Behavior Committee

**COMMUNICATING WITH STAFF MEMBERS**

Parents are encouraged to contact their child’s teachers at any time throughout the school year. Contacts may be made by telephone by calling the school office at 966-8290. Parents may also contact staff members by email. Staff email addresses are available under “Building Level Directory” of each building’s web page. Teachers will typically respond within a day.

**COMPUTERS/INTERNET ACCESS CONTRACT**

The middle school has computers available for student use in the classrooms, computer labs, and the library. Students may make arrangements to use a computer with a teacher or the librarian. Students should ask for assistance when experiencing problems while using a computer.

An Internet Access Contract will be sent home with a packet of information the first day of school. The contract defines the manner in which the student may use the Internet. Students must sign the contract in order

to use the Internet at school. Parents must sign the contract by the first Friday of the school year in order for their son or daughter to use the Internet.

**COMPUTER ETHICS POLICY**

The Mifflinburg Area School District has always supported the use of technology where appropriate in the educational environment. As we become more dependent on technology, its operation becomes a critical resource. The following guidelines have been established to ensure appropriate user behavior.

**SYSTEM SECURITY/INTEGRITY**

**Users are forbidden from:**

- \*Using someone else’s ID and/or password
- \*Giving someone else their ID and/or password
- \*Non-instructional game playing – report games
- \*Altering or tampering with a computer, either hardware or software
- \*Installing software for which the school district does not have a license
- \*Hacking – attempting to get into a computer’s operating system without authorization

**Users should:**

- \*Report problems promptly – protecting them from being held responsible
- \*Respect the privacy of other users
- \*Use school computers to communicate with others for educational purposes only

**Misuse of computers**

**Users are forbidden from:**

- \*Plagiarizing the work of others
- \*Copying or sharing files with other students
- \*Copying copyrighted software from district computers
- \*Using profanity, explicit material, or pornographic material of any kind will result in detentions, suspensions, or expulsion.

**Penalties for transgressions**

**Users found to intentionally or by mischievous action cause computers to malfunction will be:**

- \*Billed the cost to correct the situation
- \*Subject to disciplinary action
- \*Subject to loss of computer privileges
- \*Subject to suspension and/or expulsion
- \*Subject to criminal action

**DISPLAY OF POSTERS**

Posters may be displayed no earlier than two weeks before the day of the event and must be removed the day following the activity. Corridor tack strips are the only places where posters may be displayed. Nothing should be taped to the wall or windows at any time.

All posters must have approval of the group advisor. In the case of an outside-of-school event, the administration must give approval before the poster may be displayed.

### DRESS CODE

The Mifflinburg Area Middle School administration and faculty realize that proper student dress and grooming habits are best learned at home under the guidance and supervision of parents. The administration would suggest to students and parents that proper school attire include the following guidelines:

1. Tank tops and tops that show the stomach are inappropriate for school. Shoulders may not be exposed. Undergarments may not be visible. All shirts must have sleeves.
2. Boys may not wear muscle shirts or sleeveless shirts. All shirts must have sleeves.
3. Pants worn so low that the student's underwear is exposed is not permitted.
4. Clothing cannot present a hazard or interfere with the educational process. Pant legs should not be walked on or have excessive and revealing holes/rips/tears.
5. No sleep attire.
6. Clothing, buttons, or insignia should not demean or provoke others because of race, religion, national origin, or personal views.
7. Clothing or jewelry that expresses sexually suggestive messages, violence, or promotes drug use, smoking, or use of alcohol is not permitted.
8. Shorts may be worn all year.
9. Students are advised to wear footwear that protects the feet, particularly in PE, TE, and FCS classes.
10. Coats, jackets, and outdoor wear in general are not permitted in the classroom.
11. Clothing worn to school will not be permitted to be worn in physical education class. Students must have separate clothing for physical education class.
12. Hats, visors, and bandanas may not be worn on boys or girls.
13. Heavy neck chains, heavy necklaces, and dog collars are not to be worn around the neck or wrists. Chains are not to be worn on pants pockets.

**Styles and trends in fashion change frequently; therefore, it is difficult for school administration to predict upcoming fashion. The principal has the final decision regarding the appropriateness of the clothing.**

If inappropriate clothing is worn to school, expect the following:

1. Students will be given the opportunity to change into appropriate school clothing.
2. Parents may be called to bring in appropriate clothing.
3. If the parent cannot be reached, the student is expected to wear clothing that will be provided by school personnel.
4. If the practice of wearing inappropriate clothing continues, the parents will be invited to attend a meeting with administration to discuss appropriate dress for school.

### FCS/TE CLASSES

Students may have to pay for some materials used for special projects made in these classes. When completed,

these projects become the property of the student and may be taken home. All bills for materials must be paid promptly.

### GUIDANCE SERVICES

The middle school guidance department offers the following services to help meet student and parental needs: Group Guidance, Small Group Counseling, and Individual Counseling.

**Group Guidance Activities** take place in a classroom setting. Topics covered include, but are not limited to, career development, getting along with others, and friendship development.

**Small-Group Counseling** is a voluntary program designed to enhance students' self-esteem and communication skills. Groups will be formed, as needed, to discuss one of the following topics: self-esteem/socialization, blended family stressors, body image, or dependency. If parents do not want their children to be included in Small-Group Counseling, they should send a note to the office. All group discussions are confidential.

**Individual Counseling** occurs on an as-needed basis. Short term and crisis counseling are two kinds of individual counseling that are available. If long-term counseling seems appropriate, a referral to an outside agency will be made.

The guidance counselor is available to speak with students and parents about personal concerns. All conversations with the guidance counselor are confidential; however, exceptions to confidentiality include issues concerning suicide, homicide, child abuse, or other issues that jeopardize the health, welfare, or safety of a student.

### HOMEROOM PERIOD

A homeroom period is held each day. During this time, students may participate in musical organizations, clubs and service organizations, do library research, make up tests, or remain in homeroom to do homework in a quiet atmosphere conducive to study. Students are encouraged to seek help from their teachers during this time. Some students may be required to participate in other academic-related sessions during homeroom such as SHARP.

Students should report to homeroom promptly and sign out on the homeroom sign-out sheet before going to any other destination. A student's agenda must be signed to that location prior to the homeroom period. In general, students may not leave homeroom without a signed agenda to do so.

### WIN PERIOD

A WIN (What I Need) period will be held for 40 minutes during 6<sup>th</sup> period. All students are expected to use this time appropriately to address an area of academic growth. Some students will be participating in math or communications instruction. Other students may be reading a book approved by their communications teacher or working with a teacher to get academic help. Students should report to their assigned WIN rooms

promptly. Students' agendas must be signed to go to WIN instruction.

### **HOMEWORK**

Assigned work is an essential part of the total educational experience. Students are expected to complete all homework on time and to the best of their ability. It is difficult to justify passing grades for students who fail to satisfy the requirements for a course. Therefore, all work should demonstrate full effort in order to evidence academic progress.

Students are required to keep daily assignment logs in their agendas to help organize their homework plans, and parents are encouraged to review all assignments with their children. **Under no circumstances should a student be permitted to choose a zero over doing the work.** Students may be assigned SHARP on the 3<sup>rd</sup> occurrence of missing or incomplete work. Each additional delinquent assignment may result in additional SHARP referrals or detentions within the same semester. Students may also be assigned to SHARP if checkpoints for the same assignment have not been completed or an assignment is five days late.

Students are responsible for making up homework, assignments, projects, and tests missed during an absence. Students are encouraged to rest and get well so they can return to school as soon as possible to resume their studies. As a rule of thumb, students will have the same number of days to make up the work as they were absent.

Students and parents are encouraged to check homework assignments on our district's website at [www.mifflinburg.org](http://www.mifflinburg.org). Homework assignments are listed on ESchoolData. Parents may call the office by 9:00 a.m. to request work in the case of extended illness and may pick up textbooks and materials.

### **INSURANCE**

A school child accident policy is available to all students in the middle school. Information is distributed to students at the beginning of the school year. Questions regarding school insurance may be directed to the school nurse during the first week of school.

### **INTEGRATED PEST MANAGEMENT**

The Mifflinburg Area School District uses an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds. From time to time, it may be necessary to use chemicals to manage pest problems. When pesticides must be used, students and staff in the school are notified.

### **LATE FOR CLASS/LATE PASSES**

Three minutes are provided for students to get from one class to another. When a student is late for a class and it appears to be unexcused, the teacher will admit the student to class but record the transgression as a minor violation. If a pattern of lateness continues and is excessive, a parent-teacher conference will be requested and additional disciplinary action may be pursued including retraining, detention, and/or suspension. If an

individual student or class has been detained by a teacher and will be late for the next class, the teacher will send a note with the student(s) or call the teacher explaining their lateness.

### **LIBRARY**

All students are urged to use the library materials for both reference and recreation. In order that each student may have the greatest use of the library facilities, the following rules have been established:

1. Students must receive permission from their homeroom teacher, complete their agenda in ink, have the homeroom teacher initial the agenda in ink, and sign out from the classroom.
2. If students are going to the library to do research, the teacher for whom the student is doing the research must have signed the student's agenda prior to homeroom in order for permission to go the library is granted.
3. Students must sign in at the library desk and indicate their purpose for being in the library. All students must have permission to use the library.
4. Reference books are to be used in the library except for overnight encyclopedias, which may be taken out for one night only.
5. Other books may be kept for 2 weeks. If a book becomes 10 days overdue, the librarian will supervise the student while contacting his or her parents.
6. No book should be taken from the library without being properly checked. Books taken from the library without being properly checked out will result in disciplinary action.
7. Students are responsible for all materials removed from the library. Students will be charged for the replacement cost for lost or damaged materials.
8. Students wishing to use back issues of magazines must present a written list to the librarian or aide that includes the name and dates desired. Students are not permitted to look through the magazine files. Magazines and other library materials may be taken from the library only with the librarian's permission.
9. Teachers will set a time limit spent in the library. The librarian or library aide may ask a student to return to his or her homeroom at any time.

### **LOCKERS**

Each student will be assigned a locker for his or her own use. Lockers are equipped with combination locks. Both upper and lower doors must be kept closed and locked at all times. It will be the student's responsibility to remember their combination and to keep it secret. **Students are strongly encouraged to not give their locker combination to other students for any reason!** If students forget their combination, they may get it from the office or from their homeroom teacher. In addition, students should not store items in other student lockers. Students may visit their lockers at the following times:

- before the first period in the morning

- at the end of the fifth period
- at the end of sixth period to return coats/lunch boxes
- at the end of the eighth period (before HR)
- at the end of the ninth period (dismissal)

Students are not permitted to go to their lockers at any other times without using their agendas signed in ink by their teacher. Violating this rule will result in retraining. Repeat offenders may have detention assigned to them.

School lockers are the property of the school and are “loaned” to students for their use during the school year. School authorities may search a student’s locker and seize any illegal or inappropriate materials. Such materials may be used as evidence against a student in disciplinary, juvenile, or criminal proceedings. Prior to an individual locker search, the student will usually be notified and be given the opportunity to be present.

Searches conducted by the administration may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

#### MEDICATION

**Students are not permitted to carry any prescribed medicine or over-the-counter drugs (such as ibuprofen, cold tablets, etc.) at school.** Students must deposit all other medications with the school nurse and/or secretary upon arrival at school. **Emergency medicines, such as asthma inhalers and epi pens may be carried by students who have a form completed by the doctor, parent, and student on file in the nurse’s office.** The procedure for the administration of medication to students by the nurse and school personnel is as follows:

1. Only emergency medication or maintenance medication will be given.
2. Only medication prescribed by a physician will be given.
3. The parent or guardian must present with the medication a signed, dated request valid only on a specific case basis or need for the time period indicated on the request.
4. The parent or guardian must sign the school’s official form of consent/release, which may be secured from the school.
5. **All prescription medications must be in the original pharmaceutical container and must contain the label prepared by the pharmacy. All over-the-counter medication must be provided in the original container and be accompanied by a physician’s order for the medication.**
6. Any drugs that are controlled by the Federal Narcotics Act (for example, Ritalin) must be brought to the school by the parent/guardian and not sent to school with the student.
7. Requests for long-term administration of medications must be accompanied by a doctor’s order and renewed at the beginning of each school year. Any change in dosage or frequency of a long-term medication must be

documented in writing by the prescribing physician and will constitute a new order.

8. **For field trips:** Parents must complete a medication administration consent form and obtain an order from their doctor for all medications needed during the field trip that is not already on record with the school nurse. All medications, prescription and over-the-counter, must be in the original container and properly labeled with the student’s name, medication and dosage. Already established policy/guidelines must be followed for students to carry emergency medications, such as epi-pens and inhalers on field trips. Individual cases will be considered for self administration of medication (but student may not carry). In these cases, a parent must give written consent and their doctor must indicate on the order that the student can self administer. A parent or guardian must provide medication and equipment in the original container.
9. Students will be sent to the school nurse or the principal, if they carry medicine or over-the-counter drugs, etc.
10. Students who need cough drops during school may bring them and a note from the parent permitting the use of cough drops. The note must be shown to the school nurse at the beginning of the school day.

#### NON-DISCRIMINATION INFORMATION

The Mifflinburg Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, origin, gender, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. Mrs. Linda Kline, the district’s Section 504 and Title IX Coordinator should be contacted for information regarding civil rights or grievance procedures, services, activities, and facilities that are accessible to and usable by a handicapped person. Mrs. Kline may be contacted by telephone at (570) 966-8281. Her office is located at the Mifflinburg Intermediate School, 250 Mabel Street, Mifflinburg, Pennsylvania 17844.

#### NURSE AND HEALTH SERVICES

Comprehensive health and dental records are maintained for each student in the building. The nurse schedules physical examinations for 6<sup>th</sup> grade students who need to be examined by the school doctor and reports abnormal findings to parents. Seventh grade students are scheduled for dental examinations by the dental hygienist. Corrective advice notices are sent to parents as necessary.

The school nurse gives all students a vision-screening test each year. Irregular results are referred to the parents for further testing by an eye specialist. Vision screening tests should not be considered as replacements for regular professional eye examinations.

All students are weighed and measured each year. Students in grade 7 have a hearing test. Students in

grade 6 (during physical exams) and grade 7 are screened for scoliosis. Parents are notified of abnormal findings.

The nurse's suite is equipped to attend to minor first aid needs. Before a child is permitted to leave school because of illness or injury, the nurse must check him or her and the parents or guardians will be notified by school officials.

Student health issues will be treated in a confidential manner, consistent with School Board Policy Reference #216.1. Due to changes in laws governing health information, written information regarding students' health concerns will be shared with teachers and other staff only with written permission, which must be renewed at the beginning of each school year. Parents or guardians may give permission by including their child's health issues and providing a signature on the emergency card each year.

#### **PARENT OF RECORD**

In accordance with School Board Policy Reference #238, pupils should be released from school only to the parent of record, unless the parent of record has approved prior arrangements. Parents must state **in writing** to whom their child is to be released (**adult**) for any purpose, i.e., appointments, going home with another student, etc. The office may need to call the parent of record to verify arrangements if someone not listed on the student's emergency card attempts to pick up their child.

#### **PHYSICAL EDUCATION CLASSES**

Correct dress is required of all students for physical education classes. Dress shall include sneakers, clean socks, shorts or sweat pants, and a shirt or top. The clothing worn for physical education class must be different from regular school clothing worn by the student to school that day. Students may be asked to remove or tape body piercings.

Students not having correct physical education attire will make up the class period during a retraining session assigned by the teacher. After three occurrences, students may be assigned after-school detention in addition to the retraining.

All medical excuses from a physician should be presented to the school nurse upon arrival to school and will be accepted when presented to the physical education teacher at the beginning of the class. The physical education teacher will use good judgment and common sense when excuses are presented from parents.

#### **ELECTRONIC DEVICES**

Mifflinburg Area Middle School recognizes cell phones and other electronic devices have become an integral part of the lives of many adults and students. Cell phones and other electronic devices such as iPods, E-readers, iPads, Kindles, Nooks and Tablets can provide our students with the opportunity to access endless educational opportunities. Along with the great

opportunities, electronic devices can provide unwanted distractions throughout the school day.

Mifflinburg Area Middle School has adopted the following guidelines to help ensure educational opportunities are the focus of cell phones and electronic device usage and to minimize distractions they can cause along with teaching our students appropriate use of cell phone and electronic device usage while providing them with a privilege that comes with great responsibility.

**Students may not carry cell phones/electronic devices to class.**

- **Students may use a cell phone or electronic device during class time, in the event that a teacher has given permission to use the phone for a specific instructional purpose.**
- **Students may use cell phones/electronic devices during lunch in the cafeteria and at recess. Students may only listen to music with a set of ear buds or headphones. Students may not use cell phones/electronic devices while in the lunch line.**
- **Students are not permitted to use cell phones/electronic devices in the hallways, restrooms and student locker rooms.**
- **In the event of a personal emergency, students must ask the classroom teacher for permission to go to the Main Office to use the student phone to respond to the emergency.**
- **Cell phones are not to be used during school hours to take pictures, video, or record audio in any way that would be in violation of other school board policies and the Acceptable Use Policy. Students with permission from the classroom teacher may take video and/or photographs for educational purposes only.**

#### **Consequences for violation of these guidelines**

Teachers will keep track of student misuse of cell phones/electronic devices. If being misused the teacher will take the device and hold it until the end of class/period. The teacher will note this infraction. After three instances of misuse the teacher will submit an office referral to the office noting the dates of misuse. The student will receive a night of detention and will need to turn his/her device into the office to be held during the day in the school safe for 5 days during school hours. If a student continues to violate the cell phone/electronic device guidelines he/she can have additional consequences.

**Additional consequences can be assigned if a student misuses their cell phone/electronic device and/or violates the Acceptable Use Policy or published Board Policies. In these cases, the teacher can send the student with an office referral directly to the office.**

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene,

pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. **Cell phones may not be used during a school evacuation/lock down.**

Cell phone use and social networking must conform to State and Federal laws. Students can be prosecuted for transmitting threatening messages and inappropriate pictures and face disciplinary actions such as detention, suspension or expulsion from school.

#### **SECURITY OF BUILDING**

The security of the school building is an important issue for school personnel, as well as parents and students. The middle school is equipped with cameras that are placed strategically throughout the building to enhance building security and maintain a safe environment for students to learn. In addition, all entrances to the building and classrooms are locked during the school day. All students, parents, and visitors should use the entrance at the main lobby during the school day.

The entrance is monitored by a camera. To enter the building while school is in session, visitors are asked to ring the doorbell located on the right side of the door farthest to the right of the main lobby. The bell will alert the office personnel who will use an intercom for means of communication. Visitors may be asked to identify themselves and indicate their purpose for being at the school at which time they will be admitted to the building.

#### **STAFF**

Substitute teachers, student teachers, and members of the support staff are to be recognized as having the same authority as members of the faculty. Students are expected to be cooperative, polite, courteous, and helpful to all staff members.

#### **STUDENT AGENDAS**

All students will be expected to have a notebook or binder in which to keep homework assignments and class papers.

Each student is issued one student agenda for the year. Teachers will expect students to carry their notebooks and agendas to each class, have the papers and assignments needed for class, and to record daily classroom activities and homework assignments in the agendas. Students should exercise proper care of their agendas to keep them in usable condition for the entire year. **Pages may not be removed from the agenda.** Agendas that are lost or destroyed can be replaced by purchasing one in the office.

#### **STUDENT ASSISTANCE TEAM**

A Student Assistance Team is available to help students having problems with drugs, alcohol, or other things that can affect their personal and academic life. Members of the middle school team include the following: Mr. Baker (District Family and Child Specialist), Mr. Fee (Teacher) Mrs. Fetterman (School Nurse), Mr. Hunsberger (Principal), Mr. Keefer (Assistant Principal), Mr. Reitz (Teacher) and Mr. Shriver (Guidance Counselor).

#### **STUDENT RECORDS**

*(Board Policy # 216.1)*

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford students at least eighteen (18) years of age and their parents or guardians certain rights with respect to the student's educational records.

Specific information pertaining to student records and FERPA may be obtained by reviewing Mifflinburg Area School District Board Policy Reference #216.1. All board policies are available for review by interested persons by contacting the school office.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA may be addressed to the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

#### **TELEPHONE**

A telephone is provided on the office counter for students to use during the day for **school business** (i.e., forgotten lunch, clothes for physical education class, musical instrument, books, etc.). Permission to use the phone must be requested from the office personnel. Permission will be given to use the phone only before school or at lunch, except in emergency situations. **Students are not permitted to use cell phones during school hours, except with teacher permission.**

#### **VISITORS**

Parents are welcome to visit the middle school at any time during the year. All visitors must report to the office and secure permission before visiting the building.

#### **SPECIAL EDUCATION SERVICES**

The Mifflinburg Area School District offers programs and services for students needing special education support in the following areas:

##### **Academics**

Services for students whose primary need is assistance with classroom learning.

##### **Life Skills**

Services for students whose primary need is learning independent living skills.

##### **Emotional**

Services for students whose primary need is emotional support and structure.

##### **Speech and Language**

Services for students with speech and language impairments.

##### **Sensory**

Services for students with vision or hearing loss affecting educational performance.

##### **Physical**

Services for students who have physical disabilities. Both physical and occupational therapy are provided to enable students to benefit from educational programs.

### **Gifted**

Services for students who need specially designed instruction to develop their areas of giftedness.

More information on any aspect of special education is available from Mrs. Linda Kline, the Special Education Supervisor at 966-8280 or any building principal.

### **REFERRAL**

Parents who believe their children need special education services should call the appropriate building principal, guidance counselor, or the district's special education office at 966-8280 to request screening and/or evaluation.

Requests for evaluation by a multidisciplinary team must be made in writing. A request form (*Permission to Evaluate (PTE)-Request Form*) is available from principals.

Before an evaluation can be conducted, a parent must grant permission in writing on a form called *Permission to Evaluate (PTE)-Consent Form*. Teachers and other school personnel as well as parents may refer a child for evaluation.

Parents are told:

- who referred their child for evaluation,
- why their child was referred,
- how they can review their child's school records,
- what procedures and types of evaluation will be used,
- that their involvement in the evaluation process is encouraged,
- the schedule for the evaluation process, and
- their rights regarding consent for evaluation. A parent who does not consent to an evaluation may be asked to attend a conference with the teacher, principal, psychologist or other special education staff.

### **EVALUATION**

A multidisciplinary team evaluates a child to determine whether or not a student exhibits a disability as defined under federal and state special education regulations. The team may include a special education teacher and supervisor, speech therapist, counselor and/or school psychologist in addition to the parent, a teacher and school principal. The team reviews the results of the evaluation contained in an evaluation report (ER) and determines if special education services are needed. If parents disagree with the results of the psycho-educational evaluation, they have a right to access an outside evaluation of their child. The Mifflinburg Area School District complies with all federal and state regulations and requirements regarding access to and provision of independent educational evaluations.

If special education placement is recommended, the parents will be part of the team that develops an Individual Educational Program (IEP) for their child.

The district will provide to each student with a disability a free and appropriate, public education. Children may be determined to need special education as a result of the following conditions:

- Autism
- Blindness
- Deafness
- Emotional disturbance
- Hearing impaired
- Mental retardation
- Multiple disabilities
- Orthopedic impairment
- Other health impairments
- Traumatic brain injury
- Visual impairment
- Specific learning disability
- Speech and language impairment

### **DUE PROCESS**

Due process is a series of steps to assure students a free and appropriate public education. At each step in determining a child's needs for special education services, the parent has the right to disagree with the team's decisions. Those decisions may be reviewed in a due process hearing if parents and school personnel cannot reach agreement. Due process is a series of steps to assure students a free and appropriate public education. At each step in determining a child's needs for special education services, the parent has the right to disagree with the team's decisions. Those decisions may be reviewed in a due process hearing if parents and school personnel cannot reach agreement.

**IEP:** Every student receiving special education services must have an IEP, a written individualized education plan. IEPs are developed during conferences attended by the team members. Special education, related services and any regular education programs or activities in which the child participates are described in the IEP.

To ensure that a child's IEP is appropriate for continued growth, the plan is reviewed when major changes must be made (if goals are met more quickly or slowly than expected, or if a child's needs change), and at least once a year.

Parents should keep a copy of the IEP to follow their child's progress, and contact the child's teacher if they have questions.

**NOREP:** Before an IEP can be implemented, the parent is asked to give approval for special education placement by signing a Notice of Recommended Educational Placement (NOREP). This legal document notes the type of program in which the child is to be enrolled.

A child's NOREP is reissued whenever programming is changed to a major degree. Parents should keep the NOREP with the child's IEP in a safe place.

All student information is confidential. It is available only to the child, parents, and individuals who work with the education of the child.



