

# Mifflinburg Area High School

“Wildcats”

2024-2025

## STUDENT AGENDA/HANDBOOK

### MIFFLINBURG AREA HS MISSION STATEMENT

Mifflinburg Area High School empowers students to meet the demands and challenges of a rapidly changing and increasingly complex world by equipping all students with the skills, knowledge, and productive habits necessary to succeed as responsible members of society.

### PHILOSOPHY OF EDUCATION (SBP #101)

The Mifflinburg Area School District believes that:

The development of students as individuals and as responsible citizens is a primary goal of the schools. As students grow intellectually and socially, they must also develop a positive set of personal values to use in understanding and respecting others. With respect for themselves and their abilities, they can more readily perceive and deal with conflicting values and rapid change which occur constantly around them.

In order for the school to achieve these goals, students are encouraged to develop and maintain a positive value in the learning process, even after their formal education is completed. The knowledge, understanding, and appreciation of varied endeavors all clarify the value of continual learning and provide for individual student decisions concerning career selection. The appreciation of the contributions of others in the sciences and the arts further strengthens a healthy mindset about the dignity of labor and the creative process.

For students to achieve these goals, the partnership between students and staff must emphasize mutual support and respect. Students are encouraged to experiment with creative ideas and techniques in their learning. Cultural enrichment, a continual exchange of ideas, the opportunity to communicate effectively with peers, staff, parents, and community give students a chance to mature in a caring environment. The school, parents, and community all share responsibility with the students for their growth so that they can learn to accept personal responsibility, demonstrate academic competencies, and make effective decisions.

### MIFFLINBURG AREA SCHOOL DISTRICT MISSION STATEMENT

The Mifflinburg Area School District is committed to academic excellence, including the cultivation of individual strengths and talents so that all students may become independent, disciplined, and productive adults in a global society.

### MIFFLINBURG AREA SCHOOL DISTRICT VISION STATEMENT/SHARED BELIEFS

Through a commitment to shared beliefs and values, The Mifflinburg Area School District adopts the following principles for all district programs. The district’s commitment to excellence is highly dependent upon the effective adoption of these non-negotiable suppositions, which form the foundation for decisions.

- 1) Everything we do is about educating young people.
- 2) With effort, everyone can achieve.
- 3) Schools are safe, engaging environments for learning.
- 4) Parents are our partners.
- 5) Working together makes us stronger.
- 6) Everyone needs help sometimes.
- 7) No two students are the same.
- 8) We embrace challenge.

## Academic Hours

Mifflinburg High School

- 7:45 am to 2:45 pm
- School Doors open at 7:15 am for all students.
- Students arriving after 7:45 am are considered late and must be signed in at the office.

## AFTERSCHOOL LIBRARY

After school library is held Monday through Friday from 2:50 p.m. to 3:50 p.m. A teacher will supervise the library during this time and can provide tutoring as able and as needed. Students are to sign in and can stay as long as they need to during the designated time. When students want to leave, they are to sign out.

## ALMA MATER

### Ode to Mifflinburg

*We pledge to Mifflinburg our hearts,  
For lessons learned and values true,  
Throughout each year we've played our parts,  
Our futures brighter because of you;*

*This quest for happiness in future years,  
Shall be successful we all know;  
Our Alma mater we hold dear,*

*Our loyalty will always show.*

## ATTENDANCE AND ABSENCES

Beyond becoming a life-long learner, developing time-management skills and developing an appreciation for citizenship; one of the most important life-skills learned by students in the Mifflinburg School District is attendance and timeliness. Any time a pupil has frequent absences from classroom learning experiences, the continuity of the instructional process is interrupted, and therefore the amount and quality of learning can be greatly diminished. For these reasons, the Mifflinburg School District has a comprehensive attendance and truancy policy that clearly outlines what is expected of students and their parents/guardians. The Board of Education requires that school aged students enrolled in the schools of the district attend school regularly and in accordance with the laws of the state.

### Attendance Definitions

Absence - Absence is the nonattendance of a student on those days and half days when school is in session.

- 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.
- Students missing school due to illness for 3 or more consecutive days must have a doctor's excuse.

Excused Absence - Excused absence includes the absence of a student for any one of the reasons listed below in the section titled “Excused Absences”.

Person in Parental Relation - as used in this procedure, shall refer to a custodial biological or adoptive parent; a noncustodial biological or adoptive parent; guardian of the person of a child; or a person with whom a child lives and who is acting in a parental role of a child. This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

Unexcused/Unlawful Absence - Unexcused absence is the absence of a student for any reason that does not qualify as an excused absence, as defined herein and listed below in the section titled “Unexcused Absences”.

Truant – Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Habitually Truant – Habitually truant shall mean having incurred five (5) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

School Attendance Improvement Conference (SAIC) - Schools must make meaningful attempts to encourage parent participation in attendance improvement conferences by advance written notice and attempts to communicate via telephone. The school must hold the conference even if the parent declines to participate or fails to attend. There is no legal requirement for either the child or parent to attend a student attendance improvement conference (SAIC). The school must document the outcome of any attendance improvement conference in a written student attendance improvement plan (SAIP). Schools may not take further legal action to address unexcused absences until after the date of the scheduled attendance improvement conference has passed.

#### Attendance Excuse

Any absence shall be treated as unlawful/unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the student’s return to school. Excuses can be handwritten and taken to the front office of each school or emailed to each building to the following emails:

High School: [hsattendance@mifflinburg.org](mailto:hsattendance@mifflinburg.org)

#### Excused Absences

**A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year.** Likewise, any reason for absence listed below that is substantiated by a written excuse from the healthcare facility, court, college, etc. will not count towards the ten (10) parental excuses. All absences beyond ten cumulative days with a parental excuse shall require written verification from a physician or licensed health care provider that the student has seen in their office. The School District does not have to accept “Reported Illnesses” from a physician or licensed health care provider.

For purposes of this policy, the following list of conditions or situations, not all inclusive, constitute reasonable cause for absence from school:

1. Illness/Medical reasons, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Death in the student’s immediate family
  - a. Parent/Legal Guardian, Sibling, Grandparent, Aunt/Uncle, Near relative living in the home
4. Legal and exceptionally urgent reasons that may affect the child.
  - a. Quarantine of the home

- b. Death, other than an immediate family member such as a close friend or relative
  - c. Suspension from school
5. \*Non-school sponsored educational tours or trips, if the following conditions are met:
    - a. Prior to absence, the parent/guardian submits a written request for excusal on the appropriate form.
    - b. The student's absence has been approved by the building principal. Permission will be based on academic eligibility, attendance, and educational value of trip.
    - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the building principal.
    - d. The building principal may approve requests for no more than three (3) educational trips/experiences, which in aggregate, total no more than ten (10) school days per year.
    - e. Educational trips during standardized testing may not be approved.
  6. Required court attendance.
  7. Participation in a project sponsored by a statewide or countywide group, upon prior written request.
  8. Observance of a religious holiday observed by a bona fide religious group, upon written parental request.
  9. Participation in a religious instructional program, if the following conditions are met:
    - a. The parent/guardian submits a written request for prior excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
    - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
    - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the date and hours of attendance.

\*Each approved non-school sponsored educational tour or trip, regardless of the duration, will count as one (1) parental excuse of the maximum ten (10) cumulative lawful absences verified by parental notification. It is reasonable to expect that students should make up missed assignments.

#### Unexcused Absences

For purposes of this policy, the following list of conditions or situations, not all inclusive, may constitute unexcused/unlawful absence from school:

1. Failure to wake up for school.
2. Missing a scheduled school bus or not having a ride to school
3. Absence without a parent/legal guardian's knowledge
4. Caring for a sibling in a non-emergency situation/babysitting
5. Running errands and/or shopping
6. Pursuing a talent or skill without the administrator's prior approval
7. Participation in a talent or sporting event that is not affiliated with the school's program.
8. Going on vacation (educational trip) without the administrator's prior approval
9. Failure to provide a medical practitioner's excuse when requested or required.
10. Failure to attend school either before or after a scheduled, excused appointment (for example, a dentist appointment, medical check, court appearance, driver's test, etc.)
11. School refusal

**If a student of compulsory age accumulates unlawful/unexcused absences, the district will proceed as follows:**

### Third Unexcused Absence

Within ten (10) school days of a child's third unexcused absence, the school principal, assistant principal or designee shall send an Official Notice of Truancy to the person in parental relation who resides in the same household as the student. Included in this notice shall be a description of the consequences if the child becomes habitually truant. This notice may include the offer of a School Attendance Improvement Conference (SAIC).

### Continued Unexcused Absences

If the child continues to incur unexcused absences after the issuance of the Official Notice of Truancy, the school shall then offer, by advance written notice and/or phone call, a School Attendance Improvement Conference (SAIC) to the child and the person in parental relation to the child, unless a conference was previously held following the Official Notice of Truancy. The following shall apply with respect to a School Attendance Improvement Conference (SAIC):

- There is no legal requirement that the child or person in parental relation attend the conference, and the conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference after advance written notice.
- The outcome of the conference shall be documented in a written School Attendance Improvement Plan (SAIP).
- Further legal action may not be taken to address unexcused absences by the child until after the date for the scheduled School Attendance Improvement Conference (SAIC) has passed.

### Habitually Truant Students

When a child is habitually truant and under fifteen (15) years of age at the time of referral, the school:

1. Shall refer the child to the Union County Office of Children and Youth for services or possible disposition as a dependent child.
2. May file a citation in the office of the magisterial district judge having jurisdiction in the region against the person in parental relation who resides in the same household as the child.

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

### Additional Potential Actions

The building administrator may take further action for inconsistent attendance patterns – especially in the case of habitually truant students, whether the student is compulsory age or not. The actions may include, but are not limited to this list, and shall be based on the severity of the situation.

1. Counseling
2. Reprimand
3. Parent/Guardian Conference
4. Requirement of an excuse from a licensed practitioner of the healing arts
5. Report to child services agency
6. In-school suspension for the purpose of making-up assignments due to prior absences
7. Suspension from extra-curricular activities (clubs, assemblies, class trips, etc.)

## Absence Procedures

When a student is absent from school or class, at any time or for any reason, the following procedures shall be used:

1. Parent is required to submit a written explanation for the student's absence (parent/doctor/etc) to the office upon the student's return to school. Failure to turn in a written explanation will result in the absence being declared unexcused.
2. The office will evaluate the written explanation and make a determination if the absence is excused or unexcused.

## Absence Due to Accident or Illness

When an injury or illness necessitates extended absence from school, homebound instruction is available upon a request by a medical doctor and the parent or guardian. (A request for homebound instruction must be made to the school principal.)

## Medical Appointments

If a student has a medical appointment in the morning, she/he is expected to return to school in the afternoon. Likewise, for an afternoon appointment, a student is expected to attend school in the morning. Only a half-day absence can be given to a student for a medical appointment unless there are circumstances supporting the need for the student to be out of school for the entire day.

## Leaving School/Returning to School Due to an Appointment

Parents should attempt to schedule medical appointments when they do not interfere with a student's school day. However, when it is necessary to schedule a medical appointment during school hours, students should follow the following procedures:

1. Student must bring in a signed parent note and obtain an Appointment Excuse from the office at the start of the day.
2. Upon return to school, student presents the signed Appointment Excuse to the office.
3. Student is excused ONLY for the appointment and the time it takes to get to and return from the appointment.
- 4.

## **CAR PARKING, REGISTRATION AND DRIVING REGULATIONS (SBP #223)**

Pupils driving a car to school should strictly observe all driving regulations as well as all borough and school parking regulations. Students must register the license tag of their vehicle in the main office and obtain a parking permit tag. A student will be issued one parking permit tag; any replacement parking permits cost \$5.00.

Pupils should not park along the west side, in the rear, or in the front of the building during school hours. Student parking is permitted in the faculty parking lot after 3:00 PM and the administrative lot after 4:00 PM on school days.

The school administration shall rescind permission for any student to drive or park on school property who drives unsafely or who does not observe the school's traffic or parking regulations. Permission may also be denied for violation of traffic laws or school rules (by driver and/or passenger) while in route to or from school or any related school activity. Driving privileges may be suspended as consequences for unexcused tardiness, unexcused absences and violation of other school rules. It also is the responsibility of the school administration to prohibit students from driving if their action is of a following nature:

1. Interferes with the instructional purpose of the school,
2. Attracts undue attention which is disruptive to normal school operation,
3. Is a safety hazard to students,
4. Is a safety hazard and abnormal nuisance to the general citizenry and area property owners.

## CHANGE OF ADDRESS OR PHONE NUMBER

Changes of address or phone number during the school term as well as those made during the summer vacation should be reported to the high school office immediately.

## CHROMEBOOK INFORMATION FOR PARENTS (SBP #815)

### Introduction:

Your child has been issued a Chromebook for use in their education in addition to any textbooks or student workbooks they may use. Chromebooks are the device of choice at Mifflinburg Area School District because they provide students of all ages with access to many tools that enhance their learning. Some highlights of those accesses:

1. Assist students in learning concepts in novel and meaningful ways not available in the past.
2. Learning can be customized to provide increased engagement and more purposeful learning.
3. Internet driven solutions are available to join student devices with teacher devices, to promote collaboration, communication, critical thinking, and creativity without regard for place and time, to make learning more seamless.
4. Provide access, even away from the school (with internet connectivity) to schoolwork and collaboration.

Since the device is an important tool in your child's education, we have included information below on the expected use, general use and care procedures, and repair responsibility below.

### General Use of the Chromebook at School:

1. The Chromebook is property of Mifflinburg Area School District and should be utilized for educational purposes only. The student must adhere to the Acceptable Use Policy and the Student Handbook, and failure to abide by these rules may result in a disciplinary referral and/or loss of privileges.
2. The student is **REQUIRED** to bring the Chromebook to school each day, with a fully charged battery.
3. The student is to be the sole user of the assigned Chromebook.
4. The student may receive a disciplinary referral from a teacher for repeatedly failing to bring the Chromebook to class or repeatedly not charging the Chromebook battery (if applicable).
5. The Chromebook will be subject to routine monitoring by teachers, administrators, and technology staff. The student shall have no expectation of privacy while using Mifflinburg Area School District electronic information resources, including but not limited to the contents of computer files or communications undertaken using the
6. The Chromebook and/or the District network. Teachers and/or Mifflinburg Area School District administration may conduct an individual search of a student's Chromebook, files, music, video, e-mail or other related items if there is suspicion that District or building policies, rules, or guidelines have been violated. student and parent/guardian are responsible for reviewing Mifflinburg Area School District's Internet Student Acceptable Use Policy. A copy can be found within the Technology Department at <http://www.mifflinburg.org/technology>.
7. The student is responsible for not leaving the Chromebook unattended and using OR STORING IT in areas which may lead to damage or theft. The student should not use the Chromebook around sporting activities or events. When using the power cord, the student should not leave the cord in areas that may cause a tripping hazard.

8. Mifflinburg Area School District reserves the right to block application downloads, implement security measures, change user permissions, change device settings, or take any other administrative or security steps, as deemed necessary in the District's sole discretion. Any attempt to modify the Chromebook, including but not limited to changing Internet access settings, will be construed as a violation of the Acceptable Use Policy.
9. The student is prohibited from installing or modifying any hardware, software, or peripherals on the Chromebook.
10. The student must observe any hardware/software license agreements entered by the District for the Chromebook and/or its equipment.
11. The student is expected to notify a staff member if information or a message that is inappropriate, dangerous, threatening or makes the student feel uncomfortable is viewed on the Chromebook.
12. Any attempt to bypass the Mifflinburg Area School District filter or change the configuration of the Chromebook will result in disciplinary action and/or loss of privileges.

Chromebook Use at Home (if applicable):

1. The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While the student is at school, staff will make every effort to assure that this resource is used appropriately.
2. The parent/guardian(s) is responsible for monitoring this resource at home (if applicable). It is not advisable for the student to be permitted to engage in long hours of unsupervised time online.
3. If you need internet access assistance at home, please contact your child's school for information on obtaining access.

Caring for Your Chromebook:

1. For prolonged periods of inactivity, please shut down the Chromebook completely before closing lid. Simply pressing the power button is an acceptable shutdown on a Chromebook.
2. Wait until the Chromebook screen is completely black before closing the lid.
3. **DO NOT write, draw, paint, place stickers/labels or otherwise deface your Chromebook or case. (Failure to adhere to this, WILL incur additional fees including cleaning and/or part replacement)**
4. Always use the Dell provided charger for your Chromebook, DO NOT purchase and/or use a self-purchased or owned charger.
5. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. NEVER PICK UP THE CHROMEBOOK BY THE SCREEN. Always close the lid before moving your Chromebook.
6. Be aware that overloading the carrying case will damage the Chromebook (if applicable). Textbooks, notebooks, binders, and other materials are not allowed in the Chromebook bags or cases (if applicable).
7. When using the Chromebook, keep it on a flat, solid surface so that air can circulate. For example, using a Chromebook while it is directly on a bed or carpet can cause damage from overheating.
8. Liquids, food and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook. DO NOT keep food or food wrappers in your Chromebook carrying case.
9. Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports.
10. Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time (including in a car). Extreme heat or cold may cause damage to the Chromebook. If your Chromebook has been in a very cold environment for a long period of time, let it warm up before using it.

Cleaning Your Chromebook (if applicable):

Students are encouraged to perform simple cleaning procedures to the Chromebook as outlined below:

1. Always disconnect the Chromebook from the power outlet before cleaning

2. Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or Chromebook.
3. Wash hands frequently when using the Chromebook to avoid build-up on the touch pad. Grease and dirt can cause the cursor to “jump around” on the screen.
4. You may clean the touch pad with a lightly dampened (not wet) lint free cloth.

General Security:

1. Never leave your Chromebook unsecured.
2. No barcodes or labels should be removed from the Chromebook.
3. Lock your Chromebook in a designated storage facility or secure locker.

Damage, Loss, or Theft:

1. The student and parent/guardian is responsible for filing a police report within 48 hours if the Chromebook is lost or damaged as a result of a theft or any other type of criminal conduct. Once the police report has been obtained, the parent/guardian is responsible for notifying building administration and providing a copy of the police report. Failure to report a stolen Chromebook to police within 48 hours will absolutely result in the parent/guardian being responsible for the fair market value of the Chromebook unless the Chromebook is subsequently recovered and is undamaged.
2. The student and parent/guardian is responsible for reporting loss to the school administration if the Chromebook is lost, left unattended in a classroom, or misplaced. If not found, the student and parent/guardian is responsible for paying the fair market value of the Chromebook.
3. The student and parent/guardian will be charged a fee for any damage to the Chromebook beyond normal everyday use, wear, and tear, regardless of whether the student is at fault, to help offset the actual cost of repair or replacement to Mifflinburg Area School District. Mifflinburg Area School District also reserves the right to alter costs associated with damage and repair upon market availability of replacement parts. Examples of fees include, but are not limited to:

Chromebook: \$400	Motherboard: \$200
Screen: \$200	Charger (Dell OEM 65 watt): \$60
Keyboard: \$75	Shell (Per Side or Palm rest): \$45 each
Touchpad: \$50	Protective Case: \$30
Camera: \$20	Cleaning Fee \$25

4. We recommend that a Chromebook should always be in the protective case when being transported, including but not limited to, travel between classes. A Chromebook that is damaged while being transported without the case constitutes negligence, which will incur out of pocket repair costs.
5. If the Chromebook is damaged or destroyed because the student committed or facilitated a deliberate act of damage or vandalism, the student and the student’s parent/guardian will be responsible for the actual cost of repair or replacement, whichever is less, and law enforcement may be notified by the school administrator of the damage or destruction of public property.

6. Repeated damage/loss of the Chromebook and/or failing to pay fees for repair/replacement due to damage/loss may result in the student facing disciplinary action by their principal.
7. Mifflinburg Area School District reserves the right to repossess the Chromebook at any time if the student does not fully comply with all terms of this Agreement.
8. Unpaid fees of students leaving Mifflinburg Area School District may be turned over to a collection agency. School Mifflinburg Area School District may also file a report of stolen property with the local law enforcement agency if a Chromebook is not returned at the school's request. If families are unable to cover the cost of damage repair, please contact the District office to discuss repayment options.
9. Mifflinburg Area School District will offer Accidental Damage Coverage for accidental damage to the Chromebook at the expense of the parent/guardian for families wishing to participate. Information regarding the coverage is listed below.

**Repair/Replacement of Chromebook:**

1. The parent/guardian(s) and student agree:
  - a. Not to attempt to repair or reconfigure the Chromebook, including but not limited to attempting to open or tamper with the internal components of the Chromebook.
  - b. Report that the Chromebook has problems, malfunctions, or is otherwise in need of repair to the building technology department.
2. The Chromebook must be turned over to Mifflinburg Area School District staff upon request for maintenance, data and file backups, application upgrades, profile changes, or other administrative or support actions.
3. Mifflinburg Area School District technology staff will determine whether the Chromebook is in functioning condition or if a loaner (if available) will be issued to the student. Classroom computers and loaner Chromebooks are also covered by all terms and guidelines in this Agreement.

**Accidental Damage Coverage (ADC) Information:**

Mifflinburg Area School District offers Accidental Damage Coverage to help cover costs associated with repair of accidental damage incurred on a student's Chromebook. This is a per student per year annual cost.

- a. The cost as of the 2024-2025 School Year is \$40 per student and will cover to September 1<sup>st</sup> of the following school year.
  - b. Should be paid online via EZSchoolPay ([www.ezschoollpay.com](http://www.ezschoollpay.com)) or check payable to MASD.
  - c. Families unable to pay for Accidental Damage Coverage may contact the District office for assistance.
2. **ADC** will help offset the repair costs of up to three instances of accidental damage with each claim resulting in less coverage:

First Claim:	100% of damage costs covered.
Second Claim:	50% of damage costs covered.
Third Claim:	25% of damage costs covered.
Additional Claims:	No damage costs covered.

## **CLUBS, ORGANIZATIONS, AND ACTIVITIES**

### **AP Club**

This club is comprised of students currently enrolled in AP Calculus, AP Biology, AP Chemistry, AP United States History, AP European History, AP Statistics, AP English Language, AP English Literature, and/or AP Physics. The purpose of the club is to raise money to defray the cost of taking the College Board's AP exams and to promote success on the exam.

### **Envirothon**

Envirothon is a fun, academic event which occurs in the spring. It challenges students to think critically about the natural world and their roles in it. Envirothon combines in-class curriculum and outdoor training, helping students to learn more about Aquatic Ecology, Forestry, Soil & Land Use, Wildlife, and new Current Environmental Issues each year. Students interested in participating in the Envirothon join the Envirothon club. Its motto is "We like our classroom outside so science becomes relevant and competition creates motivation". This club meets in the evening for a few hours each month to prepare for the Susquehanna Valley Envirothon competition which includes schools in Columbia, Montour, Northumberland, Snyder and Union counties.

### **Family, Career and Community Leaders of America, FCCLA**

The FCCLA is a national organization of students who have taken or are currently taking a course in family and consumer science education. The main goals of the chapter are to improve personal, family, community, and job/career life, and to provide opportunities for leadership development through group and individual activities based on members' concerns and interests within the framework of the family and consumer science curriculum.

### **Fellowship of Christian Athletes (FCA)**

Students will meet biweekly to fellowship and develop relationships by engaging, equipping and empowering each other in their faith. This faith-based club is led by a team of student leaders and is open to all Mifflinburg students.

### **Future Farmers of America, FFA**

The FFA is a national youth organization. All members are exploring careers in agricultural production, products, supplies, mechanics, forestry, ornamental horticulture, natural resources, and other professional agricultural occupations. In Pennsylvania, there are approximately 12,000 students studying agriculture.

### **Future Teachers**

The purpose of the club is to learn about what a teaching career involves while helping the school district foster a love across the K-12 community. This club is open to everyone. We have speaker, hold fundraisers, and volunteer in community programs.

### **Key Club**

Key Club is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership. It is a continuation of the Builders Club from the middle school and is open to all high school students. The Key Club is under the sponsorship of the local Mifflinburg Kiwanis Club.

### **Le Cercle Français (French Club)**

Le Cercle Francais is open to all students who are currently taking or have taken French. Its purpose is to provide more opportunities for speaking the language and to become better acquainted with the culture and customs of France.

### **National Honor Society – Laurel Chapter, NHS**

One of the highest academic honors a member of our high school can attain is membership in the National Honor Society. Requirements for membership are qualities of scholarship, leadership, exemplary character, and a spirit of service during the student's high school years. "Membership in the National Honor Society is both an honor and a responsibility". Students selected for membership are expected to continue to demonstrate these qualities throughout their school career.

Membership in the National Honor Society is open to students in the tenth, eleventh, and twelfth grades. In order to be nominated for student membership in the Laurel Chapter of the National Honor Society, each student must have qualified by meeting the scholarship requirement of a minimum accumulative grade point average of 92%. At the conclusion of the second nine week marking period each year all students who meet the grade point qualifications are listed for possible entrance into the society.

This does not, however, ensure the election of student nominees to the chapter. These names are presented to the faculty council for evaluation on character, leadership, and service. The chapter will follow the established national guidelines.

#### **World Language National Honor Society**

Students are eligible to be inducted into the World Language Honor Society after completing three consecutive levels of either French or Spanish. Students must maintain an A average throughout the three levels and be in good standing in all other classes. The candidate should also demonstrate a strong character, leadership, and service to others. Students will be recognized in a ceremony in the spring and will be eligible to wear their honor society cords at graduation.

#### **Scholastic Scrimmage Club**

The purpose of the club is to compete in Quiz Bowl tournaments and Scholastic Scrimmage games on WVIA. The club is open to everyone. We create tournament teams so everyone can play, and a TV team based on diverse knowledge for the best competitive team we can build.

#### **Spanish Club**

Spanish Club is open to all students who are currently taking or have taken Spanish. The club participates in Homecoming and sponsors dances and other activities throughout the school year. Activities are geared to providing more opportunities to learn about the Spanish language and the countries where Spanish is spoken.

#### **Student Council**

Student Council is an organization comprised of students elected in fall of the school year. The goals of Student Council are to promote the general welfare of student activities, maintain the good name and tradition of the school, and cooperate with the faculty in promoting better citizenship by fostering scholarship, high ideals, and school spirit.

#### **Technology Student Association, TSA**

TSA fosters personal growth, leadership, opportunities in technology, innovation, design and engineering. It is open to all high school students. TSA members apply and integrate science, technology, engineering and mathematics concepts through co-curricular activities, competitive events in March and April and other related programs.

### **CODE OF CONDUCT**

The intent of the Code of Conduct is to promote student safety and responsibility. Students who are under the influence of drugs, alcohol, tobacco and other prohibited substances can jeopardize not only their own safety, health and performance but also the safety of others. Students who enjoy the benefits and privileges of participating in co-curricular activities represent themselves, their fellow teammates or club members, their organization, their school and their community and should do so in a safe and responsible manner.

In order for students to participate in co-curricular activities, students and their parents are required to sign the Code of Conduct form and return it to the main office before participating in a co-curricular activity. 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. Consequences for violation of the Code of Conduct include suspension of 21 or 60 or 125 calendar days (depending on the offense) from events and practices, exclusion from scheduled events and other sanctions specifically outlined in the Code of Conduct and also at the principal's discretion. All students are expected to abide by the Code of Conduct, as violations could involve exclusions from scheduled events despite regular participation in co-curricular activities.

### **CONDUCT AND BEHAVIOR**

Mifflinburg Area High School is proud of its tradition of fine citizenship and expects its students to be courteous at all times.

#### **Assemblies**

For all assembly programs, students will return to their homerooms.

Each homeroom teacher will accompany his/her students to the auditorium and sit with them. The responsibility for students being in their assigned seats and for student conduct lies with the homeroom teacher. The following rules should be observed in all assemblies:

1. Applause at the proper time is appreciated by performers and entertainers.
2. No use of electronic devices is allowed during assemblies.
3. Students displaying poor conduct in assemblies will be escorted from the assembly and will be subject to disciplinary action.

### **Backpacks/Sports Bags**

No bags will be carried during the school day including string bags. Pencil cases and small pouches may be carried for pencils, pens, erasers, calculators, feminine products, etc.

### **Bus Conduct and Video/Audio Recording on School Vehicles**

Proper conduct is always expected on a school bus. Students are to sit in their assigned bus seats. The bus drivers are the school's representatives on the bus and their judgment will be respected in evaluating bus conduct. Students violating bus code of conduct may receive a warning or may have bus transportation privileges suspended for a maximum of ten school days. Additional consequences may be assigned by the school administration. Further violations may result in the Board of School Directors or its designee denying a student the privilege of riding a school bus for an extended period of time. Each school bus and school vehicle are equipped with video and audio recording equipment in an effort to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported. Drivers have the authority to dismiss students from the bus at their homes at the conclusion of the afternoon run.

### **Cafeteria**

Because of the amount of time provided for lunch, students will not be permitted to leave the school grounds during lunch and must remain in the cafeteria or other designated areas during the lunch period.

### **Cell Phones and Electronic Devices**

Cell phones, earbuds, Air Pods, headphones, and other electronic devices will be stored in lockers from 7:45 am to 2:35 pm. In the event of a personal emergency, students must ask the classroom teacher for permission to go to the main office or guidance office to respond to the emergency. Students may use cell phones during their lunch period in the cafeteria, however, are required to return them to their locker immediately after lunch period is over. The School 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.

### **Consequences for violations of these guidelines:**

- **First Violation:** Students will take their cell phone to their locker. The teacher will create a new observation with a student conference about the cell phone expectation.
- **Second Violation:** Cell phone will be turned into the office. A referral will be submitted to the office where detention will be assigned.
- **Additional Violations:** A behavior plan will be created for the student including the cell phone being turned into the office daily for an amount of time to be determined. A parent meeting may be scheduled.

NOTE: Refusal to cooperate with school personnel will result in automatic suspension and possible local law enforcement assistance.

### **Faculty Areas**

Students are not allowed to go into the faculty room. Students are not allowed to use school copy machines in staff workrooms.

### **Financial Obligations**

Parents/guardians of students have an obligation to make restitution when students incur a financial obligation to the school such as textbook and Chromebook damage, library book fines, excessive lunch balances, etc. Financial obligations will be invoiced through the Business Office and payment will be expected in thirty days. Past due invoices may be reported to the District Magistrate or a collection agency for resolution.

### **Food and Drinks**

- Students may consume food or drink during class time, **only if** the teacher has given the student permission to do so. The high school recognizes water as being a healthy choice and will be encouraged, but not mandatory.
- Open food or beverage containers are not allowed in the hallways and drinks should be in re-closeable containers.
- Inside vending machine access is allowed before 7:45 a.m., over the student's lunch period, and after 2:45 p.m. Any student who violates this expectation will be subject to disciplinary action.
- Outside vending machine access is allowed before 7:45 a.m. and after 2:45 p.m. Any student who violates this expectation will be subject to disciplinary action.
- Food and drink are not allowed in the auditorium or gymnasium.

### **Hallways**

Students have three minutes to get from class to class. Running in the halls is not an acceptable practice and constitutes a danger to all students. Students should keep moving in hallways to not jam traffic.

### **Public Displays of Affection**

Public displays of affection, such as kissing, hugging, holding hands, etc., are not acceptable behaviors during the school day. Counseling sessions, lunch remediation, detention and/or other consequences may be assigned to students not complying.

### **Skateboards/Rollerblades/Scooters/Heelys**

Students may not ride skateboards, rollerblades, or scooters on school property. They may not use Heelys in hallways or on school property.

### **COUNSELING GROUPS**

In order to better meet the needs of all our students, the Mifflinburg Area School District periodically offers small group counseling sessions utilizing both district counseling staff as well as outside counseling agencies. These sessions could address such topics as divorce, drug and alcohol abuse, self-esteem, etc.

Parents can request these services at any point in the school year by contacting the building principal. If any staff member feels a child needs to participate in any of these activities, the student will be included unless a parent objects to this participation.

If a parent or legal guardian does not want their child to take part in any of these sessions, a brief written statement to that effect should be sent to the building principal. All such written requests will be kept on file in the building office and that student will not participate in any of the above-described activities for that school year. If no written statement is received, district staff will presume participation of the student is acceptable to the parents/guardians and the student will be included if the need arises.

## **DISCIPLINE**

### **Retraining Program**

The Retraining Program includes: developing, modeling, practicing, reinforcing and retraining socially and educationally acceptable behaviors. Retraining will occur during the student's valued time.

### **Lunch Remediation Procedures**

Students assigned to lunch remediation should report to the designated room with their lunch. If the student desires a school lunch, then s/he should go through the lunch line, purchase a meal and report to lunch remediation. Students will complete a reflection form, discuss the infraction and reflections with the assigned teacher and eat lunch. Students will stay at lunch remediation with the assigned teacher until the students in the cafeteria are dismissed.

### **Detention Procedures**

1. All assigned detention sessions must be served in after school detention classes. Students must be aware that they have a responsibility to conform to school rules regardless of after school jobs, home responsibilities, or involvement with any after school activities. Detention is held from 2:50 p.m. to 3:50 p.m.

2. Any student who is 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/or employer. **EXCEPTION:** Students involved in any extracurricular activities must complete detention sessions before participating in official sporting events such as games or meets. Students will be able to attend and participate in sport practice while a detention is assigned.
3. Students are responsible for arranging their own transportation. Students who are unable to attend their scheduled session of detention must make arrangements with the principal or assistant principal before 8 a.m. of the day assigned.
4. Each student assigned to detention is required to report promptly at 2:50 p.m. Students may not leave school property between 2:45 p.m. and 2:50 p.m. Students must go to their lockers and use the bathroom before the start of detention. All students must leave the building at 3:50 p.m. through the front doors of the building.
5. Attendance credit for detention will be awarded to those students who remain focused/attentive to the work they have or reading.
6. Students who are not compliant will not receive credit for the detention.
7. Students who are absent from school on the day of assigned detention will be expected to make up that detention on their first day back to school unless they make other arrangements with the principal or assistant principal before 8:00 a.m. of the day assigned.
8. A student who is absent from an assigned detention session without prior permission from either the principal or assistant principal will be subject up to an additional consequence such as additional lunch remediation, detention and/or suspension from school.

### **In-School Suspension Procedures**

1. Students assigned to ISS will report to High School Office (front lobby doors) by 7:45 a.m. and wait to be escorted to the ISS room.
2. Students will follow all directions. Students will be asked to place their personal belongings, including electronic devices in an area designated by the teacher.
3. Students will sit in seats assigned by the teacher. Students will be responsible for any damage to seats, workstations, or area.
4. Students will complete assignments provided by their teachers during the assigned subject period.
5. Each student is allowed one morning lavatory break between periods 2-4 and one afternoon lavatory break between periods 6-8. Students may be escorted. No lavatory breaks are permitted during the following periods: 1, 5 (lunch) and 8.
6. Students must place their work (including their silent reading book) on their desktops.
7. Students may not engage in conversation with other students; students must work at all times or silently read.
8. Uncooperative students will face additional discipline that may include additional days of in-school suspension, out-of-school suspension, or other alternatives.
9. Students will be escorted to the front door and presented to an administrator for dismissal when the end of the day bell rings
10. An hourly report of in-school suspension activities will be sent to the assistant principal at the end of each day.
11. Students are to complete a problem-solving exercise and all assignments provided by their teachers in a cooperative manner with the in-school suspension teacher.
12. If any assignments for the day do not get completed, the students will be expected to complete them for homework.
13. ISS students are not permitted on school property or to be involved in any school activities after regular school hours during their assigned ISS time, with the exception of detention if it is assigned.

### **Out-of-School Suspension**

When a student is suspended out-of-school and the parent requests assignments, the student is responsible for completing the assignments prior to return to school. Students who are suspended out-of-school are not permitted on school property throughout the suspension period.

### **Aggressive Behavior**

Aggressive behavior by students will not be tolerated within the confines of the school or on school property. Failure of students to abide with this regulation will result in disciplinary or legal action. Any student who is fighting, making threats, or verbally abusing another student will be disciplined. The following are possible actions that can be taken by school authorities: detention, suspension, expulsion, and/or arrest by law enforcement agencies.

### **Bullying /Cyberbullying (#249)**

“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 also other Internet platforms. 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, loss of school privileges, detention, suspension and expulsion, to referral to local law enforcement officials.

### **Cheating and Plagiarism**

Any student caught cheating or plagiarizing on schoolwork will receive the following consequences: a grade of zero, retake or retest, detention, suspension, and/or other consequences deemed appropriate by the administration. NHS membership could be revoked.

### **Defacing or Damaging School Property**

Defacing or damaging school property is a very serious offense.

These infractions will be treated on an individual basis. It will require full restitution and the possibility of additional disciplinary measures.

### **Dress Code & Grooming**

The dress code serves as a standard for proper attire in a public educational facility. Disrespect for one’s dress, no matter the gender orientation, sexual orientation, race, body type, or otherwise distinguishing factors between all members of the school community, is not acceptable. The school has general expectations regarding the way students present themselves.

Appropriate clothing should follow the guidelines listed below:

- Clothing cannot expose the upper mid-thigh, buttocks, breasts, mid-section, undergarments, or any part of the body that undergarments cover.
- Strap(s) or sleeve(s) must be present on all tops or dresses.
- Students wearing A-shirts or tank tops will have to have a shirt over those shirts that have sleeves.
- Dress must comply with all health and safety codes.
- Shoes must be always worn. If slippers are worn, they must have soles.
- Sunglasses, hats, and hoods may not be worn in the building from arrival in the building until the time you leave (minimum 7:45-2:45).
- Hats MUST be kept in lockers during the school day.

- Clothing promoting or suggesting drug, alcohol, or tobacco use, pornography, hate messages, obscene and/or offensive language or gestures, is not permitted at school or school-related events.
- Sharp, metal, studded apparel or jewelry, including wallet chains, that could cause potential danger to others and property is not permitted.

In the case of a dress code violation, the infraction will be dealt with in the least restrictive and disruptive manner possible.

Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of hair presents a problem, some type of covering should be considered.

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

Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

### **Drug and Alcohol Abuse (SBP #227)**

The Mifflinburg Area School District recognizes that the use of drugs and/or alcohol illegally and/or inappropriately constitutes a hazard to the positive development of students. MASD assumes the adamant posture in prohibiting the use or possession of alcohol, drugs and/or drug paraphernalia on school property, on school buses, at school bus stops or at school sponsored activities.

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 while on school grounds or anywhere is subject to the provisions of this policy, including any disciplinary action.

Any student involved with these substances can expect the following consequences: suspension from school of 3 days up to 10 days, assignment of 12 – 18 sessions of detention, suspension from extra-curricular activities of 60 – 125 days and possible referral to local law enforcement. Depending upon the extent of involvement, students may be referred to the school board for an expulsion hearing.

### **Late to Class**

Each unexcused lateness to class will be registered as a “Minor” behavioral infraction. “Minor” infractions within the Mifflinburg Area High School Behavioral Expectations Matrix will result in consequences such as retraining, lunch remediation, detention, etc.

### **Late to School**

It is expected that students arrive at school and be in their homeroom prior to 7:45 AM. If a student is late to school, they will be directed to the Main Office to sign in and for a “Late” blue slip, which will be their entrance to class. Excessive unexcused lateness to school will result in consequences such as loss of student driving privileges, restriction of participation of events and activities, lunch remediation, or detention. Additional disciplinary measures may be taken by the administration. Students may receive a grade of zero for work missed due to an unexcused lateness.

### **Leaving the Building and School Property**

Students who ride a school bus or arrive on school property by other means will not be permitted to leave school property during the day without permission from the office. Parents will be called. Local police may be contacted for assistance. Consequences, such as detention and suspension, will be assigned.

### **Profanity**

The use of any profanity is not acceptable. Incidents of profanity will be evaluated by faculty, staff, and administration. Consequences may include lunch remediation, detention and/or suspension. If a student uses profanity towards a student or staff member, then the student will receive suspension.

### **Public Conduct on School Property (SBP #713)**

No person on school property shall:

1. Injure or threaten to injure another person.
2. Damage the property of another or of the school district.
3. Conduct him/herself in such a manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the school district or any other activity taking place on school property.

Violators of this policy will be subject to the following: suspension, expulsion, or other appropriate penalties as may be determined.

### **Repeated Classroom/School Disruption**

Any student repeatedly disrupting the classroom or school activities shall be subject to an escalating series of detention, suspension, and expulsion.

### **Safe Crisis Management: Informed Consent Statement (SBP #218)**

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 de-escalating 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 administration.

### **Smoking/Tobacco/Vape Use (SBP #222)**

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; smokeless tobacco in any form; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces, as well as look-alike items/devices including, but not limited to electronic cigarettes.

The Board prohibits students from possessing, using or selling tobacco at any time in a school building, on a school bus and on school property. The Board prohibits tobacco use, possession or sale by students at school sponsored activities that are held off school property. Any student who violates the tobacco use policy can expect the following consequences: suspension of one to three days, referral to local law enforcement for citation and other possible consequences.

### **Unlawful Harassment (SBP #348)**

The Mifflinburg Area School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. Any student who is found to have violated this policy will be subject to the following penalties; reprimand, counseling, detention, suspension, or expulsion.

### **Weapons and Dangerous Instruments (SBP #218.1)**

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.

Weapons include such things as, but are not limited to: 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 the student's permanent record.

### **DISTRICT TRANSPORTATION(SBP#810)**

Transportation is a vital part of our total school program. Each child requiring district transportation is given a bus assignment including bus number, designated stop, and approximate time the bus will arrive. The bus stops are located as conveniently and safely as possible for all concerned.

#### **Bus information for each child can be found in Synergy under the tab "Other Info"**

The following school board approved transportation policies are in place for Mifflinburg School District:

1. **No child/children will be permitted to ride a bus other than their assigned bus.**
2. As Needed Alternative Transportation (Bus Pass) is intended to provide transportation for childcare purposes or split guardianship that are long-term needs for a stop that is not located near a student's residence.
3. Long-term Alternative requests can be completed on the district website → Departments → Transportation and should be completed **48 hours** in advance of the need for a change in transportation.
4. Long-term Alternative bus requests need to be completed individually for each child and DO NOT roll over from year to year.
5. **Long-term Alternate transportation stops are limited to one (1) alternate stop per student**, except for students with court ordered custody arrangements.
6. **One-Day bus passes will not be issued for any student. If you believe you have an emergency, please contact the building principal for guidance.**
7. Keep in mind when filling out requests for long-term alternative transportation that the district does not alter existing routes and will make every effort to use already existing bus stops at the closest proximity to the requested residence.
8. Long-term Alternative transportation requests are subject to availability of space on each bus.

### **BUS RULES/REGULATIONS**

Children who ride the bus should know the safety and conduct rules. School bus transportation is a privilege and convenience. Student responsibility and parent cooperation are essential for everyone's safety. Persistent disregard of school bus rules will result in a student losing the privilege of riding the bus. **Should a student lose this privilege, it becomes the responsibility of the parent or guardian to provide transportation. In an effort to maintain safety on buses, cameras are installed to monitor behavior. Parents should be advised that the video and audio obtained from the bus cameras may be used to determine appropriate consequences for behavior on the bus.**

Please discuss the following rules with your child:

1. Children should go to their seats and remain there until they reach their stop.
2. Students should keep head and arms inside the bus—not sticking out the windows.
3. Students may not bring animals, beverages, water guns, squirt bottles, glass containers, or firearms and explosives, etc. on the bus.
4. Students should keep hands and feet to themselves while standing in line or when getting on and off the bus.
5. Students should use a quiet voice while riding the bus and while waiting in the bus line.
6. Older students should be considerate of younger children at all times.
7. When entering the bus, students should let it come to a full stop before entering.
8. Misbehavior will not be tolerated and will be handled accordingly. Proper discipline will be maintained by the driver, transportation director, and/or principal. Remember, riding the bus is a privilege, and as such, it can be taken away.

If you have a transportation issue or question for an individual child, please call the school in which your child is enrolled first to receive guidance. All school building offices are staffed at least one-half hour before and after the school day.

High: 570-966-8230  
District Transportation Office: 570-966-8246  
Rohrer Bus Company: 570-966-8390

### **EMERGENCY DRILLS AND PROCEDURES**

MASD currently employs four School Police Officers (SPO) that are stationed in each one of our buildings. While on duty during the day, our officers are consistently checking entrances, patrolling the inside and outside of our buildings, providing feedback for our emergency operating plans, and communicating with building Principals concerning the safety and security of each building.

Each of our school buildings has a single point of entry with indicators on outside doors to report to the main office for entry. All visitors must sign into the main office and register their drivers license through our Raptor software. Our district buildings are equipped with both inside and outside security cameras. All district employs are to have an ID badge visible at all times and all classroom doors are to be locked and secured throughout the school day. In addition, all of our school buildings practice the following emergency procedures and drills:

- Monthly fire drills
- Evacuation and reunification drills for a variety of emergency situations
- Intruder and lockdown drills using ALICE (Alert, Lockdown, Inform, Confront, Evacuate)
- Severe weather drills and bus evacuation drills

Schools need to practice emergency and intruder drills for students and staff to be prepared with the knowledge of how to respond should such an event occur. We will always keep families informed specifically of intruder drills prior to and during those events so that it will not create the panic of not knowing if the event is real or not. As the year progresses, MASD will practice our emergency procedures by planning an emergency intruder/lockdown drill that

includes sending messages out to families immediately to indicate that a drill is in progress in order to keep parents informed while also testing our communication system. It is the practice of our schools to always begin a drill with the alert to our students that “This is a drill.” The intent of all our drills is to empower students to be knowledgeable of their surroundings and be well prepared for an emergency situation. All of our drills are practiced for a variety of situations and our district teachers make great efforts to prepare students accordingly.

In addition, there is a possibility that our middle school and high school will sweep the schools with police drug dogs to ensure that our schools are free of illegal substances at some point during the school year. If you have any concerns about the safety and security of any of our school buildings throughout the school year, please contact the building principal or feel free to reach out to Danielle Dressler, head of safety and security for Mifflinburg School District.

### SECURITY CAMERAS

Security of the school and buses is an important issue. Students are reminded that the school district is equipped with security cameras, inside and outside of all of our school buildings to enhance building security. Each school bus and school vehicle is equipped with video and audio recording equipment.

### VISITORS

All visitors must enter through the main office and sign in at the office upon entering the building. Visitors should present their driver’s license to be entered into the Raptor Identification system and given a name tag. Visitors will be escorted by school personnel and should not be left unsupervised throughout the school building.

### EMERGENCY PLAN-SUSPECTED DRUG OVERDOSE

Mifflinburg Area High School is working to prevent opioid and substance abuse in our students. Deaths from prescription painkillers (opioid or narcotic pain relievers) have reached epidemic levels in the past decade. Many of these deaths are preventable through timely delivery of an emergency response plan. Mifflinburg High School is adding a prescription medication (Naloxone) to our school health offices. Naloxone is used as an emergency medication to help reverse an opioid overdose.

#### **Symptoms of opioid overdose:**

- Will not wake up or respond to your voice or touch
- Breathing is very slow, irregular or has stopped
- Fingernails or lips are turning blue or purple
- Gurgling or snoring noises are heard from mouth

**If someone is found with any of these symptoms, immediately call for help and report symptoms to the school nurse.** Protection from criminal prosecution is provided by law for any person who reports a suspected overdose as well as for the person whose overdose they report. Prompt reporting of suspected overdose can help to save a life!

### EXTRA CURRICULAR PROGRAM ELIGIBILITY (SBP #122)

The Mifflinburg Area School District recognizes and accepts the educational values inherent in a broad, varied and well-defined program of extra-curricular activities. The Board of School Directors therefore directs that each school shall have and each principal shall be responsible for such a program in their schools, operating them in accordance with Board policies, applicable regulations and the direction of the superintendent.

Extra-curricular activities are defined as those activities which ordinarily occur outside the regular program requirements of a class or curriculum, including athletics, band, and cheerleaders. Such activities are an integral part of school life and are used as a means of developing wholesome attitudes and good human relations as well as knowledge and skills. These activities often require as much careful planning and supervision as student experiences in the academic subject area; however, care must be taken that these activities do not take precedence over subject matter areas but remain as supplemental activities to the basic courses of study.

While it is desirable that students participate in such activities to the extent that they further their educational development, it is of paramount importance that such participation shall not jeopardize pupil's academic achievement nor exploit their time and talent.

The Board of School Directors supports and endorses eligibility requirements as a condition of participation in these extra-curricular activities. These eligibility requirements will depend upon earning and maintaining satisfactory progress in school subjects.

### **Eligibility Requirements (SBP #122)**

1. No student shall be permitted to participate who is failing two (2) or more credits but less than three (3) unless he or she has a cumulative grade point average of at least a 74% in all courses. The student will be placed on probation.
2. No student shall be permitted to participate who is failing three or more credits regardless of their cumulative grade point average. The student will be ineligible for one week.

### **Enforcement Policy (SBP #122)**

1. If a student is failing two or more credits but less than three, he/she and his/her coach will be notified on Friday. The student will be on probation for one week beginning Sunday through the following Saturday. During this time the student may not practice, participate in activities and should work on his/her grades.
2. In a case where a student is failing three (3) or more credits, the student may not participate or practice for one week, beginning Sunday through the following Saturday.
3. In cases where a student is not passing a minimum of four (4) full credits, the student may not participate or practice for one (1) week beginning Sunday through the following Saturday.
4. If at the end of this week of probation or ineligibility and the student's grades do not meet the above requirements, the student will be ineligible to participate or practice with his/her team for a period of 2 weeks. On the Friday of the second week, the student will check his/her grade average with all of his/her teachers. If his/her grades do not meet the above requirements, the student will be ineligible for another week. (All weeks are Sunday through the following Saturday).

### **General Requirements (SBP #122)**

1. Initial eligibility shall be determined by the previous marking period grades, except for the last marking period. In this case, the final grade(s) for the year (average) will determine eligibility. Should a student not be eligible as determined by the final grade(s), that student may attempt to improve his/her grades by attending summer school. If, as a result of attending summer school, the student's average is raised to meet the requirements, he/she is considered eligible and may begin participation in the fall.
2. In cases such as band, the student who is declared ineligible will participate in any regularly scheduled classes but would not be permitted to perform in marching or related activities occurring outside the school day. A student's non-participation in such activities because of ineligibility will not affect his/her regular class grade.
3. Normally, an "incomplete" must be made up within ten school days. However, in unusual circumstances, this period may be extended with permission from the principal. "Incompletes" become effective on the day report cards are distributed, but are not counted in determining a student's average. Students may participate in extra-curricular activities during the period of time an "incomplete" is in effect.
4. The principal, athletic director, advisor and/or coach shall jointly implement this policy. In any instance, the decision of the principal shall govern the eligibility of a student.

### **PIAA Standards (SBP #122)**

School standards cannot be less strict than PIAA standards. In any instance where they are in conflict, the PIAA Rules will be in effect.

Rules students should know:

1. In order to be eligible for interscholastic athletics, a pupil must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. Back work may be made up, providing it is in accordance with the regular rules of the school.

2. In cases where a student's work in any preceding grading period does not meet the standards provided for in the above statement, said student shall be ineligible to participate in inter-scholastic athletics for the first fifteen (15) school days of the next grading period.
3. Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school at which the pupil attended.
4. At the end of the school year, the student's final credits in his/her subjects rather than the credits for the last grading period shall be used to determine his eligibility for the next grading period.

### **Verification of Continuing Eligibility (SBP #122)**

The procedure for checking a student's continuing eligibility will be as follows:

1. At the beginning of each activity, the designated coach, sponsor or athletic director must provide a list of eligible student participants to the building principal for certification. One student list shall be filed in the principal's office and one list shall be retained for the sponsor's files.
2. Faculty members must submit a list to the building principal or designee each Wednesday before leaving school containing the names of students who do not have passing grades in their classes.
3. The principal or designee of each school has the responsibility for determining that student participants are in compliance with eligibility requirements. It shall be generally understood that all students except those listed by faculty members as failing in specific subjects are earning passing grades.

### **Athletics**

The Constitution and by-laws of the Pennsylvania Interscholastic Athletic Association govern interscholastic athletics.

The high school principal and athletic director administer the program.

The following interscholastic sports are listed in our program:

Football	Soccer	Field Hockey	Tennis
Basketball	Softball	Wrestling	Golf
Track & Field	Cheerleading	Baseball	Bowling
Lacrosse	Cross-Country		

### **Private Transportation – Athletics (SBP #123.2)**

Buses will be used for all away games and away scrimmages. Students who are members of the athletic teams or the cheerleading squad going to a contest, practice or game, will return on the bus. It is the responsibility of the coach in charge of the squad or the advisor of the cheerleaders to see that this regulation is carried out. Any exception shall be made through the Athletic Director or building administrator.

### **Requirements and Awards (SBP #123.2)**

Requirements for earning an award have been established. Athletes should be informed of these requirements prior to the season. This will add more meaning and significance to earning a letter of performance.

Special athletic awards shall be given to those participants who are members of a team that win a conference championship, state or sectional titles or go undefeated. The coach, director, principal, superintendent and Board of School Directors shall determine the type of award. Outside organizations must have prior approval of the administration for any athletic award.

Requirements for earning athletic awards in individual sports:

Baseball

- Play in one-half of the innings; or,
- Letter for a pitcher shall be determined by the coach; or
- Four years participation.

Basketball

- Play in one-half of the total quarters; or,
- Seniors participating three years will receive a letter.

Bowling

- Bowl in one-half of the total games bowled.
- Seniors at the discretion of the coach.

#### Cheerleading

- A cheerleader who cheers a minimum of 90% of a season's games will receive points as follow: JV-Junior High Football, ½; Varsity Football, 1; Jr. High Winter Season, ½; JV Winter Season, ½; Varsity Winter Season, 1.
- A varsity letter will be awarded to any student earning two (2) points in cheerleading in one year.

#### Field Hockey

- Play in one-half of the halves; or
- Seniors at the discretion of the coach.

#### Football

- Play in one-half of the total quarters; or
- An injured starter will receive a letter at the discretion of the coach; or
- A senior participating for three years will receive a letter.

#### Golf

- Play one-half of the matches.

#### Mat Cats

- Must attend all matches for a period of two (2) years to be considered for a varsity letter

#### Soccer

- Play in one-half of the total quarters; or
- An injured starter will receive a letter at the discretion of the coach; or
- A senior participating for three years will receive a letter.

#### Softball

- Play in one-half of the innings; or
- Letter for a pitcher shall be determined by the coach; or
- Seniors at the discretion of the coach.

#### Student Manager

- Three years in one sport.

#### Swimming

- Must meet District qualifying time to earn a varsity letter.

#### Tennis

- Participate in one-half of the matches; or
- Win one-half of the matches participated in.

#### Track and Field

- Must earn 15 points.
- Must participate in CSC League Meet, or Freshman Sophomore meet and if qualified, in the District Meet.
- Valid excuse will be accepted only if received by coach 72 hours before the meet. Emergencies will be reviewed and acted upon by the coach in an individual manner.
- How to earn points in dual meets: Individual Event -First, 5 points; Second, 3 points; Third, 1 point; Relay – First, 3 points; Special Meets (i.e.) CSC & Freshman/Sophomore; Individual Event-Points earned; Relay-1/2 points earned Rounded up.
- Qualify for districts with 5 points.
- Be a member of the team for four years.
- Coach's discretion with high school Principal approval and Athletic Director approval.

#### Wrestling

- Earn 12 team points, or
- Wrestle one-half of the varsity matches during the year; or
- Three years of participation at the end of the senior year.

#### Trainer

- Be present for 3/4 of all practices and contests

### **Eligibility of Athletes (SBP #123.2)**

In order for a student to compete in interscholastic athletics, the student must fulfill completely all the regulations and requirements set forth by the PIAA and/or Board Policy.

### **Release From Class (SBP #123.2)**

It is the basic policy of the Mifflinburg Area School District to keep to the very minimum the number of times a student is given permission to leave class for extra-curricular activities. The time that students are to be dismissed for athletic activities will be decided by the building principal conferring with the athletic director. Under normal circumstances it seems that 2:00 p.m. is early enough to release a student for athletics. The P.A. announcement is the responsibility of the coach.

### **Athletic Insurance (SBP #123.2)**

The Mifflinburg Area School Board of Education has approved the purchase of a partial excess policy of insurance for interscholastic athletics. The Athletic Department pays the fee for this insurance coverage.

The partial excess coverage is not a full coverage policy. It is strongly suggested that parents provide additional accident insurance for their student athletes. Partial excess coverage means that the school insurance company will pay up to the first \$100.00 for a claim, providing the injury occurred while the student was participating in a school sponsored interscholastic athletic program. If the claim exceeds \$100.00, it will be the parent's obligation to file a claim with your insurance company. If there is an unpaid balance after the parent's insurance company has met its obligation, the school insurance will then provide for the payment of additional bills, up to the limit of our insurance carrier's policy. In the event that there are still outstanding bills, the bills become the obligation of the parent.

If the parents do not have any insurance, the school insurance company will pay insurance claims until they reach the limits of our insurance carrier's policy. The parents will then be obligated to pay the remainder.

### **Extra-curricular Participation When Late to School or Absent from School**

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 entire day (7:45 a.m.–2:45 p.m.) 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 that day.

**Student Activity Fee** All students in grades 7-12 who are involved in a school sponsored interscholastic athletic team, marching band, or cheerleading squad must pay a \$30.00 activity fee, which entitles them to participate in the activity. This is a one-time fee for the school year. It will be collected the second week of practice during your first sports season of the year.

### **Uniforms**

All uniforms must be turned in within one week of the last event. Varsity letters will be withheld, and students will not be permitted to participate or be a spectator at any sporting event until their uniform is turned in or paid for in full.

### **FUNDRAISING PROJECTS (SBP #229)**

All fund raising projects conducted during the year must be approved and scheduled by the principal or assistant principal in the main office. Since there are many organizations in our school, these projects should be kept to a minimum. Fund raising activities are to be conducted by members of each respective school club or organization. Assistance from other

clubs or organizations is discouraged. Students are not permitted to sell or take orders within the school for any item, which is sponsored by organizations outside the school system.

Requirements for fund raising by recognized clubs and organizations at the Mifflinburg High School. For items sold by students:

1. If item is sold at a rate equal to the price of equivalent item sold locally, some reasonable profit should be realized.
2. If an item is sold at a price higher than the local price for the equivalent item, then all receipts above that local price should be additional profit to the selling group.
3. No selling is allowed during classes.
4. No raffles will be conducted by any organization within the school. No outside raffle tickets are to be sold on school property by students.

## **GRADING, GRADUATION REQUIREMENTS AND OTHER ACADEMICS**

### **Grading System (SBP #213)**

It is basic to the philosophy of the Mifflinburg Area School District that students will respond more positively to an opportunity for success than to the threat of failure. The district seeks, therefore, through sound objectives in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes of evaluating student performance. It reports that achievement through the use of symbols as presented:

- (4) A = 92%-100% -- Excellent; indicates outstanding work characterized by skillful organization and thorough understanding.
- (3) B = 84%-91% -- Above Average; indicates a better quality of work characterized by careful preparation.
- (4) C = 76%-83% -- Average; indicates that the required work has been completed, but there is room for improvement through more careful preparation and presentation.
- (5) D = 70%-75% -- Below Average; the lowest passing mark which barely meets requirements.
- (0) E = Below 70% -- Failure; indicates failing work.
- (I) I -- Incomplete work

The issuance of these grades on a regular basis serves to promote a process of continuous evaluation of student performance to inform the student, his/her parents, and/or guardians of his/her progress, and to provide a basis for bringing about change in student performance, if such change seems necessary. Report cards outlining each student's progress will be required by the respective school for each nine-week period. Progress reports, where applicable, shall be issued at the midpoints of each marking period.

### **Make-up Work (SBP # 213)**

Students must contact teachers about make-up work on the day they return to school. The teacher will decide the type of make-up work and arrange a time for the make-up work. No more than ten (10) school days will be allowed by any teacher for make-up work completion. Under extenuating circumstances, other arrangements can be made by written permission of the high school principal.

In the case of an extended illness (three or more days), the office may be called for assistance in getting assignments. Students may receive a grade of zero for work missed due to an unexcused absence.

### **Semester Examinations (SBP #213)**

Semester Exams will be given in courses of one (1) credit or more. These exams shall be teacher prepared and shall be administered at the completion of each semester. They shall be comprehensive for the entire semester. Each student must take both semester exams to receive credit for the course. Students who take the AP exam for that AP specific course will

be exempt from the final exam. Those students' final exam grade would be calculated instead from the mathematical average of the third and fourth marking period report card grades.

The administration shall schedule them and no more than four (4) days shall be allowed for all exams each semester. The amount of credit for each semester exam shall be five percent (5%) of the total grade. Requests for excused absence from school for educational tours or trips may not be approved during final exams.

### **Reporting Periods – Report Cards and Mid-Term Failures**

The school year is divided into two semesters and for some classes, four marking periods. The marking periods end after forty-five days of schoolwork. The report cards will be posted on Synergy for parents to access. If a paper copy is necessary, it may be requested by contacting the main office.

A midterm progress report will be issued at the conclusion of 4 1/2 weeks in each report period. These reports will be available via Synergy.

For semester courses, students cannot earn less than a 50% for the first 9 weeks. The second nine weeks of the semester will reflect the grade the student has earned.

For yearlong courses, students cannot earn less than a 50% for the first three marking periods. The fourth marking period grade will reflect what grade the student has earned.

### **Synergy (Student Information System)**

Student Information System is available for parents/guardians to check on their student's progress and assignments on a daily basis.

### **Honor Rolls (SBP #213)**

It is the intent of the Mifflinburg Area School District to recognize excellence in academic achievement. At the senior high school level, the Board of School Directors authorizes and encourages the listing and publication of scholastic honor rolls. Such scholastic honor rolls in the school district require the following:

1. Distinguished Honor Roll – A non-weighted grade of 92% weighted (A) in all courses.
2. Honor Roll - The composite of a minimum of a 90% weighted total average in all subjects and a non-weighted grade of no less than 76% (C).
3. Honor Graduates – A cumulative weighted average of 90% or higher over four years of high school. Honor Graduates will be permitted to wear an honor tassel at commencement.
4. The honor rolls shall be listed and published by grade level at the close of each grading period.
5. The selection of students at the end of the final grading period shall be based on grades earned for that period rather than on an average for the preceding periods.

### **Student Rank Determination**

It is important to the school for recognizing outstanding achievement and presenting school awards or honors and for making recommendations to colleges or prospective employers.

Rank order is a statistical method of describing how well the members of a class performed during their high school years. It does not include individual characteristics, traits, abilities, or student knowledge. The resultant distribution treats all students alike. An approximate rank order is computed at the termination of the eleventh year, and a final rank order is determined upon graduation. The following method shows how subject grades and credits are applied to determine student standing. The final weighted (where applicable) numerical grade in each subject is multiplied by the given credit for that subject to obtain the credit point value for that subject. To arrive at an approximate class standing, merely add the credits and the credit point value for the ninth, tenth, and eleventh grades and then divide the credit point value by the credits. A final student average is computed in the same fashion but includes a four-year period. Individual student averages are then distributed into a rank order. The relevance and value of this statistical distribution of student averages is for the people or institutions that need it for particular situations.

Example: 

<u>Course</u>	<u>Grade</u>	<u>Credit</u>	<u>Credit Point Value</u>		
AP English Lit	90	x	1.08	=	97.2
Mathematics 85	x	1.0	=	85	

Social Studies	95	x	1.0	=	95
Science	88	x	1.0	=	88
Physical Ed	90	x	.5	=	36
401.2 ÷ 4.4 = 91.18 Credit Point Average					

### **Graduation Requirements (SBP #217)**

Twenty-two credits in grades 9, 10, 11, and 12 shall be satisfactorily completed for graduation by all students and shall include the following:

1. Five units of English are required for all students who spend four years at the home school. The English requirements for these students are two units of English required in grade 9, and one unit of English required in grades 10, 11, and 12.
2. Four units of English are required for all students who are enrolled in the SUN ATI program or Alternate Senior Year program. The English requirements for these students are two units of English required in grade 9, and one unit of English required in grades 10 and 11.
3. Three units of science.
4. Three units of mathematics.
5. Three units of social studies.
6. One unit of economics or consumer economics.
7. One unit of health.
8. One and one-fifth units of physical education.
9. Full time SUN ATI and alternate senior year students will be required to contract a fourth-year physical education course during their senior year.
10. Five and one-half units of credit in additional courses approved as graduation credits by the school district.
11. Credit will be awarded for high school level courses taken in middle school and will be noted on the high school transcript.
12. The SUN ATI Program is a 180 day or full-time program. These students must successfully complete six (6) units of work at the SUN ATI during their 12th grade.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but s/he may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

### **Valedictorian/Salutatorian (SBP #240)**

1. The valedictorian will be the student with the highest weighted numerical average as computed at the end of eight semesters of high school work.
2. The salutatorian will be the student with the second highest weighted numerical average as computed at the end of eight semesters of high school work.
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. In case of a tie for salutatorian, co-salutatorians will be honored.
5. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors.
6. To be eligible for valedictorian or salutatorian honors, a student must be in attendance at Mifflinburg Area High School prior to and continuously following the tenth school day of the student's junior year.
7. Announcement of the valedictorian and salutatorian will be made at the commencement exercises.

### **Promotion and Retention (SBP #215)**

The basic program of promotion/retention in the Mifflinburg Area School District is based on the premise that all students have diverse capabilities and interest 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/she is enrolled and his readiness for work at the next grade level shall be evaluated before promotion to the next higher grade. These students who have mastered at least the minimum skills as defined in the course definition will be promoted and those who have not will be retained. Students are advanced to the sophomore standing upon completion of 5.5 credits or more during the ninth grade. Advancement to the junior standing shall be made upon completion of a total of 11 credits during freshman and sophomore years. Advancement to the senior standing shall be made upon completion of a total of at least 16.5 credits completed in freshman, sophomore and junior years. Required courses as promulgated must be included in any advancement.

### **Credit Recovery**

Credit Recovery is provided as part of the high school program. It is used for those students who have failed classes and for make-up work. To be eligible for credit recovery, students must have a failing grade no less than 50% in the subject to be repeated. Students may only schedule 2 credits during a summer session and 1 per semester during the school year, excluding health/physical education.

### **GUIDANCE**

The Mifflinburg Area High School Guidance Department is comprised of two counselors who are focused on facilitating each student's personal, social, academic, and career development. The counselors work in collaboration with students, parents, faculty, administration, and other stakeholders to best prepare students for post-secondary education and career success. A variety of services are offered to assist with this process. They include but are not limited to: academic, personal, and career counseling on an individual basis as well as in small groups; assessments to aide in future planning (PSAT, AP Exams, and various career related inventories); the scheduling of visitations from post-secondary admissions representatives to MAHS; processing college applications; advertising scholarship opportunities available to students; providing financial aid resources to students and families; and course scheduling guidance in accordance with student identified career pathways.

### **HOMELESS**

#### **MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM (SBP # 251)**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

**DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11425(2)): CHILDREN WHO LACK A FIXED REGULAR AND ADEQUATE NIGHTTIME RESIDENCE:**

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights

**Students who are in temporary, inadequate and homeless living situations have the following rights:**

1. Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
2. Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
3. Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

**When a student is identified as being McKinney-Vento eligible, staff will:**

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

**For additional information, contact Danielle Dressler, Director of Student Services @ 570-966-8246.**

**INSURANCE**

A school child accident policy is available to all students in the high school. Information is distributed to students at the beginning of the school year. Questions regarding school insurance may be directed to the business office.

**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. Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications at their school.

To be on the notification registry, please do so in writing to Mr. George Boyer, IPM Coordinator, Administrative Office, 178 Maple Street, Mifflinburg, PA 17844 or by email at [gboyer@mifflinburg.org](mailto:gboyer@mifflinburg.org).

**KEY CONTACTS**

Dr. Ken Dady	District Superintendent	570-966-8200
Mr. Jeremiah Allen	Principal	570-966-8240
Mr. Duane Snayberger	Assistant Principal	570-966-8231
Mrs. Danielle Dressler	Director of Student Services	570-966-8246

Mrs. Melanie Kerstetter	School Nurse	570-966-8242
Mrs. Mallery Raup	Guidance Counselor	570-966-8252
Ms. Jennifer Anderson	Guidance Counselor	570-966-8248
Mrs. Lois Roth	Food Service	570-966-8241

**LIBRARY INFORMATION**

**Circulation of Materials**

Books and back issues of magazines may be borrowed by students.

Circulation period-----2 weeks

Renewal-----allowed if not reserved

Some reference materials may circulate overnight, subject to librarian approval. They may not be checked out until the end of the school day and must be returned before first period the next school day.

Please bring the materials you wish to renew with you to the library.

**Interlibrary Loans**

Books may be borrowed without charge through the statewide ACCESS PENNSYLVANIA program. The librarian will assist students with ACCESS PA requests. Overdue items will result in the loss of interlibrary loan privileges.

**Library Conduct**

Students coming to the library should utilize e-Hall Pass upon entering and leaving the library. Students should be considerate and respectful of others. Failure to comply with the set expectations of library behavior will result in loss of this privilege and/or disciplinary action by administration.

**Lost Materials**

Lost materials must be replaced at the original cost or at the present cost if this is greater in addition to the fines accrued.

**Theft or Defacement of Library Materials**

Students will be held responsible for the full replacement cost of defaced or stolen materials. Anyone caught willfully damaging or stealing library materials may lose borrowing privileges for the remainder of the school year and be subject to disciplinary action.

**LINK CREW**

Link Crew is a freshman transition program that welcomes freshmen to MAHS and makes them feel comfortable throughout the first year of their high school experience. Built upon the belief that students can help other students succeed, Link Crew advisors train members of the junior and senior class to be Link Leaders. As positive role models, Link Leaders are motivators, leaders and teachers who guide the freshman to discover what it takes to be successful in high school.

**LOCKERS, LOCKS, AND SEARCHES (SBP #226)**

A locker is assigned to each student to provide safe storage of books, clothing, school materials and personal property. All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

A locker may be inspected at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the school.

School officials are authorized to search a student’s personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the student or the school population. Students shall assume responsibility for maintaining the security of their lockers.

Prior to an individual locker search, the student shall be notified and given an 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.

Students are **NOT** permitted to share lockers.

Lockers must be locked at **ALL** times.

**NO** materials may be attached to lockers.

### **MEALS AND PAYMENT AT THE CAFETERIA**

We are pleased to inform you that Mifflinburg School District will be implementing a program available to schools participating in the National School Lunch Program and School Breakfast Programs called the **Community Eligibility Provision (CEP)**. All enrolled students of Mifflinburg Elementary, Intermediate, Middle, and High Schools are eligible to receive a healthy breakfast and lunch at school at **no cost** to your household each day of the school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

### **MEDICATION POLICY AND SCHOOL NURSE (SBP #210)**

Students are not permitted to carry any prescription medicine or over-the-counter drugs (such as aspirin, cold tablets, etc.) at school. All medications must be deposited with the school nurse upon arrival at school by the student. 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 (example antibiotics) will be given.
2. Only medication prescribed by a physician will be given. All medication must be in the original container and properly labeled with the student's name, medication and dosage. All over-the-counter medication must be in the original container and be accompanied by a physician's order for the medication.
3. Parent or guardian must present a signed, dated request with the medicine valid only on a specific case basis or need for the period indicated on the request.
4. Parent or guardian must sign the school's official consent/release form which will be secured from the school.
5. Any drugs which are controlled by the Federal Narcotics Act (for example, Ritalin) must be brought to the school by the parent/guardian and cannot be sent to school with the student unless special arrangements are made with the school.
6. 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.
7. Standing order medications will be given at the discretion of the school nurse with prior parental/guardian permission.
8. Students must see the nurse, a secretary, or health aide for an excuse before going home because of illness.
9. All injuries and accidents are to be reported to the nurse.
10. Referrals for vision and hearing are sent from the nurse.
11. If the nurse is out, students should report to the main office.

The Mifflinburg Area School District will not assume responsibility for the schedule of administering the medication. In the event the child suffers a reaction to the medication or fails to receive the medication, the Mifflinburg Area School District and personnel will not be responsible for such reaction or failure.

### **MUSIC PERFORMANCE ORGANIZATIONS** **MUSIC PERFORMANCE ORGANIZATIONS**

#### **Chamber Choir**

Chamber Choir is a smaller ensemble selected from the members of Concert Choir in 10<sup>th</sup> through 12<sup>th</sup> grade. This group learns about and performs music specifically written for small ensembles at a more advanced level. Admittance to Chamber Choir is through audition at the end of the preceding school year, and the ensemble currently rehearses during homeroom.

#### **Color Guard – Marching Band**

The color guard performs as a unit of the Marching Wildcats during the marching season providing colorful visual enhancement of the band's music with a variety of equipment.

#### **Curricular Ensembles**

Concert Band, Concert Choir, and Concert Band and Choir are curricular courses offered by the school district. Through these courses, students learn music literacy, technique, and repertoire for performances throughout the school year.

Additionally, enrollment in these courses provides students with the opportunity to have individualized instruction with the ensemble directors through instrumental and/or vocal labs.

### **Drama Club**

Drama Club is an optional extra-curricular activity that involves musical and non-musical performances. Each year, the MAHS Drama Club presents a Fall Play and Spring Musical. Students have opportunities to perform onstage or serve as members of various crews (building/stage, sound, lighting, hair/make-up, ushering/front of house, marketing/PR). Performance opportunities are selected by audition, and crew opportunities are selected by application.

### **Marching Band**

Marching Band is an optional co-curricular ensemble. To be eligible for this group, a student must be enrolled in Concert Band for the school year. Marching Band begins in May, but students are eligible to join until band camp in late July. Once band camp happens, students may join but may not be able to participate in the field show. The marching band rehearses Tuesday and Thursday nights from August until November, performs at the high school varsity football games, and usually participates in one to two dedicated marching band events.

### **Modern Band**

Modern Band is a student led ensemble focusing on the performance of contemporary pop, rock, hip-hop, and rhythm and blues music in addition to their related genres. The music is mostly chosen and rehearsed by the students. This group is open to any students who play guitar, electric bass, drum set, keyboards, brass/saxophone, or to any interested singers.

### **Pit Orchestra**

Each spring, the Drama Club presents a musical theatre production. Positions in the pit orchestra are available to interested instrumental students according to the needs of the production and the ability of the students.

## **NAUTILUS**

The high school yearbook, The Nautilus, is issued at the end of each school year. A staff of representative seniors, juniors, and sophomores, aims to present a complete view in prose and pictures of students and faculty, as well as academic and extra-curricular activities during the current school year. The Nautilus is completed in an elective Photojournalism class and some afterschool time.

## **NON-DISCRIMINATION POLICY FOR TITLE IX, SECTION 504 AND CHAPTER VI (SBP #103)**

The Mifflinburg Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender or disability in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

TITLE IX - 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 Compliance Officer and Title IX Coordinator. Title IX Coordinator Mr. Renee Jilinski may be contacted by telephone at (570) 966-8200. For information regarding services, activities and facilities that are accessible to and useable by a person with disabilities, you may contact Mrs. Jane Spickler, 570-966-8281.

## **OFFICE HOURS**

Offices are open from 7:15 a.m. to 3:15 p.m. daily except for school holidays and the summer. During the summer, offices will be open Monday, Tuesday, Thursday, and Friday from 9:00 a.m.-3:00 p.m. and Wednesday from 9:00 a.m.-12:00 p.m. Supervision of the campus by high school personnel begins at 7:15 a.m. and continues through 3:00 p.m. on regular school days.

## **OPENING EXERCISES (SBP #807)**

At the beginning of each school day and immediately following the Pledge to the Flag both students and faculty shall be given the opportunity to observe a brief period of time in silence. The period of silence shall be governed by the following:

1. Students or faculty who do not wish to engage in this brief interlude will refrain from any act that would interfere with the rights of others.
2. The period of silence shall not be intended or identified as a religious exercise.

The Board believes that all students in the Mifflinburg Area School District should learn the principles of liberty and democracy expressed in the Declaration of Independence and the Bill of Rights. The Board further believes that one's love of country is promoted by the ceremonies and observations held in the public schools and that the Flag of the United States is a symbol of our great American heritage and democratic ideals. In addition, the Board accepts the fact that the salute to the flag and daily Pledge of Allegiance help students to learn these principles.

Therefore, each principal is directed to provide, at minimum, a daily program for the salute to the flag and the Pledge of Allegiance. In addition, the National Anthem, or a similar requirement is made for all appropriate public events.

The Board recognizes the religious beliefs of some students may prohibit their participation in these patriotic exercises. Students, however, are expected to show respect for the rights of others during such events.

At the beginning of each school day and immediately following the Pledge to the Flag, both students and faculty shall be given the opportunity to observe a brief period of time in silence.

The period of silence shall be governed by the following:

1. The length of time will be determined by the principal but should not exceed 60 seconds.
2. Students or faculty who do not wish to engage in this brief interlude will refrain from any act that would interfere with the rights of others.

3. The period of silence shall not be intended or identified as a religious exercise.

Announcements will follow the opening exercises made each morning at 7:45 a.m. ALL TEACHERS ARE EXPECT TO SHOW THE PLEDGE OF ALLEGIANCE, ALLOW FOR THE MOMENT OF SILENCE, AND ENSURE ALL STUDENTS WATCH THE MORNING ANNOUNCEMENTS. THIS SHOULD CONCLUDE BY 7:50 A.M. EACH DAY.

### **RISE**

Mifflinburg Area High School supports the implementation of a school-wide positive behavior intervention and supports system. The high school has the RISE team which is made up of teachers, staff, students, and administration. The RISE team works to support the faculty, staff, and students in pursuing our three expectations of:

- BE RESPECTFUL!
- BE RESPONSIBLE!
- BE INVESTED!

RISE stands for Respectful, Responsible, and Invested Equals Success and Excellence!

RISE has established the following expectations for behavior based on the following areas: Auditorium, Cafeteria, Classrooms, Hallways, Library, Restrooms, Study Period, and Technology.

### **SCHOOL BOARD POLICIES (SBP)**

School Board Policies (SBP) that have been referenced in this handbook are available on the school district website, [www.mifflinburg.org](http://www.mifflinburg.org).

### **SCHOOL CLOSINGS**

If school is delayed, canceled or dismissed early because of inclement weather or other emergencies, announcements will be made on Blackboard Connect, the district website, the district Facebook site as well as: WNEP-TV, Channel 16; WBRE-TV, Channel 28; WYOU-TV, Channel 22, and these radio stations: WPGM-1570AM, Danville; WKOK-

1070AM, Sunbury; WMLP-1380 AM, Milton; WYGL-1240 AM and 92.3 & 98.3 FM, Selinsgrove; WILQ-105.1 FM and KISS-102.7 FM, Williamsport

### **SCHOOL RESPONSIBILITIES (SBP #102)**

The Mifflinburg Area High School will:

1. Assist students to develop behavior, which indicates positive feelings about themselves and their capabilities.
2. Encourage students to demonstrate a tolerance and respect for the feelings and opinions of others.
3. Provide the opportunity to develop the basic skills necessary to prepare students intellectually.
4. Encourage students to demonstrate a positive attitude toward the learning process and the school's educational program.
5. Encourage students to accept responsibilities as individuals.
6. Provide the opportunity for students to develop positive physical health habits and emotional stability.
7. Encourage creativity by providing students varied means of expression in their learning experiences.
8. Develop the skills and the attitudes, which will prepare students for their career selections and life goals.
9. Provide the opportunity for students to become aware of and appreciate the accomplishments which others have contributed to their cultural heritage.
10. Develop the skills which students can utilize to become flexible and independent learners in a rapidly changing environment.
11. Encourage mutual and open communications among the students, professional staff, Board of Education and the total community.
12. Aid the students in identifying, clarifying and constructing a positive set of values.
13. Provide students with the opportunity to develop socially within the structure of the school program.
14. Develop a total school program based upon the recognition of individual needs and abilities of all students.

### **SECURITY CAMERAS**

Security of the school and buses is an important issue. Students are reminded that the high school is equipped with security cameras, inside and outside, to enhance building security. Each school bus and school vehicle is equipped with video and audio recording equipment.

### **SPECIAL EDUCATION**

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 building principals or special education supervisor Jane Spickler at 966-8280.

### **Referral**

Parents who believe their children need special education services should call the appropriate building principal, guidance counselor, or the special education office at 966-8280 to request screening and/or evaluation. Parents who believe their pre-school children have special needs should inform the school when they make an appointment for kindergarten registration.

Screening for kindergarten is conducted in early spring. Other screening activities are ongoing and include:

- Teachers' observations of students
- Academic assessments
- Vision and hearing screenings
- Review of cumulative files-including attendance records, health reports and report card grades
- Speech/language screenings
- Support and monitoring from building teams

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 the 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.
- 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 and possibly 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 psychoeducational 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 each student with a disability a free, appropriate, public education. Children may be determined to need special education due to the following conditions:

- Autism
- Blindness or deaf
- Deafness
- Emotional disturbance

- Hearing impaired
- Intellectual Disability
- 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, 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. These decisions may be reviewed in a due process hearing if parents and school personnel cannot reach agreement.

### **IEP/NOREP**

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 people in education working with a child and to his or her parents.

## **STUDENT ACCEPTABLE USE OF COMPUTER NETWORK SYSTEMS/INTERNET (SBP #815.1)**

### **Purpose**

The purpose of computer network use, including Internet access, shall be to support education and academic research in and among the schools in the Mifflinburg Area School District by providing unique resources and the opportunity for collaborative work. Network facilities shall be used to support the district's curriculum and enhance communications and research capabilities for students, teachers, administrators, and support staff.

### **Definition**

The Mifflinburg Area School District ("District") has established the Mifflinburg Area School District Technology Network ("System"). The System provides opportunities for communication: (1) within the school district; (2) outside the school district among educational and non-educational entities; and (3) through worldwide resources such as the internet. The System includes but is not limited to any District-owned, leased or licensed or user-owned personal hardware, software, or other technology used on school district premises or at school district events, or connected to the school district network, containing school district programs or school district student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer.

The Internet is a worldwide collection of computer networks, connecting millions of computers in nearly every country. Access to the System allows the user to participate in a variety of efficient and educationally valuable learning experiences through the Internet; however, students in the Mifflinburg Area School District will be limited to using the Internet to support the District curriculum, policies, and mission statement.

### **Definitions**

Bandwidth – a measure of available or consumed data communication resources.

Bandwidth intensive application – any application which may cause a general slowdown of computer function.

Executable files – files in a format that a computer can directly execute. This includes but is not limited to files stored on a flash drive which, when the flash drive is connected to a computer, the computer can access and run directly from the flash drive without needing the files to be downloaded directly onto the computer's hard drive.

Fair use – the limited use of copyrighted material without the need for permission from the rights holder, such as use for scholarship or review.

### **Authority**

The use of network resources, including the Internet, is a privilege, not a right; inappropriate use will result in the cancellation of these privileges and/or appropriate disciplinary action. All student network users must complete and sign an acceptable use agreement that indicates that they understand and will abide by the provisions of this policy.

The district reserves the right to log network use and to monitor fileserver space utilization by district users. Users should not expect or assume any right of privacy with respect to the System. Routine maintenance and monitoring of the System may lead to the discovery of a potential violation or misuse of the System. System administrators may access or examine files or accounts that are suspected of unauthorized use or misuse. Searches will be reasonable and in the context of the alleged violation. Communications, access logs, and other System records may also be subject to search by outside parties upon a court order. An authorized system administrator may remove or alter any necessary file that threaten to interfere with the operation of the System or that violates some portion of this agreement. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the System.

The District is under no obligation to support personal devices on the premises, and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The District shall not be held liable for the loss of student created files. Student network files will be deleted at the conclusion of each school year.

District technology and technology services depend on finite resources such as bandwidth and server storage. All users will be expected to maintain their files and access to services in a manner that is conducive to efficient resource allocation. Users are expected to monitor the number and size of files stored on computers and the network, and delete old or unnecessary files. Bandwidth intensive applications should be kept to a minimum.

All users must make reasonable efforts to protect against theft or damage of district equipment. Personal laptops left unattended must be secured to a desk or other fixture with a laptop lock, or locked in a cabinet or locker.

### **Delegation of Responsibility**

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

1. Utilizing a technology protection measure that blocks or filters
2. Internet access for minors and adults to certain visual depictions that are obscene, pornographic, or harmful to minors, or determined inappropriate for use by minors, according to the provisions of this policy.
3. Maintaining and securing a usage log.
4. Monitoring online activities of minors.

### **Acceptable Use**

Acceptable use of the System must support education and academic research consistent with the mission and educational goals of the school district. Use of network and computer resources must comply with rules appropriate for that network. Network accounts are to be used only by the authorized owner of the account for authorized purposes.

The determination as to whether a use is appropriate lies solely within the discretion of the school district.

Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and State and Federal law. The use of the computer network System for illegal, inappropriate, or unethical purposes by students is prohibited. Specific prohibited uses of the System include, but are not limited to, the following:

1. Commercial, political lobbying, illegal activity, and product advertisement.
2. Hate mail, discriminatory remarks, and offensive or inflammatory communication.

3. Fraudulent copying, communications, or modification of materials in violation of copyright laws. This includes duplicating material from the Internet that could not be considered Fair Use for education purposes without permission from the creator unless permission is so stated. Users that violate copyright laws will be solely responsible for such violations.
4. Inappropriate language or profanity on the network and transmitting material likely to be offensive or objectionable to recipients
5. Intentionally obtaining or modifying files, passwords, and data belonging to other users. This includes reading, executing, changing, or deleting any file belonging to someone else without permission from the owner.
6. Destruction, modification, abuse or unauthorized access of system hardware, software, and files; using approved district software or internet solutions to mask prohibited activities.
7. Using software, altering proxy settings, or using any other means to bypass district content filtering or network security settings.
8. Impersonating another user, anonymity, and use of pseudonyms
9. Loading or use of unauthorized games, programs, files, or other electronic media as well as placing inappropriate stickers or decorations on the device.
10. Installing software on computers without proper license and approval of the technology department
11. Intentionally or negligently using computing resources in such a manner as to cause congestion and performance degradation of the System or disruption of the work of other users
12. Plagiarizing the work of others
13. Copying or sharing files with other students and submitting it as individual work.
14. Altering or tampering with a computer, either hardware or software
15. Attempting to repair, alter, or relocate hardware without the approval of the technology department.
16. Personal file storage and archiving.
17. Hacking, i.e., attempting to access and/or modify a computer's operating system without authorization, to attempt to uncover security loopholes or data protection schemes.
18. Connecting any devices or personal computers to the System without the approval of the technology department. USB flash drives are an approved device and do not require preapproval of the technology department. The use of these drives is the only permitted method for transferring school related files between home and school. No executable files shall be run from a flash drive.
19. Saving executable files on any network drive or directory.
20. Personal entertainment, web browsing or "surfing" unrelated to learning goals during school hours.
21. Use of the System for social networking and/or communicating with individuals outside of the District is generally not permitted. Absent administrative approval, any access of sites used for social networking, chat, e-mail, and forums, is prohibited. If approved, all such communications must occur within the time frame and physical location established by the requesting teacher. Approval of such sites and/or communications shall be documented and granted only by both the appropriate building principal and the district technology coordinator with said approval not granted beyond the school year.
22. Using the System in a way that violates other district policy, applicable law, or regulation that subjects the District to liability.

### Security

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

1. Students shall not reveal their passwords to another individual
2. Students are not to use a computer that has been logged in under another student's name.
3. Any student identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### Safety

Any District computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software. To the greatest extent possible, student users of the network will be protected from harassment of unwanted or unsolicited communication.

1. Any student who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.
2. Students shall not reveal personal addresses or telephone numbers to other users on the network, including chat rooms, e-mail, Internet, etc.

To the extent possible, Internet safety measures shall 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 computer network resources.
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 minor's access to materials harmful to them.

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.

### **Consequences for Inappropriate and/or Unacceptable Use**

Students shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Students may be disciplined for unauthorized or illegal use of, or access to, computers, software, telecommunications, and related technologies for any willful act that causes physical, financial, or other harm, or otherwise disrupts information technology.

Failure to follow the procedures and prohibited uses listed in this policy may result in loss of network access. Other appropriate disciplinary action may also be instituted in accordance with school district policies as well as State and Federal statutes, even if acts are committed away from school property and outside school hours.

Illegal use of the network, deliberate deletion or damage to files of data belonging to others, intentional copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.

### **STUDENT ASSISTANCE PROGRAM (SAP) (SBP #227)**

In order to assist in the intervention and the referral of students who may have use or abuse problems, the Mifflinburg Area School Board endorses the Students Assistance Team Program and its philosophy to assist parents and students in establishing a drug-free school.

The SAP Team is made up of teachers, counselors, the nurse, and administrators who have special training in helping adolescents through difficult situations that may affect their general well-being. The Team can help teens with family problems, depression, truancy, eating disorders, suicidal tendencies, physical and sexual abuse, pregnancy, and chemical abuse. Parent permission is needed for a student to be a part of the SAP process.

Students are referred to SAP by other students, faculty, staff, parents/guardians and community members. Students, parents, and community members can contact the schools guidance department or a member of the SAP Team in any of our school buildings to express concerns about a student(s).

### **SAFE2SAY SOMETHING**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late.

Here's how it works: [www.safe2saypa.org](http://www.safe2saypa.org) or 1-844-safe2say (723-2729)

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

### **STUDENT DISPLAYS**

All student displays need to have prior approval by the administration.

### **STUDENT RECORDS (SBP #216.1)**

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to

1. The right to inspect and review the student's educational records within thirty (30) days of the district's receipt of a request for access. A parent or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) she/he wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student. A parent or eligible student may request the district to amend a record she/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record she/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official). If the district decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent the disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclose without consent. Disclosure of personally identifiable information can be made without consent to the following:
  - a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
  - c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and State and Local educational authorities.
  - d. Officials connected with a student's application for a receipt of financial aid.
  - e. State and local officials who are required to get specific information pursuant to State law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the State statute was enabled after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by State law, without prior written consent of the parent.

- f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
  - g. Accrediting institutions.
  - h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
  - i. Anyone; if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order. The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.
4. 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. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605
5. The right to refuse to permit the designation of any or all of the categories of directory information. The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal by the first ten (10) school days of the current school term. Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; email address; photograph and other similar information.
  6. The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.

**STUDENT RESPONSIBILITIES (SBP #235)**

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the education process.
 

It is the responsibility of the students to:

  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
  - b. Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - c. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
  - d. Express their ideas and opinions in a respectful manner so as not to offend or slander others.
  - e. Assist the school staff in operating a safe school for all students enrolled therein.
  - f. Be aware of and comply with state and local laws.
  - g. Exercise proper care when using facilities and equipment.
  - h. Attend school daily, except when excused, and be on time at all classes and other functions.
  - i. Make up work when absent from school.

j. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.

k. Report accurately and not use indecent or obscene language in student newspapers or publications.

School personnel are available to discuss the many issues which students experience daily. However, the staff member who received the information when the health, welfare, or safety of the student or other person(s) clearly is in jeopardy may reveal information received in confidence from a student. By law, if school personnel believe the concerns involve abuse, suicide, or danger to oneself or others, they are required to report such cases to appropriate authorities or agencies.

### **SUN AREA TECHNICAL INSTITUTE**

The SUN ATI program consists of a one-year curriculum in the 12<sup>th</sup> grade level. Students enrolling in the program must complete Mifflinburg Area School District School Board requirements prior to attending the SUN ATI. This curriculum furnishes special preparation to pupils who plan to go directly from school into industry or advanced technical training. Shops offered include Advanced Precision Machining, Advanced Wood Products Manufacturing, Advertising Art and Design, Auto Technology, Carpentry, Collision Repair, Computer and Networking Technology, Cosmetology, Criminal Justice, Culinary Arts, Dental Health, Diesel and Truck Technology, Electrical Systems, Mechatronics, Health Professions and Related Sciences, HVAC and Plumbing Technology, Masonry and Welding.

### **SYNERGY**

Synergy is the MASD student information system. All Students and Parents will have access to Synergy using their perspective accounts. For Parents, you will logon to Synergy via ParentVue the parent portal for accessing your child's information for grades, attendance, demographics, etc. Students will access Synergy from StudentVue, the student portal for Synergy. These portals are accessible on the District Website under Parents or Students or on ClassLink.

Changes of address or phone number during the school year as well as those made during the summer vacation should be reported to Tammy Bollinger in our district office by calling 570-966-8209.

### **VISITORS**

All visitors must enter through the main office and sign in at the main office upon entering the building. Visitors should present their driver's license to be entered into the *Raptor Identification* system and given a name tag. Visitors will be escorted by school personnel and should not be left unsupervised throughout the school building.

Mifflinburg Area High School



2024 - 2025 Daily Schedule



Homeroom/Daily Announcements

7:45 - 8:14

Short 1 8:17 – 8:57	Block 1 8:17 – 9:41	Short 2 9:00 – 9:41
Short 3 9:44 – 10:24	Block 2 9:44 – 11:08	Short 4 10:27 – 11:08
11:11 A Lunch 11:41	11:11 Short 5 11:52	11:11 Block 3C 12:35
11:44 Block 3 A 1:08	11:55 B Lunch 12:25	
		12:28 Short 6 1:08
Short 7 1:11 – 1:51	Block 4 1:11 – 2:35	Short 8 1:54 – 2:35

Dismissal 2:35

**Students Should Report to FIRST BLOCK Upon Entering the Building**

 Mifflinburg Area High School 		
24 - 25 2 Hour Daily Schedule		
Short 1 9:45 – 10:15	Block 1 9:45 – 10:49	Short 2 10:18 – 10:49
10:52 A Lunch 11:22	10:52 Short 5 11:24	10:52 Block 3C 11:58
11:25 Block 3 A 12:31	11:27 B Lunch 11:57	
		12:00 Short 6 12:31
Short 3 12:34 – 1:02	Block 3 12:34 – 1:33	Short 4 1:05 – 1:33
Short 7 1:36 – 2:04	Block 4 1:36 – 2:35	Short 8 2:07 – 2:35
Dismissal 2:35		