

2026-2027
MIFFLINBURG AREA MIDDLE SCHOOL
www.mifflinburg.org

WELCOME

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

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

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

100 Mabel Street
Mifflinburg, PA 17844

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

Student Handbook

Mr. Daryl Hunsberger, Principal
Mr. Mark Reitz, Assistant Principal

Mifflinburg Area School District 2026-27 District-Wide Student Handbook
Home of the WILDCATS
District Website: www.mifflinburg.org

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 Elementary School & Mifflinburg Intermediate School

- 8:45 a.m. to 3:30 p.m.
- School doors open at 8:20 am for all students
- Students arriving after 8:45 a.m. are considered late and must be signed in at the office by an adult.

Mifflinburg Middle School & 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.

SYNERGY

Synergy is the Mifflinburg School District's student management system. All students have access to the ParentVUE and Student VUE can be accessed on the school district website under the "Parents" tab.

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

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.
9. **Long-term Alternate transportation stops are limited to one (1) alternate stop per student**, except for students with court ordered custody arrangements.
10. **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.**
5. 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.
6. 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.

Elementary: 570-966-8230
Middle: 570-966-8290
Intermediate: 570-966-8273
High: 570-966-8230

District Transportation Office: 570-966-8246

Rohrer Bus Company: 570-966-8390

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.

ATTENDANCE/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 six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Tardy - delaying or delayed beyond the right or expected time; late.

Unexcused tardies will be tracked by the school.

3 unexcused tardies will result in a conference with the principal.

4 – 6 unexcused tardies will result in a conference with principal and lunch detention.

7 + tardies will result in after school and lunch detention. There also will be a meeting with parents scheduled at this time.

School Attendance Improvement Conference (SAIC) - Schools must make meaningful attempts to encourage parent participation in attending 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 hand written and taken to the front office of each school or emailed to each building to the following emails:
High School: hsattendance@mifflinburg.org
Intermediate School: isattendence@mifflinburg.org
Middle School: msattendance@mifflinburg.org
Elementary School: esattendance@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 been 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:

11. Illness/Medical reasons, including if a student is dismissed by designated district staff during school hours for health-related reasons.
12. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
13. Death in the student's immediate family
    a. Parent/Legal Guardian, Sibling, Grandparent, Aunt/Uncle, Near relative living in the home
14. Legal and exceptionally urgent reasons that may affect the child
    b. Quarantine of the home
    c. Death, other than an immediate family member such as a close friend or relative
    d. Suspension from school
15. *Non-school sponsored educational tours or trips, if the following conditions are met:
    e. Prior to absence, the parent/guardian submits a written request for excusal on the appropriate form
    f. The student's absence has been approved by the building principal. Permission will be based on academic eligibility, attendance, and educational value of trip.
    g. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the building principal.
    h. 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.
    i. Educational trips during PSSA exams may not be approved.
16. Required court attendance
17. Participation in a project sponsored by a statewide or countywide group, upon prior written request.
18. Observance of a religious holiday observed by a bona fide religious group, upon written parental request.
19. Participation in a religious instructional program, if the following conditions are met:
    j. 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.
    k. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction
    l. 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:

20. Failure to wake up for school

21. Missing a scheduled school bus or not having a ride to school
22. Absence without a parent/legal guardian's knowledge
23. Caring for a sibling in a non-emergency situation/babysitting
24. Running errands and/or shopping
25. Pursuing a talent or skill without the administrator's prior approval
26. Participation in a talent or sporting event that is not affiliated with the school's program
27. Going on vacation (educational trip) without the administrator's prior approval
28. Failure to provide a medical practitioner's excuse when requested or required
29. 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.)
30. 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:

31. Shall refer the child to the Union County Office of Children and Youth for services or possible disposition as a dependent child.
32. 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.

33. Counseling
34. Reprimand
35. Parent/Guardian Conference
36. Requirement of an excuse from a licensed practitioner of the healing arts
37. Report to child services agency
38. In-school suspension for the purpose of making-up assignments due to prior absences
39. 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:

40. 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.
41. 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.

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 in order 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 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 of 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 Securely Visitor Identification system and given a name tag. Visitors will be escorted by school personnel and should not be left unsupervised throughout the school building

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

BULLYING /CYBERBULLYING (SBP #249)

Bullying

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

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

Cyberbullying

Forms of verbal and psychological bullying may also occur on the Internet through email, messaging, social networking, and 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.

UNLAWFUL HARRASSMENT (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.

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.

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.

SMOKING/TOBOCCO/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.

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 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

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 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 time 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

CONFIDENTIAL INFORMATION AND COMMUNICATIONS (SBP # 216)

Confidential information and communications involving students and school personnel will be governed by district policies 216, 216.1 and 216.2 adopted by the school board as approved by the Pennsylvania Department of Education. Information received in confidence from a student may be revealed to the student's parents or guardian, school administrators, or other appropriate authority where the health, welfare, or safety of the student or another person is in jeopardy.

Certain parts of the student record are of a permanent nature and contain information that will remain in the school district files indefinitely. Others are of a temporary nature and their usefulness terminates at specific levels of instruction.

The Board of School Directors has primary responsibility in this district for the completion, maintenance, access to and security of pupil records. Only records mandated by the Commonwealth or federal government, or specifically permitted by this Board, may be compiled by the staff.

Please note that you have the right to review your child's educational record. In doing so, you have the right to seek amendment to any educational records that are misleading, inaccurate, or violate your child's privacy. You have the right to consent to disclosures of personally identifiable information of your child. You also have the right to file a complaint with the U.S. Department of Education concerning failure by the school district to meet the regulations of the Family Educational Rights and Privacy Act. A parent who wishes to review his/her child's record shall make this request known in writing to the principal. A professional employee will then be made available to explain items in the records.

More detailed information regarding student records, as well as district policies 216, 216.1 and 216.2, is available for your review. This information is available on the district website or may be obtained through the school office.

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).1 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 NIGHT-TIME 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.

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 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, contact Jane Spickler, 570-966-8320.

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 ipad damage, library book fines, excessive lunch balances, school equipment or uniforms, 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.

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.

INTEGRATED PEST MANAGEMENT (SBP #716)

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 28 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.

REPORTING PROGRESS

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

Report cards will be available in synergy at the end of each marking period. **The school will not be sending paper copies of report cards home.** Progress reports are issued to students doing unsatisfactory, failing, or near-failing work at the mid-point of each nine-week grading period. The exact dates for distribution appear on the school district calendar. Parents who desire conferences with teachers, the guidance counselor, or the principals are encouraged to call the school and make appointments.

GRADING SYSTEM

The following grading symbols are used to report student achievement:

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

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

HONOR ROLL

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

PROMOTION/RETENTION

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

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

STUDENT CONDUCT

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

(Board Policy #231)

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.[1]

Class trips and social events that take place outside of school facilities require approval by the Board.[2]

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.[3]

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for Board policies, administrative regulations or school rules.

ASSEMBLIES

Students will be accompanied to assemblies by their teachers and will sit in the area assigned to them. Appropriate applause at the proper time is appreciated by presenters and entertainers. Whistling, yelling, booing,

talking, and other impolite behavior will not be permitted or tolerated. Students will observe the appropriate PBIS behaviors and voice levels at all assemblies at the Middle School.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

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

PBIS Voice Levels:

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

CAFETERIA CONDUCT

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

CLASSROOM EXPECTATIONS

1. Students may ask to leave their classrooms in emergencies.
2. The teacher will decide whether students will be allowed to return to lockers for forgotten books or materials. A student will need to complete a securely pass to leave the room.
3. Students who fail to hand in assignments (homework, essays, book reports, etc.) may utilize after school resources, homework help, Wildcat Academy.
4. Students may carry water bottles containing water only.
5. Upon returning to school after an absence, students must check with each teacher about work or tests to be made up. Extra time to complete assignments can be arranged.
6. If a teacher assigns seats, they need to be always used, including when a substitute teacher is in charge. Students are expected to be in their assigned seats and prepared for class by the sound of the bell.
7. Students are not permitted to lean back on chairs or put their feet up on a desk or chair.
8. Proper respect of others is expected of all students. Rudeness or disrespect will not be tolerated. Students are expected to respect the personal space of others at all times and keep hands and feet to themselves.
9. Students are to remain on task during all class sessions without disrupting the learning environment. Students are expected to follow directions as given by their teachers.
10. Academic honesty is extremely important to the learning process. Students should take care to make sure that the work they submit is their own.

DETENTION

1. Any student assigned to detention will be given at least one day's notice. This will allow the student ample time to notify his or her parents and make arrangements for transportation.
2. **Students will not be excused from detention without a written request or a telephone call from the student's parents to the principal or the assistant principal. Failure to attend a scheduled detention will result in an assignment to two sessions of detention.** Detention will be rescheduled when it conflicts with previously scheduled medical or dental appointments.
3. Each student assigned to detention is required to report promptly at 2:45 p.m. to the office and wait for the assigned teacher. Students are not permitted to leave the detention room without approval from the teacher in charge. Detention is an extension of the school day and students are

expected to be present from 2:45 p. m. to 3:45 p. m.

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

RETRAINING

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

HALLS .

(Voice Level 0-2)

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

DISPLAY OF AFFECTION

Public display of affection is inappropriate behavior to be displayed at school and at school functions.

CAFETERIA SERVICES

Lunch Prices

Student Breakfast	Free
Student Lunch	Free
Milk\Juice	$ .50
Adult Lunch	$5.05

Purchasing Procedures

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

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

Questions concerning student lunch accounts/balances should be directed to Mrs. Kristi Long at the High School (570-966-8236).

GENERAL INFORMATION

ARRIVING TO SCHOOL

Students should not arrive at school prior to 7:15 a.m. All students should plan to arrive by 7:35 a.m. Students whose parents drive them to school should be dropped off at the drop off/pick up area at the south end of the building. Students will be allowed to enter the building through a side door in case of inclement weather. Students will be allowed to participate in jail ball, go to their locker, eat breakfast, or go to the library during their free time in the morning. Students will be dismissed at 7:40 a.m. from those areas and should report to their first period class by 7:45 a.m.

DAILY CLASS SCHEDULE

7:40	Students go to lockers and to first period classes.
7:45 – 7:47	Attendance, announcements, and opening exercises
7:47 – 8:58	**Period 1**
8:58 – 9:01	Passing
9:01 – 10:12	**Period 2**
10:12 – 10:15	Passing
10:15 – 11:26	**Period 3**
11:26 – 11:28	Announcements
11:28 _ 11:32	Passing
11:32 – 12:02	Lunch A/WIN (Band/Choir) **Period 4**
12:02 - 12:03	Lunch A back to WIN and Lunch B to Cafe
12:03 – 12-33	Lunch B/WIN **Period 4**
12:33 – 12:36	Passing
12:36 – 1:47	**Period 5**
1:47 – 1:50	Passing
1:50 – 2:33	**CLEI**
2:33 - 2:35	Announcements
2:35 – 2:40	1st Wave/Parent Pick Up
2:40 – 2:45	2nd Wave
2:45	Walkers

DEPARTURE FROM SCHOOL

Students are dismissed in three waves from school. Wave one will be at 2:35PM and will be parent pick up and 1st wave busses. At 2:40PM second wave will bus riders will be dismissed. At 2:45PM walkers will be dismissed. All teachers will dismiss their students to their locker areas. Bus students will report directly to their bus lines. Loitering in the hallways and in the school lobby is not permitted. All students should wait behind the yellow safety line painted on the sidewalk and enter the bus from a single line. For students' safety, running, pushing, and shoving will not be tolerated. When finished at their lockers, walkers should immediately leave the school grounds via sidewalks and crosswalks.

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

Students who ride a later bus should go directly to the cafeteria when finished at their lockers. All students will sit at assigned tables for supervision while waiting for buses. The cafeteria restrooms will remain open.

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

ACTIVITIES

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

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

ATHLETICS: INTRAMURALS

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

ATHLETICS: INTERSCHOLASTIC

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

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

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

ATHLETICS/ACTIVITIES CODE OF CONDUCT:

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

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

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

ATHLETICS - ATTENDANCE

1. Students are not permitted to participate in practice sessions or actual school events if they are absent from school that day. (Exceptions are a school-related function, emergency or extenuating circumstance approved by a building administrator.)

2. Students must also be in attendance the full day of school after an event or they will be ineligible to participate in the next event. Acceptability of any excuse will be determined by the building administrator. In this situation, any excused absence is not in question.

3. Any unexcused early dismissal, as specified by an administrator, will result in the student being ineligible to participate in practice sessions or actual school events that day.

4. Any student sent home ill from school is ineligible for all co-curricular activities that day.

ATHLETICS - BEHAVIOR

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

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

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

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

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

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

3. Any verifiable violation of MASD Board Policy #222 (SMOKING/TOBACCO USE) with regard to the use of tobacco or other prohibited substances by the participant will result in suspension from the next scheduled event for the first offense. A second offense will result in further discipline to be determined by the principal.

4. The principal may exclude students from any or all co-curricular activities due to serious academic problems, attendance, or disciplinary infractions which result in a suspension from school.

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

ATHLETICS - GENERAL INFORMATION

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

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

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

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

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

BACKPACKS/SPORT BAGS/PURSES

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

BOOK AND EQUIPMENT CARE

When a student accepts textbooks or any other equipment issued by the school, he or she is responsible to take care of them. Students will pay for damage or loss caused by negligence or carelessness. Books are to be covered upon the request of teachers. Adhesive covers should not be used. Students are also required to place their names in each one of their textbooks.

CARE OF BUILDING/GROUNDS

We are proud of the fine facilities that have been provided for our students' education. Students are expected to show respect for the building and equipment at all times. Students should refrain from writing graffiti on the inside and outside of the building. Students may be billed for property damages.

CHANGE OF ADDRESS/ PHONE NUMBERS

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

CLUBS AND ORGANIZATIONS

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

Grade 6	Grade 7	Grade 8
Band	Band	Band
Chorus	Chorus	Chorus
TSA	TSA	TSA
Art	Art Club	Art Club
Library Club	Library Club	Library Club
Envirothon	Evirothon	Envirothon

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

COMMUNICATING WITH STAFF MEMBERS

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

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COMPUTER ETHICS POLICY

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

SYSTEM SECURITY/INTEGRITY

Users are forbidden from:

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

Users should:

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

Misuse of computers

Users are forbidden from:

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

Penalties for transgressions

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

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

DISPLAY OF POSTERS

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

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

DRESS CODE

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

1. Clothing cannot expose the upper mid-thigh, buttocks, breasts, mid-section, undergarments or any part of the body undergarments cover.
2. For females, straps or sleeves must be present on all tops or dresses. No tube tops and no spaghetti strap tank tops.
3. For males, no tank tops, muscle shirts or cut offs.
4. Clothing cannot present a hazard or interfere with the educational process. Pant legs should not be

walked on or have excessive and revealing holes/rips/tears. Dress must comply with all health and safety codes.

5. No Onesies or Snuggies.
6. Clothing, buttons, or insignia should not demean or provoke others because of race, religion, national origin, or personal views.
7. Clothing or jewelry that expresses sexually suggestive messages, violence, or promotes drug use, smoking, or use of alcohol is not permitted.
8. Shorts may be worn all year.
9. Students are advised to wear footwear that protects the feet, particularly in PE, TE, and FCS classes.
10. Clothing worn to school will not be permitted to be worn in physical education class. Students must have separate clothing for physical education class.
11. Sunglasses, hats, and hoods may not be worn in the building from arrival in the building until the time you leave the building.
12. Hats MUST be kept in lockers during the day. Hats should be removed upon entering the building as well as placed on after exiting the building.
13. Sharp, metal, studded apparel or jewelry, including wallet chains, that could cause potential danger to others and property is not permitted.
14. Costumes are not permitted in school.

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

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

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

Family & Consumer Sciences /Technology Education CLASSES

Students may have to pay for some materials used for special projects made in these classes. When completed, these projects become the property of the student and may be taken home. All bills for materials must be paid promptly.

GUIDANCE SERVICES

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

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

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

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

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

HOMEROOM/WIN PERIOD

A Homeroom/WIN period is held each day. All students are expected to use this time appropriately to address an area of academic growth. Some students will be participating in math or communications instruction. Other students may be reading a book approved by their communications teacher or working with a teacher to get academic help.

During this time, students may participate in musical organizations, clubs and service organizations, do library research, make up tests, or remain in Homeroom/WIN to do homework in a **quiet** atmosphere conducive to study. Students are encouraged to seek help from their teachers during this time. Some students may be required to participate in other academic-related sessions.

Students should report to Homeroom/WIN promptly and sign out on the Homeroom/WIN sign-out using securely pass before going to any other destination. In general, students may not leave Homeroom/WIN without a securely pass to do so.

HOMEWORK

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

Students are required to keep daily assignment logs in their agendas to help organize their homework plans, and parents are encouraged to review all assignments with their children. **Under no circumstances should a student be permitted to choose a zero over doing the work.**

Students are responsible for making up homework, assignments, projects, and tests missed during an absence. Students are encouraged to rest and get well so they can return to school as soon as possible to resume their

studies. As a rule of thumb, students will have the same number of days to make up the work as they were absent.

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

INSURANCE

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

LATE FOR CLASS/LATE PASSES

Three minutes are provided for students to get from one class to another. When a student is late for a class and it appears to be unexcused, the teacher will admit the student to class but record the transgression as a minor violation. If a pattern of lateness continues and is excessive, a parent-teacher conference will be requested and additional disciplinary action may be pursued including retraining, detention, and/or suspension. If an individual student or class has been detained by a teacher and will be late for the next class, the teacher will send a note with the student(s) or call the teacher explaining their lateness.

LIBRARY

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

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

LOCKERS

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

- before the first period in the morning
- at the end of the second period
- at the end of third period to return coats/lunch boxes
- at the end of the fifth period (dismissal)

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

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

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

PARENT OF RECORD

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

PHYSICAL EDUCATION CLASSES

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

Students not having correct physical education attire will have an alternative assignment assigned by the teacher.

After three occurrences, students may be assigned after-school detention in addition to the retraining.

All medical excuses from a physician should be presented to the school nurse upon arrival to school and will be accepted when presented to the physical education teacher at the beginning of the class.

ELECTRONIC DEVICES

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

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

Students MAY NOT carry cell phones/electronic devices to class.

- **Students are not permitted to use cell phones/electronic devices in the hallways, restrooms and student locker rooms.**
- **In the event of a personal emergency, students must ask the classroom teacher for permission to go to the Main Office to use the student phone to respond to the emergency.**
- **Cell phones are not to be used during school hours to take pictures, video, or record audio in any way that would be in violation of other school board policies and the Acceptable Use Policy. Students with permission from the classroom teacher may take video and/or photographs for educational purposes only.**

Consequences for violation of these guidelines

Teachers will keep track of student misuse of cell phones/electronic devices. If being misused, the teacher will take the device and turn the phone into the office for the student to pick up there. On the second offense the phone will again be turned into the office and the parent will be called to pick up the phone. On the third the student will have to turn the phone in at the office when they arrive for the day.

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

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. **Cell phones may not be used during a school evacuation/lock down.**

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

SECURITY OF BUILDING

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

The entrance is monitored by a camera. To enter the building while school is in session, visitors are asked to ring the doorbell located at the main doors. The bell will alert the office personnel who will use an intercom for means of communication. Visitors may be asked to identify themselves and indicate their purpose for being at the school at which time they will be admitted to the building. Persons entering the building for a meeting or other business in the school MUST have a valid driver's license, to check identification utilizing our RAPTOR system.

STAFF

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

STUDENT ASSISTANCE TEAM

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

STUDENT RECORDS

(Board Policy # 216)

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

Specific information pertaining to student records and FERPA may be obtained by reviewing Mifflinburg Area School District Board Policy Reference #216.1. All board

policies are available for review by interested persons by contacting the school office.

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

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

TELEPHONE

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

VISITORS

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

SPECIAL EDUCATION SERVICES

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

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

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

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

Speech and Language
Services for students with speech and language impairments.

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

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

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

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

REFERRAL

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

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

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

Parents are told:

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

EVALUATION

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

If special education placement is recommended, the parents will be part of the team that develops an Individual Educational Program (IEP) for their child. The district will provide to each student with a disability a free and appropriate public education. Children may be determined to need special education as a result of the following conditions:

- Autism
- Blindness
- Deafness
- Emotional disturbance
- Hearing impaired
- Mental retardation
- Multiple disabilities
- Orthopedic impairment
- Other health impairments

- Traumatic brain injury
- Visual impairment
- Specific learning disability
- Speech and language impairment

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

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

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

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

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

A child's NOREP is reissued whenever programming is changed to a major degree. Parents should keep the NOREP with the child's IEP in a safe place.
All student information is confidential. It is available only to the child, parents, and individuals who work with the education of the child.