Mifflinburg Area High School

75 Market Street Mifflinburg, PA 17844
(570) 966-8230

Home of the Wildcats



2026-27 Student Handbook

Mifflinburg Area High School Administration



Jeremiah Allen
Principal



Jason Dressler
Assistant Principal



Christopher Long
Non-Traditional Education Principal



Danielle Dressler
Director of Student Services, Athletic Director



Jena Klemick
School Counselor (A-L)



Mallery Raup
School Counselor (M-Z)

Mifflinburg Area High School Contact Information

75 Market St. Mifflinburg, PA 17844

Front Office: 570-966-8230

Fax Number: 570-966-8260

Front Office Hours 7:15– 3:15pm

Administrative Assistant to the Principal	570-966-8230 ex: 8253
Attendance Secretary	570-966-8230 ex: 8243
	hsattendance@mifflinburg.org
Administrative Assistant to Student Services/ Athletic Director	570-966-8230 ex: 8246
Non-Traditional Education Secretary, Instructional Media Aide	570-966-8230 ex: 8233
	kkuhns@mifflinburg.org
Guidance Secretary	570-966-8230 ex: 8254

Mifflinburg Area School District
2026-27 District-Wide Student Handbook

Table of Contents

MIFFLINBURG AREA SCHOOL DISTRICT MISSION STATEMENT 6

MIFFLINBURG AREA SCHOOL DISTRICT MISSION STATEMENT/VISION STATEMENT/SHARED VALUES (SBP#101) 6

ACADEMIC HOURS 6

PARENT COMMUNICATION RESPONSE TIME 7

SYNERGY 7

DISTRICT TRANSPORTATION (SBP # 810) 7

ATTENDANCE/ABSENCES 9

EMERGENCY DRILLS AND PROCEDURES 13

PUBLIC CONDUCT ON SCHOOL PROPERTY (SBP #713) 14

BULLYING /CYBERBULLYING (SBP #249) 14

UNLAWFUL HARRASSMENT (SBP #348) 15

WEAPONS AND DANGEROUS INSTRUMENTS (SBP #218.1) 15

DRUG AND ALCOHOL ABUSE (SBP #227) 15

SMOKING/TOBACCO/VAPE USE (SBP #222) 15

STUDENT RIGHTS AND RESPONSIBILITIES (SBP #235) 16

STUDENT RECORDS – NAME, SEX AND GENDER IDENTITY (SBP#216.2) 16

STUDENT ASSISTANCE PROGRAM: SAP (SBP #227) 18

SAFE2SAY SOMETHING 18

MEDICATION POLICY AND SCHOOL NURSE (SBP #210) 19

UPDATED HEALTH SCHOOL BOARD POLICIES 19

CONFIDENTIAL INFORMATION AND COMMUNICATIONS (SBP # 216) 20

MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM (SBP # 251) 20

NON-DISCRIMINATION POLICY FOR TITLE IX, SECTION 504 & CHAPTER VI (SBP #103) 21

FINANCIAL OBLIGATIONS 22

MEALS AND PAYMENT AT THE CAFETERIA 22

WELLNESS AND NUTRITION 22

INTEGRATED PEST MANAGEMENT (SBP #716) 22
SPECIAL EDUCATIONAL SERVICES 22
AI POLICY (SBP #815.1) 24
iPAD INFORMATION FOR PARENTS (SBP #815) 28
STUDENT HANDBOOK 33
PHILOSOPHY OF EDUCATION (SBP #101) 33
AFTER SCHOOL OPEN STUDY 33
ALMA MATER 33
ATHLETIC-SPECTATOR EVENT TRIPS 34
CAR PARKING, REGISTRATION AND DRIVING REGULATIONS (SBP #223) 34
CHANGE OF ADDRESS OR PHONE NUMBER 34
CLUBS, ORGANIZATIONS, AND ACTIVITIES 34
CODE OF CONDUCT 36
ATTENDANCE 36
PENALTIES FOR BEHAVIOR INFRACTIONS 37
COLLEGE VISITS 39
CONDUCT AND BEHAVIOR 39
Assemblies 39
Backpacks/Sports Bags 39
Bus Conduct and Video/Audio Recording on School Vehicles 39
Cafeteria 39
Cell Phones and Electronic Devices 40
Unauthorized Photography and Video Recording 40
Faculty Areas 40
Food and Drinks 40
Hallways 41
Public Displays of Affection 41
Skateboards/Rollerblades/Scooters/Heelys 41
Counseling Groups 41
CREDIT RECOVERY 41
DISCIPLINE 41
e-HALLPASS 46
EMERGENCY PLAN-SUSPECTED DRUG OVERDOSE 46
EXTRA CURRICULAR PROGRAM ELIGIBILITY (SBP #122) 47

FUNDRAISING PROJECTS (SBP #229) 51
GRADING, GRADUATION REQUIREMENTS AND OTHER ACADEMICS 51
INSURANCE 54
KEY CONTACTS 54
LIBRARY INFORMATION 55
LINK CREW 55
LOCKERS, LOCKS, AND SEARCHES (SBP #226) 55
MUSIC PERFORMANCE ORGANIZATIONS 56
NAUTILUS 57
OFFICE HOURS 57
OPENING EXERCISES (SBP #807) 57
RISE 58
SCHOOL CLOSINGS 58
SCHOOL COUNSELING 58
SCHOOL RESPONSIBILITIES (SBP #102) 58
SECURITY CAMERAS 59
STUDENT ACCEPTABLE USE OF COMPUTER NETWORK SYSTEMS/INTERNET (SBP #815) 59
STUDENT DISPLAYS 62
STUDENT RECORDS (SBP #216.1) 62
SUN AREA TECHNICAL INSTITUTE 63
VISITORS 63

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 MISSION STATEMENT/VISION STATEMENT/SHARED VALUES (SBP#101)

Vision

The Mifflinburg Area School District is committed to developing students to grow into independent, disciplined, and productive adults.

Mission

It is the mission of the Mifflinburg Area SD to follow the following guiding principles:

1. Our students are our focus.
2. Success is measured in multiple ways.
3. Our schools are safe, engaging environments for learning.
4. Parents/Guardians are our partners.
5. Relationships and community matter.
6. Accountability, responsibility, respect and integrity are aspects we value, teach and model.

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.

PARENT COMMUNICATION RESPONSE TIME

The Mifflinburg School District values open and respectful communication between parents, guardians, and our district administration, teachers, and staff. During times when school is in session, please allow up to 24 hours for a response to any communication sent via email, phone, or written message.

For communication sent during non-school periods (weekends, holidays, and scheduled breaks), a response will be provided within 24 hours of the district's return to school.

Emergency situations will be addressed as quickly as possible. If you have an urgent concern that requires immediate attention when school is not in session, please contact local authorities or submit a concern into Safe2Say.

We appreciate your understanding and cooperation in helping us maintain an effective and respectful communication process.

SYNERGY

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

Parents can go into ParentVue and in Online Registration, choose Demographic Verification to make any changes to student information Please complete this verification at the start of each school year. The district office will then process these changes after they are reviewed. This has replaced paper verification for Mifflinburg School District

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

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 in ways that take safety and convenience into account for our students and families.

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. Any emergency situations that occur for pre-established alternative stops that require a last minute change, will attempt to be accommodated but are not guaranteed. For emergency change situations for these pre-established alternative stops, the parent/guardian must contact Rohrer regarding the emergency situation so that the bus driver can be notified. If the dispatcher approves the change and determines the change can be accommodated, will notify the school office.

4. 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.

5. Long-term Alternative bus requests need to be completed individually for each child and DO NOT roll over from year to year.

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

7. **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.**

8. 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.

9. 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

Rohrer Bus Company: 570-524-5800
District Transportation Office: 570-966-8336 or transportation@mifflinburg.org

SCHOOL CLOSINGS

If school is delayed, canceled or dismissed early because of inclement weather or other emergencies, announcements will be made on Blackboard Connect, the district website, the district Facebook site as well as: WNEP-TV, Channel 16; WBRE-TV, Channel 28; WYOU-TV, Channel 22, and these radio stations: WPGM-1570AM, Danville; WKOK-1070AM, Sunbury; WMLP-1380 AM, Milton; WYGL-1240 AM and 92.3 & 98.3 FM, Selinsgrove; WILQ-105.1 FM and KISS-102.7 FM, Williamsport.

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.

School Attendance Improvement Conference (SAIC) - Schools must make meaningful attempts to encourage parent participation in attendance improvement conferences by advance written notice and attempts to communicate via telephone. The school must hold the conference even if the parent declines to participate or fails to attend. There is no legal requirement for either the child or parent to attend a student attendance improvement conference (SAIC). The school must document the outcome of any attendance improvement conference in a

written student attendance improvement plan (SAIP). Schools may not take further legal action to address unexcused absences until after the date of the scheduled attendance improvement conference has passed.

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.

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:

1. Illness/Medical reasons, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Death in the student's immediate family
    a. Parent/Legal Guardian, Sibling, Grandparent, Aunt/Uncle, Near relative living in the home
4. Legal and exceptionally urgent reasons that may affect the child
    a. Quarantine of the home
    b. Death, other than an immediate family member such as a close friend or relative
    c. Suspension from school
5. *Non-school sponsored educational tours or trips, if the following conditions are met:
    a. Prior to absence, the parent/guardian submits a written request for excusal on the appropriate form
    b. The student's absence has been approved by the building principal. Permission will be based on academic eligibility, attendance, and educational value of trip.
    c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the building principal.
    d. The building principal may approve requests for no more than three (3) educational trips/experiences, which in aggregate, total no more than five (5) school days per year.
    e. Educational trips during standardized testing may not be approved.
    f. Access the trip form here: 2026-2027 Trip Form
6. Required court attendance
7. Participation in a project sponsored by a statewide or countywide group, upon prior written request.
8. Observance of a religious holiday observed by a bona fide religious group, upon written parental request.

9. Participation in a religious instructional program, if the following conditions are met:
    a. The parent/guardian submits a written request for prior excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
    b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction
    c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the date and hours of attendance.

Unexcused Absences

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

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

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

Third Unexcused Absence

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

Continued Unexcused Absences

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

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

Habitually Truant Students

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

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

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

Additional Potential Actions

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

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

Absence Procedures

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

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

Absence Due to Accident or Illness

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

Medical Appointments

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

Leaving School/Returning to School Due to an Appointment

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

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

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 employees 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
- Severe weather drills and bus evacuation drills
- Intruder and lockdown drills using ALICE (Alert, Lockdown, Inform, Confront, Evacuate)

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 any of our district buildings or property may be sweep with police dogs for various safety concerns at any point during the school year.

If you have any concerns about the safety and security of any of our school buildings throughout the school year, please contact the building principal or feel free to reach out to Danielle Dressler, head of safety and security for Mifflinburg School District.

SECURITY CAMERAS

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

VISITORS

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

*Any district building or property can be swept with police dogs for various safety concerns at any time.

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

*Reference below SBP #218.1, #222, & #227 for specific information regarding tobacco products, drugs/alcohol, and weapons.

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.

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/TOBACCO/VAPE USE (SBP #222)

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

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

STUDENT RIGHTS AND RESPONSIBILITIES (SBP #235)

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.

Guidelines

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

STUDENT RECORDS – NAME, SEX AND GENDER IDENTITY (SBP#216.2)

Authority

The district maintains official records for each student which includes the student's legal name and sex. The district recognizes that accommodation requests to cease being addressed in one way and to begin being addressed in another way may necessitate accommodation of others' conscience rights, and therefore, seeks to provide reasonable accommodation in both directions when such interests come into tension.

This policy also ensures the fundamental right of parents/guardians to direct that the upbringing of their children is respected and that the material information about a student's mental, emotional, or physical health is not concealed from

parents/guardians. The district recognizes that parent/guardian involvement at the earliest possible time promotes the best outcome for students' mental, emotional, physical and academic success.

Definitions

Sex - defined as the biological distinction between male and female based on reproduction biology and genetic make-up. Sex and biological sex may be used interchangeably.

Eligible student - a student or former student who is eighteen (18) years of age or older or a student under the age of eighteen (18) who is legally emancipated.

Gender Identity - means an individual's identification with their sex, the opposite sex, both or neither.

Legal name - defined as the name reflected on a legal document such as a birth certificate, state or federal issued identification, passport, or other court order substantiating the student's change of legal name.

Means of Address - means the name, pronoun, title, or other form of verbal or written reference used to identify or refer to a student.

Guidelines

Legal Name Changes

The district will change the legal name in a student's official record only if a parent/guardian or eligible student submits a written request and submits a legal document reflecting the name change, such as a birth certificate, state or federal issued identification, passport, marriage license, or court order substantiating the student's change of legal name.

Student Records

When enrolling a child in the school, a parent/guardian will indicate the student's sex (as defined herein) for school records and that will remain on the school records. If requested by district administration, the eligible student or parent/guardian shall provide their original birth certificate issued at or near the time of birth that accurately states the student's sex (as defined herein) to the Superintendent.

Means of Address for Students

Mutual Respect -

A student wishing to change his/her means of address will be treated with respect in the classroom and school environment. Similarly, students or school personnel shall not be forced to use language inconsistent with their beliefs and are to be treated with respect.

Name -

School personnel shall refer to each student using the student's legal first, middle or last name, or a derivative of the name, or a nickname commonly associated with the student's legal name.

If an eligible student or a student's parent/guardian makes a written accommodation request to the building principal that means of address be used for a student that differs from the district's records, school personnel will endeavor to avoid addressing the student by the unwanted means of address as an accommodation to the student and:

1. May use the means of address requested by the eligible student or student's parent/guardian; and/or

2. May use neutral means of address for the student such as last names and, out of respect of the student may use a neutral means of address (such as "you, they") as an accommodation.

Nothing in this policy shall compel school personnel or other students to address or refer to any person in any manner that would violate the conscience of the speaker.

If school personnel cannot use a requested means of address as a matter of conscience, then as a reasonable accommodation for the school personnel, they need not do so, but shall endeavor to avoid addressing the student by any unwanted means of address.

Conversely, if school personnel cannot address a student by the means of address reflected in the district's records as a matter of conscience, they may cease using them, but shall endeavor to avoid addressing the student by means of address not authorized by the parent/guardian.

Involvement in Gender Treatments of Minors

The district shall not participate in the social transition treatments of a student by referring to the student by names not on legal documents (other than a derivative of the legal name, or a nickname commonly associated with the student's legal name) without obtaining the written permission of the eligible student or student's parent/guardian. The written permission shall state that the parent/guardian relieves the Board and district employees of liability for participating in any potential social transition treatments of the minor child.

The district shall not conceal material information about a student's mental, emotional, or physical health from the student's parent/guardian, including information related to gender identity unless the student is an eligible student.

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 school's 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

UPDATED HEALTH SCHOOL BOARD POLICIES

Please reference the following updated school board policies concerning health related issues on the district website: https://go.boarddocs.com/pa/mfbg/Board.nsf/Public

210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors

209 - Health Examinations/Screenings (this policy includes "ensuring that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program [CHIP]")

209.1 - Food Allergy Management

209.2 - Diabetes Management

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 & 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 Chromebook 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

The Mifflinburg Area School District will continue to participate in the Community Eligibility Provision (CEP). Through this provision, all students enrolled in Mifflinburg Elementary, Intermediate, Middle, and High Schools are entitled to receive a healthy breakfast and lunch at no cost to their household each day of the school year. No application or payment is required for students to access these meals, free of charge.

WELLNESS AND NUTRITION

The Mifflinburg Area School District recognizes the significant relationship between student well-being, proper nutrition, and their physical health, which directly impacts their academic readiness and performance. The district remains committed to fostering a school environment that prioritizes student wellness, promotes balanced dietary practices, integrates nutrition education, and encourages regular physical activity as fundamental components of the educational framework. The wellness policy, along with its triennial assessment, is available for review on the district webpage: Wellness Policy

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 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

SPECIAL EDUCATIONAL SERVICES

Mifflinburg Area School District is dedicated to offering opportunities that help all students reach their full potential. Special education services, designed to meet this goal, include the following areas of specially designed instruction:

- 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 EDUCATION

Students identified as Gifted receive specific instructional programming designed to develop, enrich, and accelerate their identified areas of academic strength.

More information on any aspect of special education is available from Mrs. Jane Spickler, Supervisor of Special Education, at 570-966-8280.

SPECIAL EDUCATION REFERRAL

Parents who believe their child needs special education services should call the appropriate building principal or the special education office at 570-966-8280 to request screening and/or evaluation. Parents who believe their pre-school children have special needs should inform the school when they make an appointment for kindergarten registration. Screening for kindergarten is conducted in early spring.

Other screening activities are ongoing and include:

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

MTSS (Multi Tiered System of Support)

Mifflinburg School District strives to support students academically and behaviorally on a case-by-case basis. Students who are struggling behaviorally, socially/emotionally, and/or academically may be referred for extra help by their classroom teacher(s), school counselor or building administrator. Parents will be notified before the MTSS team begins providing extra support to the student and will have the opportunity to discuss their student's needs with a member of the team.

In the event that an evaluation has been requested by parents to see if their student qualifies for Special Education support and the student has not been provided the opportunity to participate in MTSS, the request may be denied. If a denial for an evaluation occurs so MTSS can be implemented first, parents would be notified with a Notice of Recommendation of Educational Placement (NOREP) to provide documentation that the Mifflinburg Area School District is providing a different form of academic/behavioral intervention for the student first.

EVALUATION

A multidisciplinary team evaluates a child to determine whether 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.

DUE PROCESS

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

IEP/NOREP

IEP: Every student receiving special education services must have an IEP, a written individualized education plan. Team members at the IEP meeting develop IEPs. 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. Parents should keep the NOREP with the child's IEP in a safe place.

AI POLICY (SBP #815.1)

Purpose

The district recognizes the potential that Generative Artificial Intelligence (Generative AI) offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support a dynamic working and learning experience.

This policy addresses guidelines for the proper management and responsible use of Generative AI in the district's educational environment.

Authority

The Board directs that the use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited
to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression.

The availability of access to Generative AI tools and resources by students and staff does not imply endorsement by the district of the Generative AI tool or resource, nor does the district guarantee the accuracy of the information received from Generative AI tools or resources. The district shall not be responsible for any information that may be lost, damaged or unavailable when using a Generative AI tool or resource.
The district shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any Generative AI tool or resource. Nothing in this policy is intended to limit the district's obligations under applicable law or regulations.

The district shall not be responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources.

Definitions

AI literacy – the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.

Artificial Intelligence (AI) – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions.

Generative Artificial Intelligence (Generative AI) – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data. Generative AI is the focus of this policy.

Open-source AI – AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the district.

Delegation of Responsibility

The district shall make every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. The effective integration of Generative AI into education requires a collaborative effort between administration, teachers, staff, students and families.The district shall inform staff, students, parents/guardians and other users about this policy by posting on the district website and by other efficient methods.

The district shall obtain prior informed consent from parents/guardians before allowing a student to use Generative AI tools and resources in school.

Generative AI tools and resources used in district schools and programs shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security by the following individuals:

1. Superintendent.
2. Building principals.
3. Solicitor.
4. Director of Information Technology.
5. Director of Curriculum and Instruction.
6. School librarian.
7. _____ Other.

The Board directs that only district-authorized Generative AI tools and resources may be used on district computers and in district schools and programs. Staff shall consult the district's list of authorized Generative AI tools and resources prior to implementation in the educational environment. Unauthorized Generative AI tools and resources may not adhere to required data privacy, monitoring and security standards.

The Superintendent or designee shall be responsible for developing procedures to address student safety measures and to determine whether Generative AI tools and resources are being used for purposes prohibited by law, Board policy or for accessing sexually explicit materials.

The district solicitor, in coordination with the Director of Information Technology, shall evaluate new and existing vendor contracts, collective bargaining agreements and related agreements for impacts related to district use of Generative AI.

Guidelines

AI Literacy

Staff –
The district shall provide staff with professional development opportunities addressing the effective and safe integration of Generative AI to enhance teaching and learning. Professional development opportunities may include, but not be limited to:

1. Ethical use of Generative AI.
2. The capabilities and limitations of Generative AI.
3. Critical analysis of content produced by Generative AI.
4. How to monitor and evaluate student inputs into Generative AI systems.
5. The parameters established by the district for integrating Generative AI tools into classroom instructional design.
6. _____Other.

Beyond formal professional development opportunities, the district encourages staff to explore Generative AI to discover lesson plan ideas, create templates or assessments and to generate ideas for the personalization of student learning. Generative AI tools and resources shall be used in accordance with applicable laws, regulations and this Board policy.

Students –
The district shall provide training for students, which may include, but not be limited to:

1. Establishment of expectations regarding the ethical use of Generative AI.
2. The capabilities and limitations of Generative AI.
3. Critical analysis of content produced by Generative AI.
4. How to disclose use and cite Generative AI resources.
5. The importance of not disclosing personally identifiable information when using an open-source Generative AI tool or resource.
6. _____Other

Ethical Considerations

The district shall prioritize the educational value in the use of Generative AI tools and resources and will take measures to mitigate associated risks. The district shall only authorize Generative AI systems and platforms appropriately equipped for preventing breach of personally identifiable information and addressing the district's prohibitions against discrimination, harassment, bullying, bias and access to sexually explicit materials, or those which are harmful to minors or prohibited by Board policy.

The district's technology protection measures shall be enforced during use of Generative AI on district computers and network resources. The district shall provide additional training, when needed, and address accessibility needs to provide equitable access to Generative AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students.

The district prohibits the use of Generative AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion or dismissal.

The district prohibits the use of Generative AI in making final determinations on student assessments and evaluations.

Academic Integrity –

The use of Generative AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of Generative AI in assignments
and assessments.

Teachers shall outline use of Generative AI tools and resources in their required lesson plans.

Students and staff shall receive training and be expected to appropriately cite original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others. A Generative AI resource shall be cited when the system's generated content is quoted, paraphrased or otherwise used in the student's work. Lack of citation to AI generated work improperly implies that the work is entirely that of the student.

The Board permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.

Copyright –

Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.

AI-Generated Content Verification –

Individuals using Generative AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. Generative AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Staff and students should critically evaluate content produced by Generative AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.

Evaluation and Monitoring of Generative AI

Administrators, network supervisors and teaching staff shall establish processes for ongoing evaluation and monitoring of Generative AI tools and resources used within the district and on district computers and network resources, including periodic assessments of the impact on
student learning.

Issues identified during the evaluation and monitoring process shall be reported to the:

Superintendent.
Building principal.{ } Director of Information Technology.
Director of Curriculum and Instruction.
_____ Other.

Consequences for Inappropriate Use

Failure to comply with this policy or district rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.

Students and staff must immediately report any violations or suspicious activity to the building principal or designee.

Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts.

Illegal use of Generative AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

This policy shall also apply to student conduct that occurs off school property or during non-school hours to the same extent as provided in Board policy on student discipline.

iPAD INFORMATION FOR PARENTS (SBP #815)

Introduction:

Your child has been issued an iPad for use in their education in addition to any textbooks or student workbooks they may use, as such, replacement for abusive practices of the iPad will be handled similarly as it would be with a textbook when it comes to repairs, replacements and/or purposeful damage. iPads are the device of choice at Mifflinburg Area School District because they provide students of all ages with access to many tools that enhance their learning. Some highlights of those accesses:

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

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

Ownership:

All devices, accessories, and installed applications remain the property of the Mifflinburg Area School District.

Device Return:

District-issued devices and accessories (protective case, charger, and charging cable) must be returned at the end of each school year unless otherwise authorized, or immediately upon withdrawal, transfer, graduation, or expulsion.

Failure to Return:

Failure to return a District-issued device or accessories may result in financial responsibility for repair or replacement costs, school disciplinary consequences, and referral to law enforcement when appropriate.

General Use of the iPad at School:

- The iPad is the property of Mifflinburg Area School District and should be utilized for educational purposes only. The student must adhere to the Acceptable Use Policy (815 & 815.1) and the Student Handbook. Failure to abide by these rules may result in a disciplinary referral and/or loss of privileges.
- The student is **REQUIRED** to bring the iPad to school each day, with a fully charged battery.
- The student is to be the sole user of the assigned iPad.
- The student may receive a disciplinary referral from a teacher for repeatedly failing to bring the iPad to class or repeatedly not charging the iPad battery (if applicable).
- The iPad will be subject to routine monitoring by teachers, administrators, and technology staff. The student shall have no expectation of privacy while using Mifflinburg Area School District electronic information resources, including but not limited to the contents of electronic files and/or communications undertaken using any District owned technology.
- Teachers and/or Mifflinburg Area School District administration may conduct an individual search of a student's iPad, files, music, video, e-mail or other related items if there is suspicion that District or building policies, rules, or guidelines have been violated. Student and parent/guardian are responsible for reviewing Mifflinburg Area School District's Internet Student Acceptable Use Policy (815). A copy can be found within the Technology Department at http://www.mifflinburg.org/technology.
- The student is responsible for not leaving their assigned iPad unattended and/or storing it in areas which may lead to damage or theft. The student should not use the iPad around sporting activities or events. When using the power cord, the student should not leave the cord in areas that may cause a tripping hazard.
- Mifflinburg Area School District reserves the right to block application downloads, implement security measures, change user permissions, change device settings, or take any other administrative or security steps, as deemed necessary by the district's technology department. Any attempt to modify the iPad, including but not limited to changing Internet access settings, will be construed as a violation of the Acceptable Use Policy (815).
- The student is prohibited from installing or modifying any hardware, software, or peripherals on the iPad.
- The student must observe any hardware/software license agreements entered by the Mifflinburg Area School District for the iPad and/or its equipment.
- The student is expected to notify a staff member if information or a message that is inappropriate, dangerous, threatening or makes the student feel uncomfortable is viewed on the iPad.
- Any attempt to bypass the Mifflinburg Area School District filter or change the configuration of the iPad will result in disciplinary action and/or loss of privileges.

iPad Use at Home (if applicable):

- Students in Grades K-5 will not be taking their devices home unless there is the possibility of a Flexible Instructional Day (FID)
- Students in Grades 6-12 will be allowed to take their iPad home with them.
- The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While the student is at school, staff will make every effort to assure that this resource is used appropriately.
- The parent/guardian(s) is responsible for monitoring this resource at home (if applicable). It is not advisable for the student to be permitted to engage in long hours of unsupervised time online.
- If you need internet access assistance at home, please contact your child's school for information on obtaining access.

Caring for Your iPad:

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

Cleaning Your iPad (if applicable):

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

- Always disconnect the iPad from the power outlet before cleaning
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or iPad.
- Wash hands frequently when using the iPad to avoid build-up on the touchpad. Grease and dirt can cause the cursor to "jump around" on the screen.
- You may clean the touchpad with a lightly dampened (not wet) lint free cloth.

General Security:

- Never leave your iPad unsecured.
- No barcodes or labels should be removed from the iPad.
- Lock your iPad in a designated storage facility or secure locker.

Damage, Loss, or Theft:

- The student and parent/guardian is responsible for filing a police report within 48 hours if the iPad is lost or damaged because of a theft or any other type of criminal conduct. Once the police report has been obtained, the parent/guardian is responsible for notifying building administration and providing a copy of the police report. Failure to report a stolen iPad to police within 48 hours will absolutely result in the parent/guardian being responsible for the fair market value of the iPad unless the iPad is subsequently recovered and is undamaged.
- The student and parent/guardian is responsible for reporting loss to the school administration if the iPad is lost, left unattended in a classroom, or misplaced. If not found, the student and parent/guardian is responsible for paying the fair market value of the iPad.
- The student and parent/guardian will be charged a fee for any damage to the iPad beyond normal everyday use, wear, and tear, regardless of whether the student is at fault, to help offset the actual cost of

repair or replacement to Mifflinburg Area School District. Mifflinburg Area School District also reserves the right to alter costs associated with damage and repair upon market availability of replacement parts.

Examples of fees include, but are not limited to:

iPad: $449	Cover with keyboard/touchpad: $100
Screen: $150	Charger (Apple USB-C): $25
Cleaning Fee $25	

- We recommend that an iPad should always be in the protective case when being transported, including but not limited to, travel between classes. An iPad that is damaged while being transported without the case constitutes negligence, which will incur out-of-pocket repair costs.
- If the iPad is damaged or destroyed because the student committed or facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost of repair or replacement, whichever is less, and law enforcement may be notified by the school administrator of the damage or destruction of public property.
- Repeated damage/loss of the iPad and/or failing to pay fees for repair/replacement due to damage/loss may result in the student facing disciplinary action by their school principal.
- Mifflinburg Area School District reserves the right to repossess the iPad at any time if the student does not fully comply with all terms of this Agreement.
- Unpaid fees of students leaving Mifflinburg Area School District may be turned over to a collection agency. Mifflinburg Area School District may also file a report of stolen property with the local law enforcement agency if an iPad is not returned at the school's request. If families are unable to cover the cost of damage repair, please contact the District Office to discuss repayment options.

Repair/Replacement of iPad:

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

Apple Care Accidental Damage Limits

Coverage includes up to two (2) incidents of accidental damage per device during the coverage period. Beginning with the third incident of accidental damage, the parent/guardian will be responsible for additional charges, regardless of coverage status, as follows:

- Third incident: $50
- Fourth incident: $75
- Fifth incident and each subsequent incident: increases by $25 per occurrence

The Mifflinburg Area School District reserves the right to determine whether damage is accidental, negligent, or intentional. Repeated incidents of damage may result in additional consequences, including restricted take-home privileges.

STUDENT HANDBOOK

PHILOSOPHY OF EDUCATION (SBP #101)

The Mifflinburg Area School District believes that:

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

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

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

AFTER SCHOOL OPEN STUDY

After school open study is held Monday through Thursday from 2:45 p.m. to 3:45 p.m. A teacher will supervise the library during this time and can provide tutoring as able and as needed. Students are to sign in and can stay as long as they need to during the designated time. When students want to leave, they are to sign out.

ALMA MATER

Ode to Mifflinburg

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

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

Our loyalty will always show.

ATHLETIC-SPECTATOR EVENT TRIPS

Students who desire to attend a post-season sporting event such as a district or state event may do so upon permission from the administration. Students should bring a parent note stating parental permission to attend the event. Upon return to school from the event, students are expected to show their ticket to the office for an excused absence. The parent note will not be counted towards the ten (10) excused parent notes providing the student did not miss the entire day of school.

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

Pupils driving a car to school should strictly observe all driving regulations as well as all borough and school parking regulations. Students must register the license tag of their vehicle in the main office and obtain a parking permit tag. A student will be issued one parking permit tag; any replacement parking permit costs $5.00.
Pupils should not park along the west side, in the rear, or in the front of the building during school hours. Student parking is permitted in the faculty parking lot after 2:45 PM and the administrative lot after 4:00 PM on school days.
The school administration shall rescind permission for any student to drive or park on school property who drives unsafely or who does not observe the school's traffic or parking regulations. Permission **may also be denied** for violation of traffic laws or school rules (by driver and/or passenger) while in route to or from school or any related school activity. Driving privileges may be suspended as consequences for unexcused tardiness, unexcused absences and violation of other school rules. It also is the responsibility of the school administration to prohibit students from driving if their action is of a following nature:

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

CHANGE OF ADDRESS OR PHONE NUMBER

Changes of address or phone number during the school term as well as those made during the summer vacation should be reported to the District Administrative office located at 178 Maple Street Mifflinburg, PA or call (570) 966-8200.

CLUBS, ORGANIZATIONS, AND ACTIVITIES

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

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

Envirothon
Envirothon is a fun, academic event which occurs in the spring. It challenges students to think critically about the natural world and their roles in it. Envirothon combines in-class curriculum and outdoor training, helping students to learn more about Aquatic Ecology, Forestry, Soil & Land Use, Wildlife, and new Current Environmental Issues each year.

Students interested in participating in the Envirothon join the Envirothon club. Its motto is “We like our classroom outside so science becomes relevant and competition creates motivation”. This club meets in the evening for a few hours each month to prepare for the Susquehanna Valley Envirothon competition which includes schools in Columbia, Montour, Northumberland, Snyder and Union counties.

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

Future Farmers of America, FFA
The FFA is a national youth organization. All members are exploring careers in agricultural production, products, supplies, mechanics, forestry, ornamental horticulture, natural resources, and other professional agricultural occupations. In Pennsylvania, there are approximately l2,000 students studying agriculture.

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

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

National Honor Society – Laurel Chapter, NHS
One of the highest academic honors a member of our high school can attain is membership in the National Honor Society. Requirements for membership are qualities of scholarship, leadership, exemplary character, and a spirit of service during the student's high school years. "Membership in the National Honor Society is both an honor and a responsibility”. Students selected for membership are expected to continue to demonstrate these qualities throughout their school career. Membership in the National Honor Society is open to students in the tenth, eleventh, and twelfth grades. In order to be nominated for student membership in the Laurel Chapter of the National Honor Society, each student must have qualified by meeting the scholarship requirement of a minimum accumulative grade point average of 92%. At the conclusion of the second nine-week marking period each year all students who meet the grade point qualifications are listed for possible entrance into the society.
This does not, however, ensure the election of student nominees to the chapter. These names are presented to the faculty council for evaluation on character, leadership, and service. The chapter will follow the established national guidelines.

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

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

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

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

CODE OF CONDUCT

These guidelines apply to all co-curricular and extra-curricular activities at Mifflinburg Area High School and Mifflinburg Area Middle School as defined in the school handbook. These 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.

For purposes of this policy, activities include but are not limited to: interscholastic athletics, band, theater productions, and any other activity that requires a student eligibility check. The program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games, practices, or events involving individual students or teams of students when such events are tied to participation in a PIAA sport.

It is the privilege and duty of every person connected with the co-curricular and extra-curricular programs 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. Students participating in sports or other co-curricular activities are expected to develop and display honorable character and citizenship at all times, as they represent the Mifflinburg Area School District within and beyond the school walls.

ACADEMICS

A primary function of public schooling is the academic development of students as individuals and as responsible citizens. Much of this learning is measured by school performance in subject areas. Therefore, in order for students to participate in co-curricular and extra-curricular activities, a top priority must be placed on success in school coursework. MASD academic eligibility requirements comply with PIAA regulations and are described in MASD Board Policy #122 (Extra-Curricular Programs) and are also referenced in the High School Student Handbook.

ATTENDANCE

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

2. 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.

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

4. Any student arriving to school late may participate in after-school activities for that day if the arrival time is prior to 11:15 am.

PENALTIES FOR BEHAVIOR INFRACTIONS

As a representative of MASD, co-curricular and extra-curricular participants are expected to demonstrate high standards of conduct at all times. 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.

1. During the summer months when students are participating in co-curricular and extra-curricular school activities under the supervision of district personnel, students will be subject to disciplinary measures dictated by MASD Board Policy.

2. Any period of suspension 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 or start of school year activity 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 consequence(s) with suspension from co-curricular and extra-curricular activities beginning at the start of the next school year's activity for 21 calendar days.

3. A suspension from any co-curricular or extra-curricular activity will result in the removal of the student/athlete from any office or leadership position (such as team captain) held for that activity.

4. School administration may exclude students from any or all co-curricular and extra-curricular activities due to academic issues resulting from eligibility grade checks, attendance, or disciplinary infractions.

5. Any student who is suspended from school may not attend events, practices, or school-related functions, or use school facilities for co-curricular and extra-curricular purposes during the calendar day(s) of suspension.

6. Any verifiable violation of MASD Board Policy #222 (Tobacco and Vaping Products) with regard to the use of tobacco, vape products, 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 a 21 calendar day suspension. Any tobacco/vape violation will result in student completion of the high school vape education program.

7. Any violation of MASD Board Policy #227 (Controlled Substances/Paraphernalia) on school property or at a school event, including transportation to and from the event, will result in an immediate suspension from all co-curricular and extra-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. *

8. Any student who possesses, uses, or distributes alcohol, drugs, or anabolic steroids off school property will be suspended from co-curricular and extra-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. *

9. Any student who is engaged in criminal activity, vandalism, or otherwise brings discredit to the school through his/her actions or conduct either on or off school property will be suspended from co-curricular and extra-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. *

10. Any student charged with a crime graded as a felony will result in suspension of extra and co-curricular activities for one year.

11. Any student charged with a crime graded as a misdemeanor will be suspended for a minimum of 21 days with potential for a longer suspension up to one year based on the grade and offense of the misdemeanor.

12. If a suspension occurs outside of an extra-curricular or co-curricular activity, the calendar days of suspension from the activity will begin on the first day of practice/participation in the next season or activity of participation.

13. Should a co-curricular or extra-curricular season expire before the end of a period of suspension, the remaining days will be carried over to the next activity in which the student intends to participate. The suspended days will only count if the student completes the season. The student is eligible to request a tryout/opportunity to participate in any co-curricular and extra-curricular activity after the suspension period ends.

14. At the direction of school administration, an issued period of suspension from a co-curricular or extra-curricular activities could be lessened based on community service engagement.

* For items #7-9 above, 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 and other at-risk behaviors. Intervention procedures include identification of students, collection and review of pertinent data, referral for assessment and evaluation, and participation in support programs. Participation in SAP-related interventions require parental permission.

GENERAL INFORMATION

1. 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, which can be signed electronically.

2. 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.

3. 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.

4. 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.

5. Upon return from a school-issued suspension to any co-curricular or extra-curricular activity, an advisor or coaches rules may require additional time to transition back into full participation in the activity.

COLLEGE VISITS

Students wishing to visit a college or university should use the District Trip form (Trip Form) to submit to the main office for school absences related to visiting a college or university. This form should be completed and submitted five (5) days prior to absence. The absence will be marked as an excused educational trip.

CONDUCT AND BEHAVIOR

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

Assemblies

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

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

Backpacks/Sports Bags

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

Bus Conduct and Video/Audio Recording on School Vehicles

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

Cafeteria

Because of the amount of time provided for lunch, students will not be permitted to leave the school grounds during lunch and must remain in the cafeteria or other designated areas during the lunch period. Students are not permitted to order take-out or use a meal service to bring in food from outside vendors. Breakfast will be available to students from 7:15 am to 7:40 am daily.

Cell Phones and Electronic Devices

Cell phones, earbuds, Air Pods, headphones, and other electronic devices will be stored in lockers from 7:45 am to 2:35 pm. In the event of a personal emergency, students must ask the classroom teacher for permission to go to the main office or guidance office to respond to the emergency. Students may use cell phones during their lunch period in the cafeteria, however, are required to return them to their locker immediately after lunch period is over.
The School Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Consequences for violations of these guidelines:

- **First Violation:** Students will take their cell phone to their locker. The teacher will create a new observation with a student conference about the cell phone expectation.
- **Second Violation:** Cell phone will be turned into the office daily for one week. A referral will be submitted to the office.
- **Additional Violations:** Cell phone will be turned into the office for two weeks (or more) and detention will be assigned. If this continues to be a repetitive problem, a behavior plan will be established.

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

Unauthorized Photography and Video Recording

Students may not use cell phones, iPads, or other electronic devices to photograph, video record, or audio record another student, teacher, staff member, or visitor without their knowledge and consent. **Students must have permission from a teacher or administrator before taking photographs or recording video or audio while on school property or at school-sponsored activities.**

Taking, possessing, sharing, posting, or distributing photographs, videos, or recordings of others without appropriate permission is prohibited when it violates an individual's privacy, disrupts the school environment, or is otherwise inappropriate.

Students who are permitted to take photographs or recordings are expected to use them appropriately and only for the approved purpose. School personnel may require a student to stop recording or delete an unauthorized image or recording in accordance with school policy and applicable law.

Violations of this rule may result in disciplinary consequences and/or loss of electronic device privileges.

Faculty Areas

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

Food and Drinks

- Students may consume food or drink during class time, **only if** the teacher has given the student permission to do so. The high school recognizes water as being a healthy choice and will be encouraged, but not mandatory.
- Open food or beverage containers are not allowed in the hallways and drinks should be in re-closeable containers.

- Inside vending machine access is allowed before 7:45 a.m., over the student's lunch period, and after 2:35 p.m. Any student who violates this expectation will be subject to disciplinary action.
- Food and drink are not allowed in the auditorium or gymnasium.
- Students are not permitted to order take-out or use a meal service to bring in food from outside vendors.

Hallways

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

Public Displays of Affection

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

Skateboards/Rollerblades/Scooters/Heelys

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

Counseling Groups

In order to better meet the needs of all our students, the Mifflinburg Area School District periodically offers small group counseling sessions utilizing both district counseling staff as well as outside counseling agencies. These sessions could address such topics as divorce, drug and alcohol abuse, self-esteem, etc.
Parents can request these services at any point in the school year by contacting the building principal. If any staff member feels a child needs to participate in any of these activities, the student will be included unless a parent objects to this participation.

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

CREDIT RECOVERY

Students may take credit recovery classes during the school year without a charge to make-up lost credit from failing classes. Credit recovery will be offered to students during the summer; however, starting the summer of 2027, students will be charged a fee for enrolling in and completing credit recovery during the defined summer term. Students are limited to enrolling in at most two credit recovery courses during the summer term.

DISCIPLINE

Social events and class trips (SBP#231) define 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. Examples of such events but not limited to include dances, prom, class trips, field trips, and school activity days such as Holiday celebration and field day.

Retraining Program

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

Lunch Remediation Procedures

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

Detention Procedures

1. All assigned detention sessions must be served in after school detention classes. Students must be aware that they have a responsibility to conform to school rules regardless of after school jobs, home responsibilities, or involvement with any after school activities. Detention is held from 2:45 p.m. to 3:45 p.m.
2. Any student who is assigned to detention will be given at least one day's notice. This will allow the student ample time to notify his or her parents and/or employer. ***EXCEPTION:*** **Students involved in any extracurricular activities must complete detention sessions before participating in official sporting events such as games or meets.** Students will be able to attend and participate in sport practice while a detention is assigned.
3. Students are responsible for arranging their own transportation. Students who are unable to attend their scheduled session of detention must make arrangements with the principal or assistant principal before 8 a.m. of the day assigned.
4. Each student assigned to detention is required to report promptly at 2:45 p.m. Students may not leave school property between 2:35 p.m. and 2:45 p.m. Students must go to their lockers and use the bathroom before the start of detention. All students must leave the building at 3:45 p.m. through the front doors of the building.
5. Attendance credit for detention will be awarded to those students who remain focused/attentive to the work they have or reading.
6. Students who are not compliant will not receive credit for the detention.
7. Students who are absent from school on the day of assigned detention will be expected to make up that detention on their first day back to school unless they make other arrangements with the principal or assistant principal before 8:00 a.m. of the day assigned.
8. A student who is absent from an assigned detention session without prior permission from either the principal or assistant principal will be subject to an additional consequence such as additional lunch remediation, detention and/or suspension from school.

In-School Suspension Procedures

1. Students assigned to ISS will report to High School Office (front lobby doors) by 7:45 a.m. and wait to be escorted to the ISS room.
2. Students will follow all directions. Students will be asked to place their personal belongings, including electronic devices in an area designated by the teacher.
3. Students will sit in seats assigned by the teacher. Students will be responsible for any damage to seats, workstations, or area.
4. Students will complete assignments provided by their teachers during the assigned subject period.
5. Students must place their work (including their silent reading book) on their desktops.
6. Students may not engage in conversation with other students; students must work at all times or silently read.
7. Uncooperative students will face additional discipline that may include additional days of in-school suspension, out-of-school suspension, or other alternatives.
8. Students will be escorted to the front door and presented to an administrator for dismissal when the end of the day bell rings
9. An hourly report of in-school suspension activities will be sent to the assistant principal at the end of each day.
10. Students are to complete a problem-solving exercise and all assignments provided by their teachers in a cooperative manner with the in-school suspension teacher.
11. If any assignments for the day do not get completed, the students will be expected to complete them for homework.

12. ISS students are not permitted on school property or to be involved in any school activities after regular school hours during their assigned ISS time, with the exception of detention if it is assigned.

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

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

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

Use of Generative Artificial Intelligence in Education (SBP #815.1)

Code of Conduct for Artificial Intelligence (AI) Use for Class Assignments

Definition of Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to computer systems and tools that are designed to mimic human intelligence. This includes tools that can generate text, images, code, or analyze information based on user input. Examples of AI tools include chatbots, writing assistants, image generators, and language translators.

*Note: Teachers will let students know if and what specific AI tools are approved for assignments.

Do's and Don'ts of AI Use

Do's – Responsible Use of AI

- **Use AI to brainstorm ideas**
  Example: Asking ChatGPT for topic suggestions for a history project.
- **Use AI to check grammar or spelling**
  Example: Using Grammarly to proofread an essay before submission.
- **Use AI for learning support or tutoring**
  Example: Asking Khanmigo to explain a math concept in a different way.
- **Use AI for paraphrasing, followed by your own review**
  Example: Using Quillbot to rephrase your draft, then editing it yourself for accuracy.
- **Cite AI when it contributes to your work**
  Example: "Portions of this report were generated with the help of ChatGPT, OpenAI."

Don'ts – Misuse of AI

- **Do not submit AI-generated content as your own work**
  Example: Copying and pasting a full essay from ChatGPT and turning it in.
- **Do not use AI to complete tests, quizzes, or assessments**
  Example: Using an AI tool to solve math problems during a test.
- **Do not use AI to bypass reading assignments**
  Example: Asking an AI to summarize a novel instead of reading it yourself.
- **Do not use AI to plagiarize or copy another student's or person's work**
  Example: Having AI reword another student's paper and submit it.
- **Do not use AI-generated content to create inappropriate images**
  Example: Using an AI image generator to create images of people — whether real or fictional — in explicit, violent, or harmful situations would be considered inappropriate. This includes content that could invade someone's privacy or misrepresent them in a negative way.

Tips for Responsible AI Use

- **Be transparent:** Let your teacher know when and how you used AI in your work.
- **Use it to learn, not to cheat:** AI is a great assistant, but it should not replace your own thinking and creativity.
- **Check for accuracy:** AI can make mistakes. Always double-check facts, data, or suggestions from any AI tool.
- **Protect your privacy:** Never share personal information with AI tools.
- **Ask for guidance:** If you're unsure whether using AI is appropriate, ask your teacher before using it.

***If Turnitin identifies that a student's work is AI generated or plagiarized, it will be regarded as not original and inauthentic. The student will be subject to the consequences listed below.**

Consequences of Misuse

Improper use of AI and plagiarism is considered academic dishonesty and may result in:

- Parents being called.
- Consequences include:
  - 1st time offense – redoing the assignment for full credit
  - 2nd time offense – redoing the assignment for reduced credit.
    - Referral to National Honor Society for dishonesty
  - 3rd time offense – zero on the assignment.

<u>Defacing or Damaging School Property</u>

Defacing or damaging school property is a very serious offense.
These infractions will be treated on an individual basis. It will require full restitution and the possibility of additional disciplinary measures.

<u>Dress Code & Grooming</u>

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

Appropriate clothing should follow the guidelines listed below:

- Clothing cannot expose the upper mid-thigh, buttocks, breasts, mid-section, undergarments, or any part of the body that undergarments cover.
- Strap(s) or sleeve(s) must be present on all tops or dresses.
- Students wearing A-shirts or tank tops will have to have a shirt over those shirts that have sleeves.
- Dress must comply with all health and safety codes.
- Shoes must be always worn. If slippers are worn, they must have soles.
- Sunglasses, hats, and hoods may not be worn in the building from arrival in the building until the time you leave (minimum 7:45-2:45).
- Hats MUST be kept in lockers during the school day. Hats should be removed upon entering the building as well as placed on after exiting the building.
- Clothing promoting or suggesting drug, alcohol, or tobacco use, pornography, hate messages, obscene and/or offensive language or gestures, is not permitted at school or school-related events.
- Sharp, metal, studded apparel or jewelry, including wallet chains, that could cause potential danger to others and property is not permitted.

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

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

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

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

Late to Class

Each unexcused lateness to class will be registered as an observation behavioral infraction. Repetitive or accumulated observational infractions will result in consequences such as retraining, lunch remediation, detention, etc.

Late/Tardy to School

Students are expected to arrive at school and be in their homeroom prior to 7:45 am. If a student is late to school, the office will create a "Late to School" eHallPass, which will be their entrance to class. If a student was in school (physically here before 7:45 am) but not in homeroom by 7:45 am, they are to be marked in eHallPass as "Late to Class". Any student arriving prior to 11:15 am is permitted to participate in after-school activities for that day. If the student's arrival time is after 11:15 am and is unexcused, the student is not permitted to participate in after-school activities. Any student reporting late to school three (3) or more times, unless excused by the Principal or Assistant Principal, will be subject to the following disciplinary action:

Number of Tardies	Disciplinary Action
1-3	Warning, conference with administration

4-6	Conference with administration and lunch detention
7+	After school detention session per violation

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

Profanity
The use of any profanity is not acceptable. Incidents of profanity will be evaluated by faculty, staff, and administration. Consequences may include lunch remediation, detention and/or suspension.

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

e-HALLPASS

e-HallPass is used by students and staff to create passes for movement throughout the day to the restroom, nurse's office, main office, appointments, teachers, etc. Students can create their own pass to the restroom and are awarded three (3) passes per day. Students are given ten (10) minutes per pass and are expected to be able to take care of business within this time frame. Teachers also have the ability to create passes for students if needed.

This privilege is contingent on appropriate use of passes. Inappropriate use of passes can include any of the following:

- Taking more than ten (10) minutes of the allotted time per pass.
- Excessive number of passes per day.
- Signing out to the restroom but going to hang out in another area of the school (out of assigned area).
- Pretending to sign-out to use the restroom but not actually make a pass.

Inappropriate use of passes can lead to the following consequences:

- Pass limit reduced to two (2) per day for a time period.
- Teachers may have you make up missed class time exceeding ten (10) minutes on your personal time (7:15-7:45, homeroom, or lunch).
- Excessive issues with passes can lead to other disciplinary actions.

Other guidelines for e-HallPass include:

- Students are expected to sign-out with the monitoring teacher during lunch time (these do not count against your 3 daily passes) for:
    - Restroom use in the 100 hallway restrooms.
    - Nurse's office.
    - Students may not go to another teacher's room unless verbal permission has been given by the teacher to the lunch monitor.

EMERGENCY PLAN-SUSPECTED DRUG OVERDOSE

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

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

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

EXTRA CURRICULAR PROGRAM ELIGIBILITY (SBP #122)

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

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

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

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

Eligibility Requirements (SBP #122)

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

Enforcement Policy (SBP #122)

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

General Requirements (SBP #122)

1. Initial eligibility shall be determined by the previous marking period grades, except for the last marking period. In this case, the final grade(s) for the year (average) will determine eligibility. Should a student not be eligible as

determined by the final grade(s), that student may attempt to improve his/her grades by attending summer school. If, as a result of attending summer school, the student's average is raised to meet the requirements, he/she is considered eligible and may begin participation in the fall.

2. In cases such as band, the student who is declared ineligible will participate in any regularly scheduled classes but would not be permitted to perform in marching or related activities occurring outside the school day. A student's non-participation in such activities because of ineligibility will not affect his/her regular class grade.
3. Normally, an "incomplete" must be made up within ten school days. However, in unusual circumstances, this period may be extended with permission from the principal. "Incompletes" become effective on the day report cards are distributed but are not counted in determining a student's average. Students may participate in extra-curricular activities during the period of time an "incomplete" is in effect.
4. The principal, athletic director, advisor and/or coach shall jointly implement this policy. In any instance, the decision of the principal shall govern the eligibility of a student.

PIAA Standards (SBP #122)

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

Rules students should know:

1. In order to be eligible for interscholastic athletics, a pupil must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. Back work may be made up, providing it is in accordance with the regular rules of the school.
2. In cases where a student's work in any preceding grading period does not meet the standards provided for in the above statement, said student shall be ineligible to participate in inter-scholastic athletics for the first fifteen (15) school days of the next grading period.
3. Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school at which the pupil attended.
4. At the end of the school year, the student's final credits in his/her subjects rather than the credits for the last grading period shall be used to determine his eligibility for the next grading period.

Verification of Continuing Eligibility (SBP #122)

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

1. At the beginning of each activity, the designated coach, sponsor or athletic director must provide a list of eligible student participants to the building principal for certification. One student list shall be filed in the principal's office and one list shall be retained for the sponsor's files.
2. Grade checks are conducted on Thursday of each week. Students failing 2 or more credits are notified and have until midday Friday to improve grades for final grade check of the week.
3. The principal or designee of each school has the responsibility for determining that student participants are in compliance with eligibility requirements. It shall be generally understood that all students except those identified by the final grade check as failing in specific subjects are earning passing grades.

Athletics

The Constitution and by-laws of the Pennsylvania Interscholastic Athletic Association govern interscholastic athletics. The high school principal and athletic director administer the program.

The following interscholastic sports are listed in our program:

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

Private Transportation – Athletics (SBP #123.2)

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

Requirements and Awards (SBP #123.2)

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

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

Requirements for earning athletic awards in individual sports:

Baseball

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

Basketball

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

Bowling

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

Cheerleading

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

Field Hockey

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

Football

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

Golf

- Play one-half of the matches.

Mat Cats

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

Soccer

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

Softball

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

Student Manager

- Three years in one sport.

Swimming

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

Tennis

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

Track and Field

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

Wrestling

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

Trainer

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

Eligibility of Athletes (SBP #123.2)

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

Release From Class (SBP #123.2)

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

Athletic Insurance (SBP #123.2)

The Mifflinburg Area School Board of Education has approved the purchase of a partial excess policy of insurance for interscholastic athletics. The Athletic Department pays the fee for this insurance coverage.
The partial excess coverage is not a full coverage policy. It is strongly suggested that parents provide additional accident insurance for their student athletes. Partial excess coverage means that the school insurance company will pay up to the first $l00.00 for a claim, providing the injury occurred while the student was participating in a school sponsored interscholastic athletic program. If the claim exceeds $l00.00, it will be the parent's obligation to file a claim with your insurance company. If there is an unpaid balance after the parent's insurance company has met its obligation, the school insurance will then provide for the payment of additional bills, up to the limit of our insurance carrier's policy. In the event that there are still outstanding bills, the bills become the obligation of the parent.
If the parents do not have any insurance, the school insurance company will pay insurance claims until they reach the limits of our insurance carrier's policy. The parents will then be obligated to pay the remainder.

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

1. Students are not permitted to participate in practice sessions or actual school events if they are absent from school that day. (Exceptions are a preplanned college visitation/testing, a school-related function, emergency or extenuating circumstance approved by a building administrator.)
2. Students must also be in attendance the entire day

(7:45 a.m.–2:45 p.m.) of school after an event or they will be ineligible to participate in the next event. Acceptability of any excuse will be determined by the building administrator. In this situation, any excused absence is not in question.

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

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

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

FUNDRAISING PROJECTS (SBP #229)

All fundraising projects conducted during the year must be approved and scheduled by the principal or assistant principal in the main office. Since there are many organizations in our school, these projects should be kept to a minimum. Fund raising activities are to be conducted by members of each respective school club or organization. Assistance from other clubs or organizations is discouraged. Students are not permitted to sell or take orders within the school for any item, which is sponsored by organizations outside the school system.
Requirements for fund raising by recognized clubs and organizations at the Mifflinburg High School. For items sold by students:

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

GRADING, GRADUATION REQUIREMENTS AND OTHER ACADEMICS

Grading System (SBP #213)
It is basic to the philosophy of the Mifflinburg Area School District that students will respond more positively to an opportunity for success than to the threat of failure. The district seeks, therefore, through sound objectives in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes of evaluating student performance. It reports that achievement through the use of symbols as presented:

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

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

Make-up Work (SBP # 213)

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

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

Semester Examinations (SBP #213)

Semester Exams will be given in courses of one (1) credit or more. These exams shall be teacher prepared and shall be administered at the completion of each semester. They shall be comprehensive for the entire semester. Each student must take both semester exams to receive credit for the course. Students who take the AP exam for that AP specific course will be exempt from the final exam. Those students' final exam grade would be calculated instead from the mathematical average of the third and fourth marking period report card grades.

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

Reporting Periods – Report Cards and Mid-Term Failures

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

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

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

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

Synergy (Student Information System)

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

Honor Rolls (SBP #213)

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

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

5. The selection of students at the end of the final grading period shall be based on grades earned for that period rather than on an average for the preceding periods.

Student Rank Determination

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

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

Example: Course	Grade		Credit		Credit Point Value
AP English Lit.	90	x	1.08	=	97.2
Mathematics	85	x.	1.0	=	85
Social Studies.	95	x.	1.0	=	95
Science	88	x.	1.0	=	88
Physical Ed	72	x	0.5	=	36
					401.2

401.2 ÷ 4.58 = 87.60 Credit Point Average

Graduation Requirements (SBP #217)

Units	Class
3 (4)	English
.5	Public Speaking
.5	Career Communications
3	Math (Algebra 1 must be taken)
3	Science (Biology must be taken)
3	Social Studies
1	Economics
.5	Foreign Language
1.5	Physical Education
.25	Health
1.5	Electives - Art/Music, Business/Agriculture, Technology/FCS (at least .50 credit from each department)
Remaining credits	From any approved courses.
22	Total

The SUN ATI Program is a 180 day or full-time program. These students must successfully complete six (6) units of work at the SUN ATI during their 12th grade.

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

Valedictorian/Salutatorian (SBP #240)

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

Latin System Recognition for Graduation

Suma Cum Laude - Top 5% of class ranking.
Magna Cum Laude - Top 5.1 to 10% of class ranking.
Cum Laude - Top 10.1 to 15% of class ranking.

Promotion and Retention (SBP #215)

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

A student's achievement of the skills for the grade to which he/she is enrolled and his readiness for work at the next grade level shall be evaluated before promotion to the next higher grade. These students who have mastered at least the minimum skills as defined in the course definition will be promoted and those who have not will be retained.

Students are advanced to the sophomore standing upon completion of 5.5 credits or more during the ninth grade. Advancement to the junior standing shall be made upon completion of a total of 11 credits during freshman and sophomore years. Advancement to the senior standing shall be made upon completion of a total of at least 16.5 credits completed in freshman, sophomore and junior years. Required courses as promulgated must be included in any advancement.

Credit Recovery

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

INSURANCE

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

KEY CONTACTS

Dr. Ken Dady	District Superintendent	570-966-8200
Mr. Jeremiah Allen	Principal	570-966-8240
Mr. Jason Dressler	Assistant Principal	570-966-8231
Mrs. Danielle Dressler	AD & Director of Student Services	570-966-8246
Mr. Chris Long	Non-Traditional Education Principal	570-966-8336
Mrs. Melanie Kerstetter	School Nurse	570-966-8242
Mrs. Mallery Raup	School Counselor	570-966-8252
Mrs. Jena Klemick	School Counselor	570-966-8248
Mrs. Kristi Long	Food Service	570-966-8241

LIBRARY INFORMATION

Circulation of Materials
Books and back issues of magazines may be borrowed by students.
Circulation period----------2 weeks
Renewal----------allowed if not reserved
Some reference materials may circulate overnight, subject to librarian approval. They may not be checked out until the end of the school day and must be returned before homeroom the next school day.
Please bring the materials you wish to renew with you to the library.

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

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

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

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

LINK CREW

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

LOCKERS, LOCKS, AND SEARCHES (SBP #226)

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

A locker may be inspected at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the school.
School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the student or the school population. Students shall assume responsibility for maintaining the security of their lockers.
Prior to an individual locker search, the student shall be notified and given an opportunity to be present.
Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.
Students are **NOT** permitted to share lockers.
Lockers must be locked at **ALL** times.
NO materials may be attached to lockers.

MUSIC PERFORMANCE ORGANIZATIONS

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

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

Curricular Ensembles
Concert Band, Concert Choir, and Concert Band and Choir are curricular courses offered by the school district. Through these courses, students learn music literacy, technique, and repertoire for performances throughout the school year. Additionally, enrollment in these courses provides students with the opportunity to have individualized instruction with the ensemble directors through instrumental and/or vocal labs.

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

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

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

Pit Orchestra

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

NAUTILUS

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

OFFICE HOURS

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

OPENING EXERCISES (SBP #807)

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

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

The Board believes that all students in the Mifflinburg Area School District should learn the principles of liberty and democracy expressed in the Declaration of Independence and the Bill of Rights. The Board further believes that one's love of country is promoted by the ceremonies and observations held in the public schools and that the Flag of the United States is a symbol of our great American heritage and democratic ideals. In addition, the Board accepts the fact that the salute to the flag and daily Pledge of Allegiance help students to learn these principles.
Therefore, each principal is directed to provide, at minimum, a daily program for the salute to the flag and the Pledge of Allegiance. In addition, the National Anthem, or a similar requirement is made for all appropriate public events.
The Board recognizes the religious beliefs of some students may prohibit their participation in these patriotic exercises. Students, however, are expected to show respect for the rights of others during such events.
At the beginning of each school day and immediately following the Pledge to the Flag, both students and faculty shall be given the opportunity to observe a brief period of time in silence.

The period of silence shall be governed by the following:
1. The length of time will be determined by the principal but should not exceed 60 seconds.
2. Students or faculty who do not wish to engage in this brief interlude will refrain from any act that would interfere with the rights of others.
3. The period of silence shall not be intended or identified as a religious exercise.

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

RISE

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

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

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

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

SCHOOL CLOSINGS

If school is delayed, canceled or dismissed early because of inclement weather or other emergencies, announcements will be made through recorded phone calls, the district website, the district Facebook site as well as: WNEP-TV, Channel 16; WBRE-TV, Channel 28; WYOU-TV, Channel 22, and these radio stations: WPGM-1570AM, Danville; WKOK-1070AM, Sunbury; WMLP-1380 AM, Milton; WYGL-1240 AM and 92.3 & 98.3 FM, Selinsgrove; WILQ-105.1 FM and KISS-102.7 FM, Williamsport.

SCHOOL COUNSELING

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

SCHOOL RESPONSIBILITIES (SBP #102)

The Mifflinburg Area High School will:

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

12. Aid the students in identifying, clarifying and constructing a positive set of values.
13. Provide students with the opportunity to develop socially within the structure of the school program.
14. Develop a total school program based upon the recognition of individual needs and abilities of all students.

SECURITY CAMERAS

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

STUDENT ACCEPTABLE USE OF COMPUTER NETWORK SYSTEMS/INTERNET (SBP #815)

Purpose

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

Definition

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

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

Definitions

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

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

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

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

Authority

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

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

with the operation of the System or that violates some portion of this agreement. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the System.
The District is under no obligation to support personal devices on the premises, and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
The District shall not be held liable for the loss of student created files. Student network files will be deleted at the conclusion of each school year.
District technology and technology services depend on finite resources such as bandwidth and server storage. All users will be expected to maintain their files and access to services in a manner that is conducive to efficient resource allocation. Users are expected to monitor the number and size of files stored on computers and the network, and delete old or unnecessary files. Bandwidth intensive applications should be kept to a minimum.
All users must make reasonable efforts to protect against theft or damage of district equipment. Personal laptops left unattended must be secured to a desk or other fixture with a laptop lock, or locked in a cabinet or locker.

Delegation of Responsibility

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

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

Acceptable Use

Acceptable use of the System must support education and academic research consistent with the mission and educational goals of the school district. Use of network and computer resources must comply with rules appropriate for that network. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
The determination as to whether a use is appropriate lies solely within the discretion of the school district.
Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and State and Federal law. The use of the computer network System for illegal, inappropriate, or unethical purposes by students is prohibited. Specific prohibited uses of the System include, but are not limited to, the following:

1. Commercial, political lobbying, illegal activity, and product advertisement.
2. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
3. Fraudulent copying, communications, or modification of materials in violation of copyright laws. This includes duplicating material from the Internet that could not be considered Fair Use for education purposes without permission from the creator unless permission is so stated. Users that violate copyright laws will be solely responsible for such violations.
4. Inappropriate language or profanity on the network and transmitting material likely to be offensive or objectionable to recipients
5. Intentionally obtaining or modifying files, passwords, and data belonging to other users. This includes reading, executing, changing, or deleting any file belonging to someone else without permission from the owner.
6. Destruction, modification, abuse or unauthorized access of system hardware, software, and files; using approved district software or internet solutions to mask prohibited activities.
7. Using software, altering proxy settings, or using any other means to bypass district content filtering or network security settings.
8. Impersonating another user, anonymity, and use of pseudonyms
9. Loading or use of unauthorized games, programs, files, or other electronic media as well as placing inappropriate stickers or decorations on the device.
10. Installing software on computers without proper license and approval of the technology department
11. Intentionally or negligently using computing resources in such a manner as to cause congestion and performance degradation of the System or disruption of the work of other users
12. Plagiarizing the work of others

13. Copying or sharing files with other students and submitting it as individual work.
14. Altering or tampering with a computer, either hardware or software
15. Attempting to repair, alter, or relocate hardware without the approval of the technology department.
16. Personal file storage and archiving.
17. Hacking, i.e., attempting to access and/or modify a computer's operating system without authorization, to attempt to uncover security loopholes or data protection schemes.
18. Connecting any devices or personal computers to the System without the approval of the technology department. USB flash drives are an approved device and do not require preapproval of the technology department. The use of these drives is the only permitted method for transferring school related files between home and school. No executable files shall be run from a flash drive.
19. Saving executable files on any network drive or directory.
20. Personal entertainment, web browsing or "surfing" unrelated to learning goals during school hours.
21. Use of the System for social networking and/or communicating with individuals outside of the District is generally not permitted. Absent administrative approval, any access of sites used for social networking, chat, e-mail, and forums, is prohibited. If approved, all such communications must occur within the time frame and physical location established by the requesting teacher. Approval of such sites and/or communications shall be documented and granted only by both the appropriate building principal and the district technology coordinator with said approval not granted beyond the school year.
22. Using the System in a way that violates other district policy, applicable law, or regulation that subjects the District to liability.

Security

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

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

Safety

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

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

To the extent possible, Internet safety measures shall address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using computer network resources.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minor's access to materials harmful to them.

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

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

Consequences for Inappropriate and/or Unacceptable Use

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

Students may be disciplined for unauthorized or illegal use of, or access to, computers, software, telecommunications, and related technologies for any willful act that causes physical, financial, or other harm, or otherwise disrupts information technology.
Failure to follow the procedures and prohibited uses listed in this policy may result in loss of network access. Other appropriate disciplinary action may also be instituted in accordance with school district policies as well as State and Federal statutes, even if acts are committed away from school property and outside school hours.
Illegal use of the network, deliberate deletion or damage to files of data belonging to others, intentional copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.

STUDENT DISPLAYS

All student displays/posters/bulletins/advertisements need to have prior approval by the administration.

STUDENT RECORDS (SBP #216.1)

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

1. The right to inspect and review the student's educational records within thirty (30) days of the district's receipt of a request for access. A parent or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) she/he wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student. A parent or eligible student may request the district to amend a record she/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record she/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official). If the district decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent the disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclose without consent. Disclosure of personally identifiable information can be made without consent to the following:

a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and State and Local educational authorities.
d. Officials connected with a student's application for a receipt of financial aid.
e. State and local officials who are required to get specific information pursuant to State law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are

released. If the State statute was enabled after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by State law, without prior written consent of the parent.

f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
g. Accrediting institutions.
h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
i. Anyone; if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order. The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

5. The right to refuse to permit the designation of any or all of the categories of directory information. The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal by the first ten (10) ten school days of the current school term. Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; email address; photograph and other similar information.
6. The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.

SUN AREA TECHNICAL INSTITUTE

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

VISITORS

All visitors must enter through the main office and sign in at the main office upon entering the building. Visitors should present their driver's license to be scanned using the iPad kiosk and given a name tag. Visitors will be escorted by school personnel and should not be left unsupervised throughout the school building. Visitors will be asked to scan their license a second time upon exiting the building.

DAILY SCHEDULE

Mifflinburg Area High School		
26 - 27 Daily Schedule		
Homeroom/Daily Announcements 7:45 – 8:14		
Short 1 8:17 – 8:57	Block 1 8:17 – 9:41	Short 2 9:00 – 9:41
Short 3 9:44 – 10:24	Block 2 9:44 – 11:08	Short 4 10:27 – 11:08
11:11 A Lunch 11:41	11:11 Short 5 11:52	11:11

11:44 Block 3 A 1:08	11:55 B Lunch 12:25	Block 3C 12:35
	12:28 Short 6 1:08	12:38 C Lunch 1:08
Short 7 1:11 – 1:51	Block 4 1:11 – 2:35	Short 8 1:54 – 2:35
Dismissal 2:35		

1 HOUR DAILY SCHEDULE

Mifflinburg Area High School		
26 – 27 1 Hour Delay Schedule		
Homeroom 7:45 – 7:55		
Expectations Review 7:55 – 8:45		
Short 1 8:45 – 9:22	Block 1 8:45 – 10:02	Short 2 9:25 – 10:02
Short 3 10:05 – 10:42	Block 2 10:05 – 11:22	Short 4 10:45 – 11:22
11:25 **A Lunch** 11:55	11:25 **Short 5** 12:02	11:25 **Block 3C** 12:42
	12:05 **B Lunch**	

11:58 **Block 3 A** 1:15	12:35 12:38 **Short 6** 1:15	12:45 **C Lunch** 1:15
Short 7 1:18 – 1:55	Block 4 1:18 – 2:35	Short 8 1:58 – 2:35
Dismissal 2:35		

2 HOUR DAILY SCHEDULE

Mifflinburg Area High School		
26 - 27 2 Hour Daily Schedule		
Short 1 9:45 – 10:15	Block 1 9:45 – 10:49	Short 2 10:18 – 10:49
10:52 A Lunch 11:22	10:52 Short 5 11:24	10:52 Block 3C 11:58
11:25 Block 3 A 12:31	11:27 B Lunch 11:57	
	12:00 Short 6	12:01 C Lunch

	12:31	12:31
Short 3 12:34 – 1:02	Block 2 12:34 – 1:33	Short 4 1:05 – 1:33
Short 7 1:36 – 2:04	Block 4 1:36 – 2:35	Short 8 2:07 – 2:35
Dismissal 2:35		

3 HOUR DAILY SCHEDULE

Mifflinburg Area High School		
26 - 27 3 Hour Daily Schedule		
Short 1 10:45 – 11:01	Block 1 10:45 – 11:20	Short 2 11:04 – 11:20
11:23 A Lunch 11:53	11:23 Short 5 12:04	11:23 Block 3C 12:47
11:56 Block 3 A 1:20	12:07 B Lunch 12:37	
	12:40 Short 6	12:50 C Lunch

	1:20	1:20
Short 3 1:23 – 1:39	Block 2 1:23 – 1:58	Short 4 1:42 – 1:58
Short 7 2:01 – 2:17	Block 4 2:01 – 2:35	Short 8 2:20 – 2:35
Dismissal 2:35		

PEP RALLY SCHEDULE

Mifflinburg Area High School		
26 – 27 Pep Rally Schedule		
Homeroom 7:45 – 8:15		
Short 1 8:18 – 8:56	Block 1 8:18 – 9:33	Short 2 8:59 – 9:33
Short 3 9:36 – 10:17	Block 2 9:36 – 10:51	Short 4 10:20 – 10:51
10:54 **A Lunch** 11:24	10:54 **Short 5** 11:30	10:54 **Block 3C** 12:09
	11:33	

<table>
<tr><td rowspan="2">11:27
<u>Block 3 A</u>
12:42</td><td><u>B Lunch</u>
12:03</td><td rowspan="2">12:12
<u>C Lunch</u>
12:42</td></tr>
<tr><td>12:06
<u>Short 6</u>
12:42</td></tr>
<tr><td>Short 7
12:45 – 1:21</td><td>Block 4
12:45 – 2:00</td><td>Short 8
1:24 – 2:00</td></tr>
<tr><td colspan="3">Dismiss to Pep Rally
2:00 – 2:05</td></tr>
<tr><td colspan="3">Pep Rally
2:05 – 2:35</td></tr>
<tr><td colspan="3">Dismissal 2:35</td></tr>
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