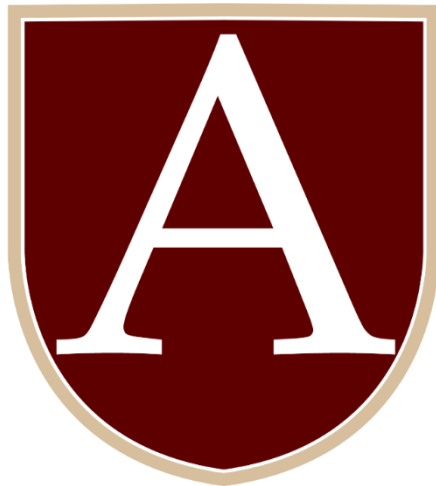


**Mifflin County  
Academy  
of  
Science & Technology**

**2016-2017  
Student Handbook**



— THE —  
ACADEMY

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# **INTRODUCTION**

The Mifflin County Academy of Science and Technology (The Academy) offers opportunities for career and technical training. These educational programs are available to individuals who are interested and can benefit from the training received.

## **WELCOME**

This handbook was written to welcome you and acquaint you with The Academy and its programs. It will serve as an introduction to the school, staff, curriculum, regulations, and opportunities available to you.

With the help of this handbook and our staff, we hope you will be able to work to your full potential, utilizing The Academy's facilities and opportunities afforded, to successfully complete your educational program.

## **PHILOSOPHY**

All persons regardless of race, creed, or color have the freedom to choose the type of training and education, according to their abilities, desires, and interests that will prepare them for a productive and satisfying life.

The main objective of our school is to develop the skills and knowledge needed to enter and advance in a chosen vocation. Attitude toward other people, in respect to any individual's rights, responsibilities, privileges and the

awareness of others, is of the utmost importance in any career.

Since economic goals are closely related to the other goals of life, the method to insure reasonable success in life is through occupational proficiency, or the ability to do the job. Included in the occupational proficiency or excellence are the skills of the trade, as well as an understanding of basic and/or advanced mathematics, English, history and the physical sciences.

This school is concerned that each individual student develops to his or her fullest potential. This is best accomplished through the cooperation of the student, the parents, and the school.

## **MISSION STATEMENT**

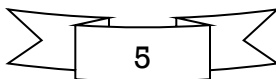
Educate each student for success in tomorrow's careers.

## **VISION STATEMENT**

For all students to establish a technical career pathway with the confidence to face all challenges and opportunities of citizenship.

## **SCHOOL COLORS**

The school colors are Tan and Maroon.



# POLICY OF NONDISCRIMINATION

The Mifflin County Academy of Science and Technology does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access: to the Boy Scouts and other designated youth groups. Inquiries may be directed to:

Daniel T. Potutschnig, Title IX and Section 504 Coordinator  
Mifflin County Academy of Science & Technology  
700 Pitt Street  
Lewistown, PA 17044  
(717) 248-3933

Any disabled student or parent of a student without an I.E.P. who has a grievance should make it known to the Assistant Director of The Mifflin County Academy of Science and Technology. A copy of the grievance procedure will be issued at that time and the Planning and Appeals Committee will be notified immediately to schedule a hearing.

For information regarding services, activities, programs and facilities that are accessible and usable by handicapped persons, contact:

John Bilich, Assistant Director  
Mifflin County Academy of Science & Technology  
700 Pitt Street  
Lewistown, PA 17044  
(717) 248-3933

## **SCHOOL ORGANIZATION**

### **ADMINISTRATION**

Dan Potutschnig, Administrative Director  
John Bilich, Assistant Director

### **SECONDARY FACULTY**

<b><u>Course Title</u></b>	<b><u>Instructor</u></b>
Automotive Mechanics	Doug Stimely
Building Trades Maintenance	Mark Baker
Cosmetology	Pamela Eby
Culinary Arts	Lynn Fohringer
Early Childhood Childcare	Valerie Baker
Electrical Installation	Steven Hogle
Mechatronics	Terry Wilt
Medical Science	Mindy Phillips
Precision Machining	Fred Nickel
Production Agriculture	Annette Sprenkel
Special Education	Michelle Royer
Cooperative Education/Futures	Bryan Boyd

# POST-SECONDARY FACULTY

## Supervisor of Adult and Post-Secondary Education

Ben Glover

## SUPPORT STAFF

School Secretary

Becky Fultz

Bus. / School Secretary

Sandy Klingler

Healthroom Aide

Kimberly Walters

Custodians

Larry Goss

Jim Wilson

## PARTICIPATING SCHOOLS AND ADMINISTRATORS

### Chief School Administrator

Mr. James Estep – Superintendent, Mifflin County

### East Juniata High School

Principal

Ben Fausey

Assistant Principal

Wendy Varner

School Counselor

Jonathan Sliski

Laura Sheets

### Juniata High School

Principal

Ed Apple

Assistant Principal

Nancy Kramer

School Counselor

Kurt Condo

Lisa Kile



## **Mifflin County High School**

Principal

Mark Crosson

Assistant Principal

Kelly Campagna

School Counselor

Kim Crone

Steven DeArment

Bridget Kennington

Elizabeth Ertell

## **OPERATING COMMITTEE MEMBERS**

John Knepp – Chairperson

Richard Smeltz – Vice-Chairperson

Beth Laughlin

Kristen Sharp

## **SCHOOL SCHEDULES**

### **DAILY OPERATING SCHEDULE**

The Academy will operate daily with the following schedule:

Class/Shop		Futures		Lunch	
8:15	10:15	10:15	10:45	10:45	11:15
10:15	12:15	12:15	12:45	12:45	1:15
12:45	3:00			12:05	12:45

Because bus transportation schedules differ, students will arrive and depart at slightly different times.

## Mifflin County

Class/Shop		Futures		Lunch	
8:15	10:15	10:15	10:45	10:45	11:15
10:15	12:15	12:15	12:45	12:45	1:15
12:45	3:00			12:05	12:45

## Juniata County Schools

Class/Shop		Futures		Lunch	
8:15	10:15				
10:15	12:15			12:15	1:00
12:45	2:45				

## **CLOSING OF SCHOOL DUE TO WEATHER**

The Mifflin County Academy of Science and Technology will be closed only for extreme conditions. When the home school closes, students are not required to report to The Academy. Local radio stations report closings and delays when notified by school administration.

## **SCHOOL OPERATIONS**

### **CAREER & TECHNICAL STUDENT ORGANIZATIONS**

Student leadership organizations are an important part of any technical training. The Academy offers its students the opportunity to join a career and technical student

organization that is directly related to their area of study. Each organization has established goals that strive to develop leadership abilities through participation in educational, vocational, civic, recreation, and social activities. Each student is challenged to develop realistic occupational goals and to practice high standards in organizations.

**Student Organization**

Skills USA

Future Farmers of  
America

Health Occupations  
Students of America

National Home Builders  
Association

**Program Area**

All Academy Programs  
Agriculture

Medical Science

Electrical, Building Trades

## NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society currently serves approximately 200,000 members nationally, and awards over \$160,000 in scholarships to its members annually. NTHS honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. High performing students can be nominated by their instructors for induction into this prestigious organization.

## GRADING SYSTEM

Students will receive one report card from the home high school each marking period. This card will contain the student's academic grades and their grade from The Academy. Each grade will be based on knowledge, skills, and attitude. The overall grade will be a composite of these three grades based on the following system:

A = Excellent	93-100
B = Above Average	86-92
C = Average	78-85
D = Below Average (but passing)	70-77
F = Failure	Below 70
I = Incomplete	Obligations not completed

The final grade issued at the end of the school year will be average of all the marking period grades.

## INCOMPLETE GRADES

1. When students are absent from school, they are not exempt from academic obligations in the classroom. Upon returning to school after any absence, it is the student's responsibility to contact teachers for makeup work. A general rule is that students have one day for each day of absence to fulfill their makeup work obligations. If the back work is not completed within the allowed time and no other arrangements for an exception have been made with the teacher, the student will receive

failing grades for the makeup work not turned in to the teacher.

2. Incomplete grades at the end of a marking period should rarely be given because they are for students who, because of illness or injury, cannot fulfill their academic obligations. Incomplete grades are not to be given to students who have had sufficient time to do makeup work. For students qualifying to receive an incomplete grade at the end of a grading period or end of the year, there is a grace period of ten (10) school days to complete the missed work after the grading period is over. If the makeup work is not completed in the grace period, and special arrangements for an exception were not made with the teacher and Director, then the incomplete assignments revert to a failing grade.
  
3. When a student is absent for more than three consecutive school days, assignments may be obtained by telephoning The Academy. Arrangements may be made for someone to obtain assignments for you during your period of absence.

## LOST AND FOUND

Articles found in or around the school building should be turned in to the office at once. Anyone who has lost an article should inquire at the main office.

## OPEN HOUSE

An Open House is held annually at The Academy. Students, parents, and members of the community are invited to tour the school and to talk to the faculty and administration.

## ELECTRONIC DEVICES / CELL PHONES

The Academy realizes that cellular technology is an embedded aspect of American culture. However, many disruptions to the typical school day occur due to student use and abuse of cellular technology and other electronic devices. These disruptions are both material and substantial, frequently leading to a loss of instructional time for both individuals and groups. With a desire to increase time on task and eliminate activities which could be considered criminal, The Academy has adopted the following policy:

1. Students may possess cellular phones and other electronic devices while on campus.
2. Students must turn off their cellular phones and electronic devices prior to their entry into the building. Students may only use their phones and other electronic devices in the cafeteria during their lunch period. (Administration reserves the right to eliminate this privilege if abused)

3. Phones or electronic devices that are visible to faculty, staff, or administration in the classrooms, lab areas, hallways, restrooms, or any other area outside of the cafeteria will be confiscated and held by administration in the main office.
  - a. Parents will be notified of a first offense and the student will be allowed to retrieve the device at the end of their session.
  - b. Multiple offenses will be subject to progressive discipline that could involve any combination of the following:
    - i. Device only being retrieved by a parent during normal business hours (7:30-3:30 Monday-Friday)
    - ii. Student detention
    - iii. Student Suspension
    - iv. Referral to law enforcement if violation involves illegal activity
    - v. Dismissal from The Academy
4. Students who have been found to have violated this policy through an interview with another student, or examination of another student's phone, will be subject to the same penalties.

**Parents and students are reminded that the intention of this policy is not to limit contact among families. Parents may call the school's main office to have important messages forwarded to students. Students may also, with permission, utilize the office phones.**

## **FOOD/BEVERAGE**

Students are not permitted to bring food or beverages to The Academy in open bottles, cans, paper or plastic containers. Additionally, students should only consume food or beverages in the cafeteria.

## **VISITORS**

All visitors must register at the school office upon entering the building.

## **STUDENT POLICIES**

### **ADMISSION INTO THE ACADEMY**

Students who fail a program at The Academy will not be permitted to proceed to the next section of the class for the subsequent year. (i.e. Culinary Arts I will not proceed to Culinary Arts II) Additionally, if the student wishes to return to The Academy in the same or a different program, they will be asked to re-apply with the rest of the first year students in order to gain acceptance.

### **STUDENT RIGHTS & RESPONSIBILITIES**

The Commonwealth of Pennsylvania's State Board of Education Chapter 12, identifies student rights and responsibilities. Individuals who meet their responsibilities as a student will have a successful and



productive year. Section 12.2 lists these student responsibilities:

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner.
- D. It is the responsibility of the students to conform to the following:
  - 1. Understand all rules, regulations, and safety procedures for all classroom and shop areas, and conduct themselves in accord with them. Students should assume that, until a rule, regulation, or safety procedure is waived, altered, or repealed in writing, it remains in effect. Follow the safety procedures outlined by the instructor for using all shop equipment.

2. Volunteer information in matters relating to health, safety and welfare of the school community and the protection of school property.
3. Dress to meet fair standards of safety and health and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time for all classes and other school functions.
8. Complete make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.

## SCHOOL INSURANCE

It is our hope that students will avail themselves of the school's insurance program at their respective high schools. It is not mandatory that a student have insurance, but it is trusted that each student is covered, either by his/her parents' insurance where they work or by the school insurance program offered through his/her home high school. The school is not responsible for any doctor or hospital bills that may be incurred if the student is sent to the hospital or doctor in any emergency that could arise here at the school.

## STUDENT DRUG AND ALCOHOL POLICY

(Ref. Mifflin County Academy of Science and Technology policy No.227)

It is the intent of The Academy to prevent misuse and abuse of restrictive drug and alcohol substances within the school. This shall include, but is not limited to, controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, volatile solvents or inhalants, substances that cause physiological effects similar to controlled substances, prescription or nonprescription medications (except those for which permission has been granted for use in school) and any other drug paraphernalia.

This policy also applies to conduct that occurs off school property.

# STANDARDS OF CONDUCT

Standards of conduct prohibit the sale, use, possession, or transfer of, or being under the influence of alcohol, narcotics, hallucinogens or illicit drugs by students on school property or at any school related or sponsored activities.

**Disciplinary Sanctions:** Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. Disciplinary action will include referral of violations to the home school. The disciplinary sanctions of the home school will be enforced in cooperation with The Academy.

# DRIVING POLICY

Transportation to and from The Academy is provided. Therefore, students driving to The Academy from their home schools will be at the discretion of home school and The Academy's administrators. Students given permission to drive must complete a driving application and display the parking permit on the rear view mirror. Students must park in the designated area, failure to do so may result in loss of driving privilege.

Students who desire to have their vehicle serviced by Auto Mechanics or Collision repair must complete the proper paperwork given to them by the Auto Mechanics or

Collision Repair instructors and follow the same driving procedures as above. At no time is a student to drive their vehicle into the gated area without permission from an instructor and an administrator.

Specific administrative policies and procedures will be reviewed with students at the beginning of the school year. The Academy administration reserves the right to suspend a student's driving privilege if the student does not have a permit, transports other students without permission, transports illegal substances, or drives in a manner that endangers people or property on the grounds of The Academy or to and from the respective schools.  
**DRIVING IS A PRIVILEGE!**

## **USE OF VIDEO SURVEILLANCE CAMERAS**

The Academy administration and faculty recognizes the need to provide a safe learning environment for students and staff and to protect The Academy property and equipment. Therefore, video surveillance cameras will be used as a security measure at The Academy.

Video cameras will be used to ensure that student behavior on school property is consistent with the established safety and conduct rules. If unacceptable behavior is recorded, timely and appropriate corrective actions will occur.

The following rules and guidelines will apply to students and any individuals on school property:

- Signs will be posted in at the main entrance to the school to inform students, staff and the public that video surveillance cameras are in use.
- Any activities detected through the use of video surveillance cameras that present a breach of The Academy policy, security or possible criminal activity will be reported immediately to the Assistant Director.
- The Assistant Director will report such activity to the Administrative Director and promptly begin an investigation.
- If it is determined through the investigation that a student or any individual on school property has committed an unlawful or unsafe act in violation of state law or school policy, appropriate disciplinary consequences will be administered.
- In the event that a student is disciplined based on video, the parent/guardian may request permission to view the tape within five (5) school/working days from the date disciplinary action was administered by the school administrator. Upon receipt of the parental request, a meeting will be arranged by the Assistant Director.
- Should the Administrative Director consider it advisable for the parent/guardian to view a tape, the Assistant Director may request a viewing be scheduled for the parent.

# TOBACCO CONTROL POLICY

**PURPOSE:** The Operating Committee of The Academy recognizes that smoking or use of other forms of tobacco presents a health hazard which can have serious consequences for both the smoker and non-smoker. Further, Act of December 21, 1988, P.L. 1315, No. 168, requires the establishment of committee policy to enforce the prohibition of tobacco use.

**STUDENTS:** The possession or use of tobacco, smokeless tobacco, or smoking equipment by pupils is prohibited in school buildings, school buses, school vehicles, on school district property, and during school sponsored activities.

**EMPLOYEES AND ADULTS:** Tobacco use is prohibited on all school property when secondary students are in attendance. Tobacco use by employees or adults is also prohibited in school buildings, school buses, and school vehicles and outside school buildings when the employee or adult is supervising students during school sponsored activities.

## **PENALTIES**

### **Students**

Students will be referred to the District Magistrate who will determine whether to issue the student a fine,

probation, community service, or some alternate form of punishment for the tobacco violation.

## **BULLYING/CYBERBULLYING POLICY**

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

**DEFINITIONS:** Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting 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 building.

Bullying is occurring when there exists an imbalance of physical, psychological, or social power between the aggressor and the victim, favoring the aggressor.

Bullying is most often a series of aggressive acts including, but not limited to the following examples:

1. Physically harming a student.



2. Damaging, extorting, or taking a student's personal or academic property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Systematically and intentionally excluding a student from activities with peers.
6. Spreading false information about a student or attempting to influence others to exclude a student from an activity.

Bullying, as defined in this policy, includes cyberbullying. 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 Academy by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

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

**AUTHORITY:** The Academy expects students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building administrators, or other school employees supervising school-sponsored activities. Students should be

encouraged not to stand by as third parties and tolerate bullying by others. Parents/Guardians may contact the building administrator to report acts of bullying.

The Operating Committee directs that complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

**DELEGATION OF RESPONSIBILITY:** Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

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

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

The Administrative Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.

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

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

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

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

Discussion of this policy shall be included in the orientation of each new teacher and periodically in staff development workshops.

### **Education**

The Academy shall develop and implement bullying prevention and intervention programs. Such programs shall increase awareness of bullying, provide staff and students with appropriate training for effectively recognizing, responding to, intervening in and reporting incidents of bullying.

### **Intervention**

Teachers and staff members who observe acts of bullying shall take reasonable steps to intervene to stop such

conduct, unless intervention would threaten a teacher's or worker's personal safety. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

If teachers cannot reasonably remediate acts of bullying through their own intervention, they shall report the bullying to building administrator. Other school employees who observe acts of bullying shall report the conduct to the building administrator. The building administrator or designee shall investigate any report of bullying and shall resolve this instance in a manner consistent with The Academy's stance that such acts will not be tolerated and that students are to be taught that bullying is unacceptable behavior.

### Investigative Procedures

The building administrator or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians or employees. Any investigation of a report may include meeting with students, parents/guardians or employees; a review of student records and other reasonable efforts to better understand the facts surrounding a reported incident.

### Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: counseling, parental conference, loss of privileges, exclusion from school-sponsored activities, detention, suspension, referral for expulsion, and/or referral to law enforcement officials.

### Confidentiality

The Academy recognizes that both the victim and the alleged bully/extorter have strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the victim, the individual(s) against whom the complaint is filed, and the witness will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Educational Rights Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the administration may inform the complaining student/parents/guardians of the outcome of the investigation.

### Reprisal

Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

# **SCHOOL RULES &** **EXPECTATIONS**

## **ATTENDANCE**

The Public School Code of 1949, Sec. 1327 mandates that “Every child of compulsory school age having a legal residence in the Commonwealth of Pennsylvania is required to attend a day school in which the subject and activities prescribed by the standards of the State Board of Education are taught in the English language.” Persons who are in violation of the Compulsory School Act by accumulating excessive illegal absences, more than three per year, could on a summary conviction be sentenced to pay a fine plus costs and/or be confined to the county jail for a period not exceeding five days.

Attendance is one of the most important obligations while enrolled at The Academy. Regular attendance is necessary for satisfactory achievement in the classroom as well as on the job. Poor attendance habits that are carried over to the job often cause failure or dismissal. Poor attendance in school could prevent you from obtaining a good recommendation for a job.

If a student is absent from school due to an unavoidable circumstance, he/she is required by law to present, within

three days immediately following the absence, **an excuse to the home school and The Academy office** explaining the absence signed by his/her parents/guardian or doctor. If the excuse is not presented within a three-day period, the absence is recorded as illegal. Students are advised to review the attendance policies of their home schools.

If it is necessary for a student to be excused during school hours, a written excuse from the student's parent/guardian must be presented to The Academy attendance office **one day** prior to the excused day.

No early dismissal will be approved unless an emergency condition exists. An attempt should be made to schedule all appointments during non-school hours. All requests must include a telephone number so that the early dismissal can be verified.

Any student who misses the bus at the home high school must report to his/her home school office. Any student who misses the bus at The Academy must report to the main office. No hitchhiking or walking to or from The Academy will be permitted. Students who miss the bus will be responsible for securing their own transportation. Repeated offenses will be treated with progressive discipline.

All students going to and from The Academy shall use the transportation provided by the school. The only exception

to this policy is granted to students that have been issued a special driving permit.

## ABSENCE/TARDINESS

Students should contact their teacher immediately upon returning from absence. Students have one day for every day absent to make up work. Make up work will be assigned to supplement the work missed during the student's absence. The responsibility lies with the student to request assignments for the make-up work. Make up assignments are to be completed at home and not during the time the student is in school.

Students arriving at school after the class starting time must report to the main office upon entering the building and sign in. Students will not be admitted to class, when tardy, without a late admission pass from the office. Upon receiving a late pass students must go directly to shop.

Attendance is part of each student's Daily grade. Failure to adhere to the attendance policy will have an impact on the students marking period grade.

## EXCUSES



Students who are absent from school should provide one written excuse to the home school and one to office personnel at The Academy.

## ACCIDENTS, ILLNESS AND MEDICATIONS

All accidents, regardless of their size or nature, must be reported immediately to the person in charge or The Academy office. An accident report must be completed by the person in charge and given to the Assistant Director. Within one day of the accident, a copy of this report must be filed in The Academy office.

Any student who becomes ill during the school day should request an excuse form the teacher in charge and then report directly to The Academy office. If a student's illness requires that he/she go home, the parent/guardian will be contacted by the Healthroom Aide to transport the student.

All students who are required to take prescribed medications during the school day must bring authorization for such, along with the medication, to the Healthroom Aide in the main office. All medications will be stored in the office. Students will be given a pass to return to the office to take the medication at the proper time.

## **ARRIVAL/DEPARTURE**

Entry and exit shall be from the front of the building. Students arriving shall proceed directly to their respective classrooms. Upon dismissal, all students are to proceed directly to the buses in an orderly manner.

## **BOOKS**

At the beginning of each year, students are loaned textbooks. Throughout the year reference books are available for students' use. These textbooks and/or reference books should be treated with care.

Books are expected to be returned to the school in the same condition as they were issued, less normal wear. Lost or mutilated books must be paid for by the student to whom they were issued. The Academy reserves the right to withhold grades from students who do not return or pay for lost books.

## **LOCKERS**

Each student will be issued a lock and locker during the first week of school. The locks are to be kept on the lockers at all times. The student must not exchange lockers or locks or share lockers with any other student.

The student is responsible for the contents of his/her locker.

Lockers are considered public property that is loaned to the students for school use. School authorities have the right to inspect lockers at any time to ensure the health, safety, or welfare of the students and the school.

Valuables are not to be kept in the student's locker. If the student has the need to bring valuables to The Academy, they must be turned in at the office for security. The Academy is not responsible for items stolen from an unsecured locker.

If locks are lost or stolen, the student must purchase a replacement in the office, at a charge of \$10.

## CHANGE OF ADDRESS

In the event that a student moves to a new address within or outside the school district, he/she is expected to notify his/her home school and The Academy office immediately.

## VANDALISM

All classrooms and shops are furnished with industrial equipment. We assume that each individual will have enough pride in the school to handle each piece of

furniture or equipment as carefully as he/she would handle his/her own valued possessions. A student caught damaging or willfully destroying school property will be subjected to disciplinary action and be required to pay for such damage.

## PERSONAL APPEARANCE/DRESS

The Mifflin County Academy of Science and Technology is an advanced career preparation institution whose goal is to ensure students are ready for the workforce and for the rigors of post-secondary education. The world of work and every career we train for, at The Academy, has expectations of appearance. To that end, The Academy has determined a reasonable dress code for students to be worn at all times. Students will not be permitted to participate in laboratory/shop activities if they do not meet the uniform requirements spelled out at the beginning of the course. This includes the use of safety eyeglasses, goggles, or hearing protection. Mirrored or shaded safety glasses are unacceptable.

Each program at The Academy has a uniform. Students are expected to comply with the reasonable expectations of dress for their respective program, this includes cleanliness and proper fit. Students are expected to comply with the following directives:

- Lower body articles of clothing: No shorts, athletic shorts, yoga pants, leggings, or miniskirts. Lower body garments should be worn appropriately with

the midriff covered. Saggy pants and pants with holes in them are unacceptable. Skirt and dress hems should be no more than 2 inches above the knee.

- **Upper body articles of clothing:** Shall cover the body from the shoulders to the waist. Shirts should not be altered to expose the midriff or shoulders. Shirts must have some type of sleeve that contains a hem and does not expose the underarm area.
- **Footwear:** Students must wear close-toed shoes that are safe, professional, and workforce appropriate. Flip-flops or sandals are not acceptable at The Academy.
- **Piercings:** No body or facial piercings will be permitted with the exception of ears.
- **Hats:** Hats are not permitted to be worn in the building at any time, this includes the hallways and program areas.

Students have lockers to safely store personal items such as: clothing, hats, sunglasses etc. that are not to be worn at The Academy. Students should only use the locker assigned to them and should not allow others to store personal belongings in their locker.

Dress code violations will be met with progressive discipline that could range from detention up to, and including, dismissal from The Academy.

## SAFETY

Students are taught safe working practices and respect for tools and equipment. However, in spite of all precautions taken, there is always the element of danger when working around machinery. It is mandatory, by state law, that goggles or safety glasses and other protective equipment are worn at all times in the shop or lab area. There are specific types of practical and/or protective clothing and other items that must be worn in certain courses. These course requirements will be given during class orientation. Failure to follow safety regulations could result in permanent suspension from The Academy.

## LUNCH PERIODS

Students who are assigned lunch at The Academy are required to spend their entire lunch period in the cafeteria. Students are not permitted to roam the halls or visit with teachers in their classrooms during scheduled lunch periods.

## TRIPS

Students going on educational trips with vocational teachers must return a signed parent permission form prior to the trip. A field trip is an extension of the classroom and all school and shop rules and regulations apply during the trip as they apply while in school.

# WORK PERMITS

Work permits must be secured at your home high school guidance office.

# DISCIPLINE POLICY

## STUDENT RESPONSIBILITIES

IT IS EACH STUDENT'S RESPONSIBILITY TO REVIEW THIS BOOKLET WITH HIS/HER PARENT(S) OR GUARDIAN(S). If a student and/or his/her parent(s)/guardian(s) have any questions regarding student rights and responsibilities, please contact a school administrator.

1. Dress and groom so as not to cause a disruption to the education process.
2. Volunteer information in matters relating to the safety and welfare of the school community and the protection of school property.
3. Exercise proper care and safety when using school equipment.
4. When absent from school, complete all assigned work that was missed.
5. Act in a polite, mature manner at all times and conduct themselves in accordance with school guidelines.
6. Show respect for teachers, staff, other students, visitors, etc...

7. Keep all areas of the school clean, including the halls, restrooms, classrooms, cafeteria and lockers.
8. NO public displays of affection, including any physical contact, are permitted (holding hands, hugging, kissing, etc...)

## PARENT/GUARDIAN RESPONSIBILITIES

A cooperative effort between the home and school is necessary if students are to achieve their highest potential.

1. Demonstrate a supportive attitude toward school and education.
2. Develop a good relationship between themselves and the school staff.
3. Promote a respect for others and for property.
4. Support good attendance habits.
5. Provide an environment conducive to study at home.

## TEACHER RESPONSIBILITIES

The teacher's primary objective is to provide a well-rounded education, which will prepare students for future endeavors.

1. Promote a climate of respect and dignity designed to strengthen the self-image of each student.
2. Develop a close cooperative relationship with parents for the educational benefit of the student.



3. Identify changing behavior patterns and personality traits of all students and communicate this information to the appropriate personnel.
4. Distinguish between minor misconduct, which is best handled by the teacher, and major misconduct, which is best handled by the administration.
5. Assist in the enforcement of the discipline code in all areas of the school.

**GUIDELINES FOR STUDENT CONDUCT INCLUDE THE FOLLOWING THREE LEVELS:**

**LEVEL I (INCLUDE, BUT ARE NOT LIMITED TO)**

The Assistant Director or Administrative Director shall assign disciplinary consequences for Level One violations. Disciplinary consequences could include detention, suspension, or other measures at the discretion of the Assistant Director or Administrative Director.

**INAPPROPRIATE BEHAVIOR-** Actions and/or behaviors or lack of actions and/or behaviors that are disruptive to the overall operating process of a school building. Failure to comply with restrictions and/or standard operating procedures would be an example.

**CHRONIC TARDY TO CLASS OR TO HOMEROOM-**  
Arriving to class late.

**LOITERING/LOCKER VIOLATION-** Any action by a student which is determined by a staff member to be disruptive or

inappropriate while in the hallway or locker room(s). Students who are spending an inordinate amount of time passing from class to class shall be determined to be loitering.

**TEASING FELLOW STUDENTS**- Considered as name calling, inappropriate jokes, or causing another student to feel uncomfortable based on a fellow student's actions or statements.

**FAILURE TO FOLLOW DIRECTIONS OR CLASSROOM RULES**- Any classroom rule either written or verbal in which the student fails to follow. Teachers are given the privilege of creating their own classroom rules.

**HORSEPLAY**- Student actions and/or behavior which are rough or boisterous play. Horseplay that causes a safety concern becomes a Level II violation

**DISRUPTIVE BEHAVIOR**- Actions and/or behavior or lack of action/behavior that cause an interruption in the teaching/learning process. All students have the right to a quality education; any actions/behaviors that deny others the opportunity to a quality education are unacceptable.

**PROFANITY**- The use of swear words, profane gestures, or gang symbols which are determined inappropriate.

**DRESS CODE VIOLATION**- Any means of dress or grooming which violates the district dress code and/or is

an interruption to the educational process, is a safety concern, or is a health concern.

CHEATING/LYING or PLAGIARISM- The act of an instance of fraudulently deceiving, copying other's work, or being untruthful.

LEVEL II (INCLUDE, BUT ARE NOT LIMITED TO)

All Level II infractions shall be referred to the Assistant Director or Administrative Director. These can include, but are not limited to: Detention, In-School Suspension, Out-of-School Suspension, Alternative School, and Recommendation for Expulsion, Referral to Law Enforcement or some other means of action at the administrator's discretion. The administration holds the right to apply any or all levels of disciplinary action at their means.

COMPUTER/INTERNET VIOLATIONS- Downloading any software without permission from an instructor; use of e-mail accounts; alter official documents, files, or program in any manner; search inappropriate websites; use The Academy's equipment inappropriately, be disrespectful, slander anyone, or use inappropriate language; play computer games unless given permission by an instructor; loan your account or password without permission from a computer instructor.

CUTTING CLASS or LUNCH – “Cutting” a class, study hall, lunch, homeroom, assigned activity or any unauthorized leave of absence during the school day can be charged with up to one full day unlawful absence and may result in further disciplinary actions.

MISCONDUCT IN CAFETERIA or SPECIAL PROGRAM - Student behavior that a staff member determines as inappropriate, unsafe, or disruptive to the educational process.

LEAVING CLASS WITHOUT PERMISSION – An overt act to leave a class or designated area without verbal and/or written permission.

DISRESPECT TOWARDS STAFF MEMBERS – Behaviors that are exercised to belittle, embarrass, or defy the authority and/or degrade any employee of the district while they are exercising their authority.

INSUBORDINATION – An overt act of being disobedient to an authority/staff member or not following a directive from an authority figure.

DISORDERLY CONDUCT (5503 CRIMES CODE OF PA) – Conduct with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk. Also considered as creating a hazardous or physically offensive condition by any act that serves no legitimate purpose of the actor.

1. Engaging in fighting or threatening or in violent or tumultuous behavior.
2. Making unreasonable noise.
3. Using obscene language or making an obscene gesture.

**LEVEL III (INCLUDE, BUT ARE NOT LIMITED TO) – All** Level Three infractions shall be referred to the Assistant Director or Administrative Director for disposition of discipline. These shall include Out-of-School Suspension, Alternative School, and Recommendation for Expulsion, and Referral to Law Enforcement. Administrators shall : (1) Suspend the student from school; (2) Contact the home school of a Level III violation: (3) In collaboration with the home school, set up a meeting with the parent/guardian of the student who has committed a Level III violation (*This may occur after the punishment has been administered*). The administration holds the right to apply any or all levels of disciplinary action at their means up to and included expulsion from the The Academy.

**VANDALISM** – Destruction of personal property

**HARASSMENT (including Sexual Harassment)/FIGHTING or OTHER ACTS OF AGGRESSION(2709 Crimes Code of PA)**- A person commits harassment when with intent:

1. He/She strikes, shoves, kicks, or otherwise subjects one to physical contact or attempts or threatens to do the same.
2. He/she follows a person in or about a public place or places.

3. He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person and which serve no legitimate purpose.

SEXUAL HARASSMENT – shall consist of unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal or physical conduct of a sexual nature.

THEFT/SALE or POSSESSION OF STOLEN PROPERTY (3901-3928 Crimes Code of PA) – To withhold property of another permanently or possesses, intentionally receives, or retains property which has been stolen.

ETHNIC INTIMIDATION (3901-3928 Crimes Code of PA) – A person commits an offense if with malicious intention, refers to another person in an intimidating manner which reflects his/her race, color, religion, or national origin.

ACTS THAT ENDANGERS SELF OR OTHERS – Acts which are unjustifiable and are in disregard for the safety of self or others but fall short of breaking the law.

SIMPLE ASSAULT (2701 Crimes Code of PA) –If a person knowingly attempts or intentionally, knowingly, or recklessly causes bodily injury to another; negligently causes bodily injury to another with a deadly weapon; attempts, by physical menace, to put another in fear of imminent serious bodily injury, this is considered a misdemeanor of the first degree.

AGGRAVATED ASSULT OF STAFF (2702.5 Crimes Code of PA) – Attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, or other employee in any public or private school while acting in the scope of his/her employment relationship to the school.

TERRORISTIC THREATS (2706 Crimes Code of PA) – A person is guilty of a misdemeanor of the first degree if he/she threatens to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise cause serious public inconvenience, or in the reckless disregard of the risk of causing such terror or inconvenience.

INSTITUTIONAL VANDALISM (3307 Crimes Code of PA) – An act when a person knowingly desecrates as defined in section 5509, vandalizes, defaces, or otherwise damages any school, educational facility and/or grounds adjacent to and owned and occupied by the school system. Vandalism of any personal property located in school facilities and/or grounds are also included in this section. Institutional vandalism is a misdemeanor of the second degree unless costs exceed \$5,000.00, in which it becomes a felony.

POSSESSION or DISTRIBUTION OF WEAPON or DANGEROUS INSTRUMENT – Weapons shall include, but are not limited to, firearms, knives, metal knuckles,

straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, and patrons.

Section 1317.2A of Act 26 of 1995 indicates: *A school district shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. Under Section 1317.2C then Superintendent may recommend discipline short of expulsion on a case-by-case basis.*

CRIMINAL MISCHIEF (3304 Crimes Code of PA) – Is damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means.

1. Minor bus offenses shall result in written warnings to students while major transportation offenses shall result in suspensions from riding the school bus or in some other school disciplinary action.
2. Students who have been suspended out-of -school shall not be allowed on The Academy’s property. Students shall be charged with trespassing for such a violation.
3. Disciplinary action by the administration up to and including expulsion shall be based on the nature of the offense and on the record and performance of the student. The administrators must keep in mind the safety and welfare of all individuals.



## NOTICE TO PARENTS

**The Family Educational Right and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, if you do not want this directory information released, please notify in writing, John Bilich, The Mifflin County Academy of Science & Technology's Assistant Director.