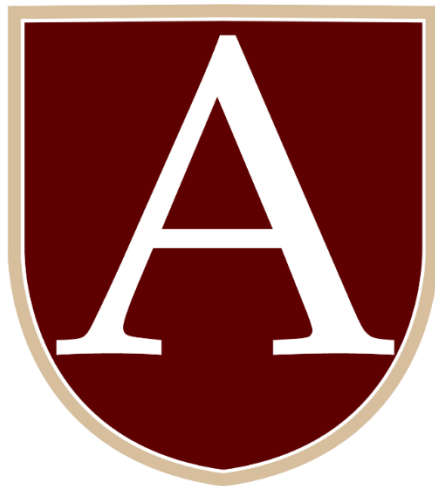


**Mifflin County
Academy
of
Science & Technology**

**2017-2018
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

<u>Course Title</u>	<u>Instructor</u>
Automotive Mechanics	Doug Stimely
Building Trades Maintenance	Mark Baker
Collision Repair	Jon Aumiller
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	Megan Keller
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
Health Room Aide	Kimberly Walters
Custodians	Cory Brower Jim Wilson

PARTICIPATING SCHOOLS AND ADMINISTRATORS

Chief School Administrator

Mr. James Estep – Superintendent, Mifflin County

East Juniata High School

<u>Principal</u> Ben Fausey	<u>Assistant Principal</u> Wendy Varner	<u>School Counselor</u> Jonathan Sliski Harley Straub
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Juniata High School

<u>Principal</u> Ed Apple	<u>Assistant Principal</u> Andy Kinzer	<u>School Counselor</u> Kurt Condo Lisa Kile
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Mifflin County High School

<u>Principal</u> Mark Crosson	<u>Assistant Principal</u> Kelly Campagna Steven DeArment	<u>School Counselor</u> Kim Crone Bridget Kennington Elizabeth Ertell
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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

FFA

Health Occupations

Students of America

National Home Builders

Association

Program Area

All Academy Programs

Agriculture

Medical Science

Electrical Installation

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

Completed applications are submitted to each sending school counselors by April 1. Completed applications are then forwarded, along with report cards, by the sending school counselor to The Academy.

The Academy's Assistant Director evaluates the student applicant in terms of his/her preferred course on the basis of the following criteria:

1. Attendance
2. Grade Point Average
3. Recommended Courses
4. Essay/Questions on The Academy's Application

Vocational assessment is scheduled if appropriate.

If a program quota is full, students may be asked to make a second choice.

Students who fail a program for the academic year, 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.

ACCESS TO SUPPORT SERVICES

Support services at the Mifflin County Academy of Science and Technology are provided for students through cooperation between the faculty and staff at The Academy and sending schools. The Academy works with the local school districts to set up appropriate services for students to be successful in their chosen program of study. While at The Academy, students have access to an in-house learning support teacher in a resource room where students can go for assistance as needed. The learning support teacher from The Academy provides information to the sending school teachers, to aide in the development of IEPs, and attends IEP meetings throughout the school year to ensure that appropriate accommodations are being implemented. Program instructors at The Academy work closely with the learning support teacher to provide accommodations to students who require specially designed instruction as listed in their IEPs.

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 The Academy to prevent misuse and abuse of restrictive drug and alcoholic substances, including inhalants of any kind, within the district and to provide positive behavioral alternatives to drug and alcohol-influenced lifestyles. The policy is not restricted to prohibition. A basic tenet is that the selling, using, possession, transferring, or being under the influence of controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, narcotics, hallucinogens, inhalants, or restrictive drugs by students on school property or at any school-sponsored activities anywhere is a violation of the law Act 211 of 1990 and this policy. Possession of drug paraphernalia is also a violation.

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the Assistant Director has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

RESPONSIBILITIES OF THE STUDENT

1. The student is expected to be knowledgeable of The Academy's Drug and Alcohol Policy.
2. The student shall be aware of the availability of counseling and support systems provided by The Academy, directly or indirectly, for himself/herself or friends.
3. The student shall be aware of the right to confidentiality when he or she seeks assistance voluntarily for drug problems and prior to getting into trouble at school. This right includes the withholding of any information about his or her situation and its treatment from any persons, including parents, unless the student grants authorization.

RESPONSIBILITIES OF THE SCHOOL DISTRICT

1. EDUCATION

a. The Academy will educate its students, staff, and administration about students' rights to confidential counseling and to the procedures listed below should intervention be required.

2. INTERVENTION

- a. An emergency situation related to drug use shall be recognized and treated as a medical emergency. All standard medical emergency procedures shall be followed and parents/guardians will be immediately notified of the emergency.
- b. Any incident of actual or suspected violation of the policy will be reported to the Assistant Director or other person in charge by the person observing such use or possession or suspecting a student of being under the influence of drugs or alcohol.
- c. The Assistant Director will immediately report details of the incident to his/her direct supervisor, who in turn, will immediately report the incident to the district superintendent.

d. Any student who violates The Academy's Drug and Alcohol or Medication Policy automatically waives any right to confidentiality.

e. The Assistant Director or other person in charge who believes the policy of the school district has been violated, will conduct a preliminary hearing telling the student what he or she did wrong and what the assigned discipline will be. The Assistant Director or other person in charge will allow the student to comment or give his/her side of the story. After the preliminary hearing is held and the Assistant Director or other person in charge believes the policy was violated, an out-of-school suspension will be ordered.

f. If necessary, an informal hearing will be held for the student and the, Director, Assistant Director, parents, student, and a representative of the superintendent will be invited to attend.

g. Pending the outcome of the informal hearing, a formal hearing before a student hearing committee appointed by the Board of School Directors within ten school days may be held.

3. REHABILITATION AND SUPPORT

a. It shall be the responsibility of The Academy to participate in the ongoing development of programs offering counseling, support, and discipline on behalf of the students. Students will be directed by the Board of Directors or administration to undergo evaluation, counseling, rehabilitation, or therapy. This process begins by referral of the student to their school's Student Assistance Team for an evaluation by a drug and alcohol counselor. The student may be directed to receive counseling and rehabilitation outside of The Academy, and at the expense of the parents, as a condition for readmission to school. Noncompliance with Board directives will result in expulsion from school until conditions are met pursuant to Chapter 12, Student Rights

and Responsibilities, and the Individuals with Disabilities Act (I.D.E.A.)

b. One requirement for the student's readmission may be a drug test at the expense of the parents.

c. A student voluntarily seeking support is not subject to disciplinary action unless previous charges have been filed.

4. DISCIPLINE POLICY: DRUGS AND ALCOHOL

This violation is a Level 3 misconduct which may require a hearing before the School Board and a referral to the Student Assistance Program for evaluation.

5. DETECTION OF CONTROLLED SUBSTANCES

a. Philosophy

1. Since the use of controlled substances is a real and present danger to young people, the Board of School Directors hereby implements the following program to assist school personnel in the detection of controlled substances:

(a) The detection program shall be under the control and supervision of the Director and his/her designees including The Academy's Assistant Director.

(b) Detection may result from information received from other students, teachers, other employees and citizens of the community.

(c) Detection may result from a general inspection of school premises by the Director or his/her designees, which may include the utilization of trained dogs.

(d) Guidelines for use of trained dogs are:

(1) Use of trained dogs will be under the control of the administration. The dogs and handler will be accompanied by an administrator and one other school district employee. The dog handler will provide the school The Academy with a rider on his/her insurance policy to indemnify the district in the event of any liability arising from the use of the trained dogs.

(2) Trained dogs may be used on all school district property at the discretion of the administration. The

administration shall inspect school lockers and parking lots. Individual school desks and other areas may be inspected as well.

(3) Inspections will be unannounced.

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 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.

EARLY EXCUSES/LATE ARRIVAL

Students who arrive late to school or leave early due to an appointment must sign-in in the main office prior to reporting for class or leaving the building. Failure to sign in or our will result in progressive discipline.

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**, not the student to arrange transportation.

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 BEHAVIOR EXPECTATIONS (INCLUDE, BUT ARE NOT LIMITED TO)

All students are expected to:

- Be on time to school, classes, appointments, meetings and special assignments.
- Complete assignments on time and to the best of their ability.
- Pay attention in class.
- Tell the truth.
- Do their own work and not cheat.
- Not engage in potentially injurious activity.
- Use proper language with fellow students and staff and show due respect.
- Secure proper passes to move in the halls during class periods.
- Put forth a high level of effort.
- Build a good attendance record.
- Demonstrate manners and good etiquette in the cafeteria.
- Show respect for school property.
- Refrain from unacceptable forms of affectionate behavior and close body contact.

Students who violate the above will receive appropriate disciplinary action by the Director, Assistant Director or Teacher. These measures may be, but are not limited to:

- A reprimand
- A personal conference
- Rearrangement of seating
- Discussions with parents
- Removal of privileges
- After-school detention
- Temporary removal from class or study hall
- Development of a contract of expected future behavior

LEVEL II BEHAVIOR EXPECTATIONS (INCLUDE, BUT ARE NOT LIMITED TO)

Students will:

- Not fight and harm others.
- Complete assignments and follow reasonable directives without a defiant attitude.
- Refrain from the use of abusive language.
- Refrain from bullying and threatening students.
- Attend classes according to schedule.
- Refrain from possessing pornographic material.
- Follow rules of safety in school, on the bus and when driving a vehicle to and from school and on school property.
- Refrain from using or possessing tobacco or tobacco look-alike products in any form.
- Refrain from forging excuses, homework, documents, or other material.
- Avoid truancy.
- Refrain from repetitive misconduct.

Students who violate Division Two Expectations will receive disciplinary action which may be:

- Assignment to detention, in-school suspension, out-of-school suspension, a schedule change, work assignments, social probation, removal of privileges, involvement in supportive service counseling, and other appropriate discipline.

Students may also receive School Probation for Division Two Misconducts.

LEVEL III BEHAVIOR EXPECTATIONS (INCLUDE, BUT ARE NOT LIMITED TO)

This Division of expected behavior refers to acts which result in, or could potentially result in violence to another's person or property, or which pose a direct threat to the health, safety, and welfare of the violator or others.

These are essentially criminal acts and could involve the intervention of law enforcement authorities.

Threats to school personnel, bomb threats, selling, using, possessing, being under the influence of, or aiding in the procurement of alcohol, narcotics, restricted drugs, marijuana and medication of any kind, as well as possession of drug paraphernalia; false fire alarms; vandalism; burglary; theft; possession, use or transfer of dangerous weapons (knives, guns, brass knuckles, sharp metallic objects, slingshots, mace, etc.); possession or sale of stolen property; robbery; arson; breaking and entering; sexual misconduct; sexting; molestation or rape; forgery; disruption at events held on school property or at any school-sponsored or sanctioned event; assault; battery; refusal to attend school; habitual truancy; violation of Medication Policy (penalties under Division I and II Misconducts may be administered at the discretion of the administration or Board of School Directors).

When Division Three Misconducts occur, law enforcement authorities may intervene at the request of school officials. If so, this does not obviate disciplinary measures taken by school officials. Pupils may be punished by law enforcement officials and school officials, and this does not constitute double jeopardy.

Nearly every misconduct listed under Division Three will be considered for a review by the Director and school board. It is possible that a formal hearing before the school board will be held for the offending pupils. In addition, The Academy's Director or Assistant Director may impose appropriate disciplinary measures which may include, but are not limited to: in-school suspension, out-of-school suspension, detention, assignment to an alternative education placement which may include enrollment in Distance Learning, and expulsion.

DEFINITION OF SCHOOL PROBATION

Probation means that the student is not permitted to attend any after-school activities, home or away, sponsored by The Mifflin County Academy of Science and Technology. If the student does, he/she will be charged with trespassing and fined accordingly. Additionally, probation means that the student's attendance at school, academic effort, academic achievement, behavior, and attitude will be closely monitored; and, if there are problems in any of these areas, a Student Hearing Committee will be formed and called into session to consider other disciplinary measures.

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.