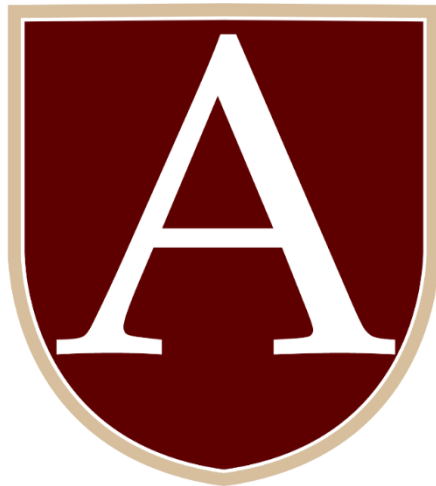


**Mifflin County  
Academy  
of  
Science & Technology**

**2021-2022  
Student Handbook**



— THE —  
ACADEMY

# TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	4
WELCOME.....	4
PHILOSOPHY .....	4
MISSION STATEMENT.....	5
VISION STATEMENT .....	5
SCHOOL COLORS.....	5
POLICY OF NONDISCRIMINATION.....	6
ADMINISTRATION .....	8
SECONDARY FACULTY .....	8
POST-SECONDARY ADMINISTRATOR .....	8
SUPPORT STAFF.....	9
PARTICIPATING SCHOOLS ADMIN. & SCHOOL COUNSELORS .....	9
OPERATING COMMITTEE MEMBERS .....	10
DAILY OPERATING SCHEDULE .....	10
CLOSING OF SCHOOL DUE TO WEATHER.....	11
<b>SCHOOL OPERATIONS</b> .....	11
CAREER & TECHNICAL STUDENT ORGANIZATIONS .....	11
NATIONAL TECHNICAL HONOR SOCIETY .....	12
GRADING SYSTEM.....	12
INCOMPLETE GRADES .....	13
COOPERATIVE EDUCATION .....	15
LOST AND FOUND .....	15
OPEN HOUSE.....	15
<b>STUDENT POLICIES</b> .....	16
ADMISSION INTO THE ACADEMY.....	16
STUDENT RIGHTS & RESPONSIBILITIES .....	17
ACCESS TO SUPPORT SERVICES.....	18
SCHOOL INSURANCE .....	19
ELECTRONIC DEVICES / CELL PHONES .....	19

FOOD/BEVERAGE .....	21
VISITORS.....	21
STUDENT DRUG AND ALCOHOL POLICY .....	22
STANDARDS OF CONDUCT .....	26
DRIVING POLICY .....	26
USE OF VIDEO SURVEILLANCE CAMERAS.....	27
TOBACCO CONTROL POLICY .....	29
BULLYING/CYBERBULLYING POLICY .....	30
DATING VIOLENCE POLICY .....	35
MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES POLICY.....	38

<b>SCHOOL RULES &amp; EXPECTATIONS .....</b>	<b>47</b>
ATTENDANCE .....	47
ABSENCE/TARDINESS .....	49
EXCUSES .....	50
EARLY EXCUSES/LATE ARRIVAL .....	50
ACCIDENTS, ILLNESS AND MEDICATIONS .....	50
ARRIVAL/DEPARTURE .....	51
BOOKS .....	51
LOCKERS .....	52
CHANGE OF ADDRESS .....	52
VANDALISM.....	53
PERSONAL APPEARANCE/DRESS.....	53
SAFETY .....	55
LUNCH PERIODS.....	55
TRIPS.....	55
WORK PERMITS .....	56
DISCIPLINE POLICY.....	56
NOTICE TO PARENTS .....	64

# **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**

Prepare each student for success in tomorrow's careers.

## **VISION STATEMENT**

For all students to excel in a technical career pathway with the confidence to face all challenges and opportunities.

## **SCHOOL COLORS**

The school colors are Tan and Maroon.

# POLICY OF NONDISCRIMINATION

The Mifflin County Academy of Science and Technology (The Academy) is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of The Academy and is prohibited at or, in the course of, Academy sponsored programs or activities, including transportation to or from The Academy or Academy sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Operating Committee policy and procedures. [18][19][20][21]

The Operating Committee declares it to be the policy of The Academy to provide to all persons equal access to all categories of employment in The Academy, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The Academy shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal

and state laws and regulations.

[1][2][3][4][5][6][7][8][9][10][11][12]

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.

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

Mike McMonigal, Title IX and Section 504 Coordinator  
Mifflin County Academy of Science & Technology  
700 Pitt Street  
Lewistown, PA 17044  
(717) 248-3933      [mm39@mcsdk12.org](mailto:mm39@mcsdk12.org)

# **SCHOOL ORGANIZATION**

## **ADMINISTRATION**

Dan Potutschnig, Administrative Director

Norma O'Brien, Principal

Jenaya Mellinger, Business Manager

## **SECONDARY FACULTY**

### **Course Title**

Automotive Mechanics

Career Counselor

Collision Repair

Construction Trades

Cooperative Education

Cosmetology

Culinary Arts

Early Childhood Childcare

Electrical Installation

Mechatronics

Medical Science

Precision Machining

Agriculture Technology

Special Education

### **Instructor**

Doug Stimely

James Taylor

Jon Aumiller

Robert Klingler

Bryan Boyd

Michelle Wagner

Lynn Fohringer

Valerie Baker

Steven Hogle

Tyler Snyder

Mindy Phillips

Ben Detwiler

Austin Albright

Michelle Royer

## **POST-SECONDARY ADMINISTRATOR**

### **Supervisor of Adult and Post-Secondary Education**

Michael McMonigal



# SUPPORT STAFF

School Secretary	Kierna Miller
Bus. / School Secretary	Natalie Sutton
Health Room Aide	Kimberly Walters
Master Maintenance	Cory Brower
Custodian	Melody Flory
Custodian	Sonya Brower

## PARTICIPATING SCHOOLS ADMIN. & SCHOOL COUNSELORS

Mr. Vance Varner– Superintendent, Mifflin County

Mr. Gary Dawson – Superintendent, Juniata County

### **East Juniata High School**

<b><u>Principal</u></b>	<b><u>Assistant Principal</u></b>	<b><u>School Counselor</u></b>
Michael Maclay	Johnathan Sliski	Elizabeth Sperlick Harley Straub

### **Juniata High School**

<b><u>Principal</u></b>	<b><u>Assistant Principal</u></b>	<b><u>School Counselor</u></b>
Ben Fausey	Kelli Strawser	Kurt Condo Lisa Kile

# Mifflin County High School

**Principal**

Mark Crosson

**Assistant Principal**

Steven DeArment

**School Counselor**

Elizabeth Girts

Jade Ruble

Stefanie Gilbert

Bridget  
Kennington

## OPERATING COMMITTEE MEMBERS

John Knepp – Chairperson

Kristen Sharp – Vice-Chairperson

Beth Laughlin

Noah Wise

## DAILY OPERATING SCHEDULE

The Academy will operate daily with the following  
schedule:

### Mifflin County

Session	Class/Shop		Futures		Lunch	
1	8:15	10:15	Group A: 10:15	10:45	10:45	11:15
			Group B: 10:45	11:15	10:15	10:45
2	10:15	12:15	12:15	12:45	12:45	1:15
3	12:45	2:55			12:05	12:45

# Juniata County Schools

Session	Class/Shop		Futures		Lunch	
1	8:15	10:15	8:00	8:15		
2	10:15	12:15			12:15	1:45
3	12:45	2:45				

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

## **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. Delays, early dismissals and cancellations will be communicated via The Academy website [www.theacademy.net](http://www.theacademy.net) and One Call Now messaging system.

## **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  
Construction 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. Grading categories recorded in the electronic system include: exams/quizzes, classroom assignments, performance assignments, POS assignments/projects, project-based learning, safety, student learning objectives, work ethic, and other. For the purpose of The Academy initiatives (i.e. NTHS, Fieldtrips, Students Incentives, etc), program percentage grades will be used to arrive at a 4.0 Scale using the following scale:

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

For student final transcript grades, the percentage grades are reported to the sending school districts, which will then be calculated as a letter grade according to each sending school’s grading scale. 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 principal, 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.

## COOPERATIVE EDUCATION

The cooperative education program at The Academy permits senior students who have met specific requirements to be released from the school campus to work part-time or full-time for an employer. The student reports to the assigned job, which is referred to as the student's Training Site. The student/employee is a representative of the school and is expected to demonstrate professional qualities of responsibility, dependability, ethical behavior, and maturity while performing tasks for the employer. The purpose of cooperative education programs is to provide the student with competencies developed through paid, supervised, on-the-job training related to an occupational goal.

## 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.

# **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 Principal or designee 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.

## **ELECTRONIC DEVICES / CELL PHONES**

Students at The Academy are permitted to carry Electronic Devices during the school day. Electronic Device means

any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, iPods, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers and digital assistants.

The following rules, regulations and guidelines will be followed at all times:

- Electronic Devices must be turned off or silenced during instructional time in all classes.
- Electronic Devices may be used at lunch. The content must be school appropriate and may be viewed by school personnel if reasonable suspicion exists that the content may be meant to threaten, harass, bully another student or staff member, cheating is occurring or inappropriate pictures or material are being sent or shared.
- Electronic Device use in restrooms strictly forbidden at all times.
- The use of Electronic Devices in the Nurse's Suite is prohibited.
- Earbuds, Headphones, etc. are not permitted in the halls. Listening Devices must be removed from and stored in backpacks or placed with materials when in the hallways.

The Electronic Device violations will be dealt with in the following manner:

- The use of Electronic Devices in class will result in a day of ISS for the first offense. If the nature of the content is lewd, harassing in nature or criminal

additional punishments will be pursued in conjunction with the student code of conduct. (Repeated offenses will result in harsher punishment which may include more ISS time, loss of privileges or other forms of punishment deemed appropriate by administration).

- An Electronic Device that goes off (student receives a text, call, alert or notification during class and the device is not off or silenced) will result in further disciplinary measures including but not limited to: detention, ISS, loss of phone privileges, or other measures.

**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 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 Principal 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 Principal 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 Principal 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 Principal 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 Principal 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 Principal 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, Principal, 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 Operating Committee 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 Operating Committee 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 Operating Committee 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 Operating Committee and a referral to



their sending schools 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 Operating Committee 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 Principal.

(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 Academy 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 the administration at The Academy. Students given permission to drive must complete a driving application and display the parking permit on the rear view mirror. Students must park in their assigned space, failure to do so will result in disciplinary action that may include detention, out of school suspension, suspension/loss of parking privileges, and/or a ticket from law enforcement.

If a student should miss the bus to The Academy, that student must report to the home school principal to make arrangements to get to The Academy. **Under no circumstances should students take it upon themselves to drive/ride to The Academy without permission.**

Students who desire to have their vehicle serviced by Auto Mechanics or Collision repair must complete the proper paperwork. 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. 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 Principal.
- The Principal 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 Principal.
- Should the Administrative Director consider it advisable for the parent/guardian to view a tape,

the Principal 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 its 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 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 and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:<sup>[1]</sup>

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the center (school).

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the center (school), on center (school) grounds, in center (school) vehicles, or at any activity sponsored, supervised or sanctioned by the center (school).<sup>[1]</sup>

## AUTHORITY

The Operating Committee prohibits all forms of bullying by students.<sup>[1]</sup>

The Operating Committee encourages students who believe they or others have been bullied to promptly report such incidents to the building administrator or designee.

Students are encouraged to use the center's (school's) report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Operating Committee directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Operating Committee directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Operating Committee policies.

## **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer **and Title IX Coordinator**. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the **Title IX Coordinator** shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

### CONFIDENTIALITY

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with **applicable law, regulations**, this policy and the center's (school's) legal and investigative obligations.

### RETALIATION

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

### 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.[\[1\]](#)

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 Operating Committee.[\[1\]](#)

The administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

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.[\[1\]](#)[\[4\]](#)[\[5\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the center (school) building and on the center's (school's) website, if available.[\[1\]](#)

## EDUCATION

The center (school) may develop, implement and evaluate bullying prevention and intervention programs and activities. Such programs and activities shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying. [\[1\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

## 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: [\[1\]](#)[\[5\]](#)[\[9\]](#)

1. Counseling within the center (school).
2. Parental conference.
3. Loss of center (school) privileges.
4. Exclusion from center (school)-sponsored activities.
5. Suspension
6. Expulsion
7. Counseling/Therapy outside of the center (school).
8. Referral to law enforcement officials.

# DATING VIOLENCE POLICY

## PURPOSE

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the center (school) and is prohibited at all times.

## DEFINITIONS

**Dating Partner** shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[1]

**Dating Violence** shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[1]

## AUTHORITY

The Operating Committee encourages students who have been subjected to dating violence to promptly report such incidents.

The center (school) shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy. [2]

## **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and **Title IX Coordinator**. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the **Title IX Coordinator** shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence. [3][4]

### **GUIDELINES**

#### **COMPLAINT PROCEDURE**

When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building administrator.

The building administrator shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building administrator shall prepare a written report summarizing the investigation and recommending the disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation. [1]

If the investigation results in a substantiated finding of dating violence, the building administrator shall

recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct. [\[1\]](#)[\[2\]](#)

The center (school) shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[\[1\]](#)

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.
3. Made available on the school's (center's) website, if available.
4. Provided to parents/guardians.

### DATING VIOLENCE TRAINING

The center (school) may provide dating violence training to guidance counselors, nurses, and mental health staff as deemed necessary. At the discretion of the Administrative Director, parents/guardians and other staff may also receive training on dating violence.[\[1\]](#)

# MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES POLICY

## AUTHORITY

This policy applies to center (school) employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on center (school) grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include center (school) students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with center (school) students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Operating Committee directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Operating Committee policies, administrative regulations, rules and procedures.[\[1\]](#)

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the center (school) or to interfere with participation in civic,

religious or other outside organizations that include center (school) students.

### DEFINITION

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student’s physical injury or other medical needs, center (school) administration or other purposes within the scope of the **adult’s** assigned job duties.

### DELEGATION OF RESPONSIBILITY

The Administrative Director or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Operating Committee policy through employee and student handbooks, posting on the center (school) website, and by other appropriate methods.

The building **administrator** or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

### GUIDELINES

Independent contractors doing business with the center (school) shall ensure that their employees who have interaction with students or are present on center (school) grounds are informed of the provisions of this policy.[2]

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

### PROHIBITED CONDUCT

## *Romantic or Sexual Relationships -*

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the center (school), regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults. [\[3\]](#)[\[4\]](#)

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by a health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

## *Social Interactions -*

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.



Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building **administrator**.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building **administrator**.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building **administrator**.

14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other center (school) policies or by state or federal law and regulations.[5][6]

### *Electronic Communications -*

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, center (school)-provided email or other center (school)-provided communication devices or **platforms** shall be used when communicating electronically with students. The use of center (school)-provided email or other center (school)-provided communication devices **or platforms** shall be in accordance with center (school) policies and procedures.[7]

All electronic communications from advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building **administrator**.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the center (school) for this purpose, without the prior written approval of the building **administrator**.

### EXCEPTIONS

An emergency situation or a legitimate educational reason may justify deviation from **the rules regarding communication or methods** for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nonschool-related civic, religious, athletic, scouting or other organizations and programs whose participants may include center (school) students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles. However, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

#### REPORTING INAPPROPRIATE OR SUSPICIOUS CONDUCT

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall **promptly** notify the **building administrator** or **Title IX Coordinator**. **Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a**

**report, center (school) staff shall promptly notify the building administrator.**[5][8]

All center (school) employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Operating Committee policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Administrative Director, **Title IX Coordinator** and his/her immediate supervisor, **promptly, but not later than** fifteen (15) days **following** discovery of such misconduct.[5][8][11][12]

If the Administrative Director or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Administrative Director or designee shall make a report, in accordance with applicable law, regulations and Operating Committee policy.[9][10][11][12][13][14][15][16][17][18]

It is a violation of **Operating Committee** policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

## INVESTIGATION

**The Title IX Coordinator shall promptly assess and address allegations** of inappropriate conduct in

accordance with the procedures  
for **reports of discrimination or Title IX  
sexual harassment.**[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against **the person making the report** or any witnesses. If as the result of an investigation any individual, including the reported adult, This policy applies to center (school) employees, volunteers, student teachers, and independent contractors and their employees who, or a witness is found to have **knowingly** provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and **Operating Committee** policies. **Obstruction** includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.[5][8][12][19][20][21][22]

### Disciplinary Action

A center (school) employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable center (school) disciplinary policies and procedures.[8][12][19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in the center (school) for an appropriate period of time or permanently, as determined by the Administrative Director or designee.

## TRAINING

The center (school) shall provide training with respect to the provisions of this policy to current and new center (school) employees, volunteers and student teachers subject to this policy.

The center (school), at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

# **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 out 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 Principal. 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 from 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, loiter/eat in the parking lot, and/or visit with teachers in their classrooms during their 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, Principal, teacher.

These actions may include, but are not limited to:

- A reprimand
- A personal conference
- Discussions with parents
- Removal of privileges
- After-school detention, ISS, OSS
- Temporary removal from class
- Development of a contract of expected future behavior.

(Examples... Inappropriate behavior, chronic tardiness, teasing, failure to follow directions, horseplay, disruptive behavior, profanity, dress code violations, cheating, lying)

**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 using or possessing electronic cigarettes, vaporizers, or any other electronic delivery systems or vaping apparatus to include,

but not limited to, solutions, chargers, vape juices, liquid nicotine, etc.

- Refrain from forging excuses, homework, documents, or other material.
- Avoid truancy.
- Refrain from repetitive misconduct.
- Obey all electronic device guidelines and acceptable use policies

Students who violate Level II Expectations will receive disciplinary action which may be:

- Assignment to detention, in-school suspension, out-of-school suspension, a schedule change, work assignments, a citation to the district magistrate's office, removal of privileges, involvement in supportive service counseling, and/or other appropriate discipline. Students may also receive School Probation for Level II Misconduct.

### DEFINITION OF SCHOOL PROBATION

Probation means that the student is not permitted to attend any after-school activities, home or away, sponsored by The Academy. 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.

(Examples...Computer/Internet violations, cutting class, misconduct, leaving class without permission, disrespect toward staff, insubordination, disorderly conduct)

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

This level 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
- Harassment
- Terroristic 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
- Theft
- Possession, use or transfer of dangerous weapons (knives, guns, brass knuckles, sharp metallic objects, slingshots, mace, etc.)
- Possession or sale of stolen property
- 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

Violation of Medication Policy (penalties under Level I and II Misconducts may be administered at the discretion of the administration or Operating Committee).

When Level III 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 Level III will be considered for a review by the Director and operating committee. It is possible that a formal hearing before the operating committee will be held for the offending pupils. In addition, The Academy's Director or Principal may impose appropriate disciplinary measures which may include, but are not limited to: detention, in-school suspension, out-of-school suspension, and expulsion.

### PROCEDURES OF DISCIPLINARY ACTION

The principal will conduct special assemblies during the first week of school, and thereafter as needed to review contents of the Student Handbook. Teachers will highlight certain sections of the Handbook; pupils are expected to read the entire Student Handbook. Ignorance of school regulations and policy is not a legitimate excuse when a pupil violates school rules.

Generally, Level I Misconduct will be handled by the teacher involved. If various measures to eliminate undesirable behavior prove unsuccessful, the teacher will confer with the principal for assistance.

Level II Misconduct will usually be referred directly to the principal for investigation and disposition. Level III Misconduct must be referred to the principal because of the serious nature of these violations and the possible involvement of the law enforcement officials.

### DUE PROCESS

Any time a pupil's right to attend school is in jeopardy because of a misconduct offense, the basic element of due process will be followed before the pupil is barred from attending class (es) or school. An exception to the procedure would occur when the director or principal believes the offending pupil presents an immediate threat to the health, safety or welfare of himself/herself and others, in which case the suspension would be immediate and due process followed later in writing.

Due Process would involve:

- The principal telling you what rule, regulation or policy you have broken
- The principal explaining to you, if you deny you broke the rule, why he/she believes you are guilty.
- You're being given an opportunity to tell your version of what happened.

# 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, Norma O'Brien, The Mifflin County Academy of Science & Technology's Principal.



