



Parliamentary Procedure

Newsletter for the Mifflin County Academy of Science and Technology

August 2025

Parliamentary Procedure is a monthly newsletter for the Mifflin County Academy of Science and Technology. It is designed to keep the parents, guardians, patrons, past graduates and others informed about events and happenings at the Academy on a monthly basis. If you have any questions about events, etc. at the Academy, please call or email the following:

- Main Office 717-248-3933
- Mrs. Laura Hicks Director Ext. 5601 (ldh56@mcsdk12.org)
- Mr. Mark Crosson, Principal Ext. 5602 (mac12@mcsdk12.org)
- Mrs. Heather Haines, Director of PN Program Ext. 5611 (hhaines_pn@mcsdk12.org)

Upcoming Events/Dates to remember

Dates and Reminders

- August 20= New Student Orientation 6:00 p.m.
- August 20-22= Start to issue parking permits
- August 25= First Day for Students
- August 29= Act 80 Day
- September 27= Community Day



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ACADEMY

From the Director's Office

Welcome back to an exciting new school year at the Mifflin County Academy of Science and Technology!

Career and Technical Education (CTE) works. National studies show that CTE concentrators are more likely to be employed AND earn higher wages than peers.

The privilege of attending Mifflin County Academy of Science and Technology comes with a shared commitment from staff, students, and stakeholders to maintaining safe learning environments, delivering hands-on training in a real-world setting, while building a strong work ethic that employers value.

These commitments ensure our students leave career-ready and equipped for lifelong success.

We look forward to partnering with students, families, and our community to make this the best school year yet!

#GoOwls

From the Principal's Office

It is hard to believe that we are about to embark on a new school year. We are very excited about all of the things happening at the Academy and look forward to providing a quality education to your students during the 2025-2026 school year. To help keep parents/guardians informed of procedural items and new administrative regulations, I am outlining them below.

1. **Attendance**= Please note that when your student is absent, you need to send an excuse (within three days) to both the home school and to the Academy. If during the course of the school year, your student is required to submit doctor's excuses for absences, the same requirement is applicable at the Academy.
2. **Cell Phone use**: Please review the Cell Phone Policy listed below as it is new this school year

As a school, we recognize the importance that technology plays in both education and society. We also recognize that cell phones have increasingly become a part of students' lives educationally and socially. As such, we are implementing the following cell phone policy to balance freedom to use them with the prevention of distraction in the learning environment and a potential injury while in the shop.

1. All students, upon entering the classrooms at MCAST, will place their cell phones in a secure location as designated by the instructor. Students will be permitted to have access to their phones under the following conditions:
 - a. The period ends and students are going to lunch and/or preparing to leave for the day.
 - b. The teacher grants permission for student(s) to have access to their phones. Permission can be granted at the teacher's discretion.
 - c. Teacher discretion includes but is not limited to: cell phone usage for the purposes of education (i.e. OSHA training, various educational apps, making calculations, etc.), as a reward to the student(s) for hard work, good grades, etc., a family emergency situation, that the instructor was notified about in advance, in which the student asks to be able to answer a call or a text because of the emergency.
 - d. Please note that refusal to comply with a request to put the cell phone in the secure location, etc. is a violation of this policy.**
 - e. Even when given permission to use a cell phone, acceptable use guidelines are applicable (school appropriate sites, school appropriate uses)**
2. Violations of this policy will be dealt with as follows:
 - a. The teacher has the discretion to address the violation in class and accordingly decide how to deal with this violation (i.e. reduction in daily grade, phone call to parents, loss of privileges, etc.). After two warnings, the teacher will notify parents of the issue.
 - b. The teacher may enter the referral into skyward and code it accordingly. Punishment will be rendered by administration as follows:
 - i. A minimum of one day ISS will be issued for the first offense.
 - ii. Subsequent offenses will result in progressive discipline (i.e. 2 days ISS etc., loss of privileges, etc.).
 - c. Administration may at their discretion utilize other forms of discipline as deemed appropriate based on the discipline history of the student.

Please note that the purpose for the development and implementation of this administrative regulation is to assure that students are given the opportunity to maximize their education while reducing the risk of injury and preventing distractions in the educational setting. It is also intended to strike the appropriate balance between adult freedoms and adult responsibilities.

3. **Student Driving** Regulations: Driving to the Academy is privilege and not a right, therefore it can be revoked if students violate the regulations as outlined in the Student Handbook.

Academy

Procedures for Issuing Parking Passes 2025-2026

Parking at the Academy is restricted because there are a limited number of spaces available. To be as fair and equitable about allotting passes for the remaining spaces, we will utilize the following procedure:

Priority will fall in the following order:

1. Students involved in the Academy's Co-op Program and in clinicals in the Cosmetology Program will be given first priority.
2. Students who are enrolled fulltime in an online program through either school district and don't report to their perspective high school.
3. Homeschool students
4. Students who have documentation from their employer (in writing) that their required start time would require that they the leave from The Academy to get to their place of employment without being late.
5. Daily passes will be allotted for documented needs (i.e. doctor appointment, etc.)- appropriate forms, located in the office, need to be filled out.

Student drivers are expected to drive respectfully and responsibly on campus and on the trip to the Academy from the high school. Student drivers must come directly to the Academy from the high school and are not permitted to make ANY stops along the way. Students are not permitted to transport other students unless proper paperwork is on file with the Academy Office prior to transporting. Parking passes can be revoked by administration for any abuses of the privilege and applicable infractions outlined in the Academy's student handbook.