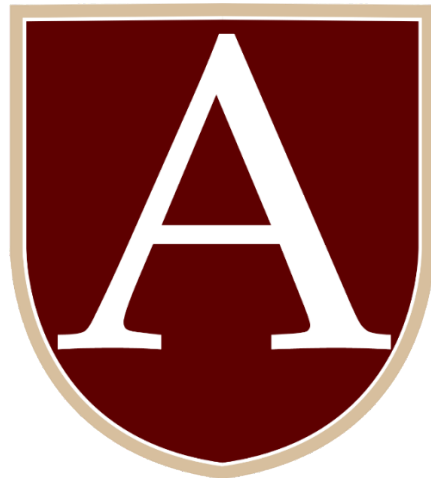


Mifflin County Academy of
Science & Technology

2026-2027
Student Handbook



— THE —
ACADEMY

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MISSION STATEMENT

The mission of the Mifflin County Academy of Science and Technology is to *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.

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 procedure. 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.

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:

Superintendent of Record, Title IX and Section 504 Coordinator Mifflin County Academy of Science & Technology
700 Pitt Street Lewistown, PA 17044
(717) 248-0148 vsv55@mcsdk12.org

ADMINISTRATION

A. Michael Durn, Administrative Director

Mark Crosson, Principal

Ryan Wagner, Business Manager

SECONDARY FACULTY

Area of Assignment

Agricultural Sciences
Career Coach
Collision Repair Technology
Construction Trades
Cooperative Education
Cosmetology
Culinary Arts
Early Childcare Education
Electrical Installation
Mechatronics
Health Professions
Precision Machine Technology
Special Education
Welding

Staff Member

Miss Nicolette Cusate
Mrs. Jennifer Dressler
Mr. Jon Aumiller
Mr. J. Matthew Kreider
Mr. Bryan Boyd
Miss Pamela Harpster
Mr. Travis McCullough
Mrs. Katlyn Kreider
Mr. Steven Hogle
Mr. Tyler Snyder
Mrs. Jillian Wright
Mr. Tyler Fetterolf
Mrs. Michele Royer Mr.
Aaron Armstrong

Support Staff

School Secretary
Bus./School Secretary
Health Room Aid
Master Maintenance
Maintenance Assistant
Custodian
Custodian

Mrs. Hope Lewis
Ms. Betsy Casner Mrs.
Elizabeth Harvey
Mr. Charles Culbertson
Mr. Ronald Smith
Mr. Robert King
Mr. Darwin Hetrick

Participating School Administration and School Counselors

Mr. Vance Varner- Superintendent, Mifflin County School District, Superintendent of record

Mrs. Christie Holderman- Superintendent, Juniata County School District

East Juniata High School

Principal

Mrs. Amy Sherman

Assistant Principal

Mrs. Leann Crimmel

School Counselor

Mrs. Joelle Stahr

Juniata High School

Principal

Mrs. Kelli Strawser

Assistant Principal

Mr. Matthew Trotman

School Counselors

Mr. Kurt Condo

Mrs. Emily Wagner

Mifflin County High School

Principal

Mr. Kelly Campagna

Assistant Principals

Mrs. Jade Ruble

Mr. Joseph

Daubert

School Counselors

Miss Stephanie Gilbert

Mrs. Brenna Goulstone

Mrs. Bridget Kennington

Operating Committee

Mr. Mark Baker- Chairperson

Mr. Brent Erb Vice Chairperson

Mr. Cody Wian

Mr. Terry Styers

SCHOOL CLOSINGS, DELAYS & EARLY DISMISSALS

Students are not required to report to The Academy during school closings.

Determinations for all delays, unplanned early dismissals and cancellations will be made by and follow the

Mifflin County School District. Changes to the normal operating schedule will be communicated via The Academy website www.theacademy.net, social media platforms and/or the One Call Now messaging system.

DAILY OPERATING SCHEDULES

Normal Day

JC AM Session	Arrival	9:10am
	Dismiss	11:20am
	Departure	11:15am
No Lunch for JC	EJ lunch on bus	
MC AM Session	Arrival	9:20am
MC AM Lunch	11:40 am - 12:10 pm	
	Departure	12:10pm

JC PM Session	Arrival	12:50 PM
	Dismiss	2:50 PM
	Departure	2:53 PM
MC PM Session	Arrival	12:10 PM
MC PM Lunch	12:10 pm - 12:40 pm	
	Dismiss	2:50 PM
	Departure	2:53 PM

2 Hour Delay

JC AM Session	NO AM STUDENTS	
MC AM Session	Arrival	10:54
MC AM Lunch	12:05 pm - 12:35 pm	
	Departure	12:40pm

JC PM Session	Arrival	12:50 PM
	Dismiss	2:50 PM
	Depart	2:53 PM
MC PM Session	Arrival	12:35 PM
MC PM Lunch	12:35 pm - 1:05 pm	
	Dismiss	2:50 PM
	Departure	2:53 PM

3 Hour Delay

JC AM Session	NO AM STUDENTS	
MC AM Session	Arrival	11:24 AM
MC AM Lunch	11:54 am - 12:24 pm	
	Departure	12:24 PM

JC PM Session	Arrival	12:40 PM
	Dismiss	2:50 PM
	Departure	2:53 PM
MC PM Session	Arrival	12:24 PM
MC PM Lunch	12:24 pm - 12:54 pm	
	Dismiss	2:50 PM
	Departure	2:55 PM

12:30 Dismiss

JC AM Session	Arrival	9:05 AM
	Dismiss	11:20 AM
	Departure	11:25 AM
No Lunch for JC	EJ lunch on bus	
MC AM Session	Arrival	8:53 AM
MC AM Lunch	10:05 am - 10:30 am	
	Departure	10:30 AM



JC PM Session	NO PM STUDENTS	
MC PM Session	Arrival	10:30 AM
MC PM Lunch	10:30 am - 11:00 am	
	Dismiss	12:10 PM
	Departure	12:15 PM

Mifflin County School District
School Calendar 2026-27

(W)	August 26, 2026	Teacher Inservice Day- No School for Students
(Th)	August 27, 2026	Act 80 Day
(F)	August 28, 2026	Teacher Work Day
(M)	August 31, 2026	First Day for Students
(F)	September 4, 2026	Act 80 Day
(M)	September 7, 2026	Labor Day- No School for Students
(M)	October 12, 2026	Act 80 Day
(W)	November 11, 2026	Veterans Day- No School for Students
(T)	November 24, 2026	Evening Parent Conferences
(W)	November 25, 2026	No School for Students- Teachers dismiss @ 11:30 AM (AM Parent Conferences-Elementary, AM Inservice- Secondary)
TH	November 26, 2026 through	Thanksgiving Vacation- No School for Students
	(M) November 30, 2026	
(M)	November 30, 2026	Designated Make-up Day #1
(W)	December 23, 2026	Christmas Vacation- No School for Students
	Through (F) January 1, 2027	
(M)	January 18, 2027	Martin Luther King Jr. Day- No School for Students- Designated Make-up Day #2
(F)	January 29, 2027	Act 80 Day
(F)	February 12, 2027	Act 80 Day
(M)	February 15, 2027	Presidents Day- No School for Students- Designated Make-up Day #3
(TH)	March 25, 2027	Act 80 Day
(F)	March 26, 2027	Good Friday- No School for Students

Mifflin County School District Calendar (continued)

(M)	March 29, 2027	Easter Break- No School for Students Designated Make-up Day #4
(F)	April 23, 2027	No School for Student Designated Make-up Day #5
(M)	May 31, 2027	Memorial Day- No School for Students
(TH)	June 3, 2027	*Last Day for Students- Commencement Grades K-7 dismiss @ 12:15 PM Grades 8-12 dismiss @ 12:30 PM
(F)	June 4, 2027	*Teacher Workday- Designated Make-up #6

***Pending weather, the Last Day of School for Students and the end-of-the year
Teacher Workday will move accordingly**

2026-2027 Marking Periods

August 27, 2026	-	October 30, 2026	---	First Marking Period
November 2, 2026	-	January 21, 2027	---	Second Marking Period
January 22, 2027	-	March 30, 2027	---	Third Marking Period
March 31, 2027	-	June 3, 2027	---	Fourth Marking Period

Board Approved 12/18/2025

JCSD 2026-2027

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2 Closed

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 18 & 19 New Teachers

August 20, 24, 25 Inservice for Teachers

August 21 Closed Flex Inservice for Teachers

August 26 First Student Day

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 4 Closed Flex Inservice for Teachers

September 7 Closed

September 11 Closed Flex Inservice for Teachers

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 12 Inservice

October 29 - Marking Period 1

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 11 Close Conferences

November 24-30 No School for Students

December 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 23-31 Closed

January 2027						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 1 Closed

January 18 Closed

January 19 Inservice

February 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 12 Inservice

February 15 Closed

March 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 24 - Marking Period 3

March 25 - Inservice

March 26, 29 Closed

April 2027						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 26-30, ELA PSSAs 3-8

May 2027						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 3-7, Math & Science PSSAs 3-8

May 10-14, PSSA Make Ups

May 17-28, Keystones

Marking Period 4 - May 28

May 28 Last Day 12:30 Dismissal

May 31 Closed

June 2027						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

June 1 Teacher Inservice

June 2 Flex Inservice for Teachers

June 17 Closed

Approved January 15, 2026

Career & Technical Student Organizations

Student leadership organizations are important to the educational process and student engagement. The Academy offers students opportunities to join career and technical student organizations (CTSOs) related to their area of study.. CTSOs have established goals to develop leadership skills through participation in educational, vocational, civic, recreational, and social activities. Students are challenged to develop realistic occupational goals and to practice high standards in organizations.

SkillsUSA

SkillsUSA is a national organization that serves high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. SkillsUSA prepares America's high performance workers with quality education experiences for students in leadership, teamwork, citizenship, and character development. It also builds and reinforces self-confidence, work attitudes, and communication skills, emphasizing quality work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA promotes an understanding of the free enterprise system and involvement in community service activities. It's programs include local, state and national competitions in which students demonstrate occupational and leadership skills.

FFA

Future Farmers of America (FFA) is for students who want to engage in agriculture and aspire to be farmers, teachers, doctors, scientists, business owners and more. For this reason, the name of the organization was updated in 1988 after a vote of national convention delegates to reflect the growing diversity and new opportunities in the industry of agriculture.

FFA continues to help the next generation rise up to meet those challenges by helping its members to develop their own unique talents and explore their interests in a broad range of agricultural career pathways. We are the Future Farmers of America, and we are the Future Biologists, Future Chemists, Future Veterinarians, Future Engineers and Future Entrepreneurs of America, too.

HOSA

Health Occupations Students of America (HOSA) exists to assist students in developing leadership and technical skills competencies. It is intended for those who plan to enter careers that provide care and health services. HOSA is an integral part of Health Occupations. Through HOSA students develop a better vocational understanding, an awareness of social intelligence, civic consciousness, and leadership skills HOSA members have the opportunity to strengthen their skills by HOSA activities, by interacting with professionals in health-related fields, business people, and other HOSA members.

Advanced Manufacturing Club

The Advanced Manufacturing Club includes students from Precision Machine Technology, Welding Technology and Mechatronics programs. The Club partners with The Manufacturing Association in York, Pennsylvania enabling Academy students access to more than 100 Pennsylvania businesses and industries. If students choose, they may enroll in an industry recognized pre-apprenticeship program to gain instructional, technical and basic skill training for manufacturing career opportunities in South Central PA and Northern MD and acquire advanced skills and training far beyond. Final transcribed grades, percentage grades are reported to sending school districts, which will be calculated as a letter grade according to each sending school's grading scale. Final grades issued at the end of the school year will be the average of all the marking period percentage grades and on-the-job training.

Construction Club

The Academy Construction Club is a student-led organization and includes members from the Electrical Installation and Construction Trades programs. Members learn to collaborate with peers and various community and business stakeholders while developing leadership skills through service learning and outreach. Engagement is crucial; the club actively involves students in hands-on projects that benefit the local community. Partnerships with local businesses and organizations provide resources, mentorship, and real-world experiences. The club also emphasizes education by offering workshops and training sessions on construction techniques, safety, and project management. Leadership development is important; students have opportunities to take on project management roles and develop teamwork skills. Additionally, a focus on communication ensures that the community is aware of the club's projects and achievements, fostering support and collaboration. Members also gain an understanding on maintaining a sustainable approach by incorporating eco-friendly practices in addressing contemporary environmental issues.

GRADING SYSTEM

Students receive one report card from their home high school each marking period, which will contain home school grades along with grades from The Academy. Grading categories recorded in the electronic system include: exams and quizzes, classroom assignments, performance assessments, Program of Study assignments, project-based learning, safety evaluations, student learning objectives, and work ethic.

Academy program grades uses the following grade scale

- **A= 100-93** Can perform this skill satisfactorily with initiative and adaptability to problem situations.
- **B= 92-85** Can perform this skill satisfactorily without assistance and/or supervision
- **C=84-77** Can perform this skill satisfactorily but requires periodic assistance and/ or supervision
- **D= 76-68** Can perform parts of this skill satisfactorily but requires considerable assistance and/or supervision
- **E= Below 68** Has some knowledge about this skill but cannot perform the skill satisfactorily
- **Incomplete - I:** Obligations for grade requirements not met

Percentage grades are reported to sending school districts, which will be calculated as a letter grade according to each sending school's grading scale. Final grades issued at the end of the school year will be the average of all the marking period percentage grades.

INCOMPLETE GRADES

When students are absent from school, they are not exempt from academic obligations. Upon returning to school after any absence, it is the student's responsibility to contact teachers for makeup work. Generally, students have one day for each absence to complete their makeup work. If back work is not completed within the permitted time and no arrangements have been made with program instructors, students may be given a zero. Incomplete grades at the end of a marking period should rarely be given, as they are for students with medical reasons who cannot fulfill their academic obligations. Incomplete grades are not to be given to students who have had sufficient time to complete 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. 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 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.

STUDENT POLICIES

ADMISSION INTO THE ACADEMY

Completed applications are submitted to each sending school counselors in early April. 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:

Our application process for incoming students is based on a 250-point scale designed to emphasize the skills and attributes necessary for success in Career and Technical Education (CTE) and the workforce. Employers highly value attendance and a student's ability to thrive in a structured, hands-on learning environment. The point distribution is as follows:

- **100 Points – GPA:** Awarded based on the exact GPA (e.g., a GPA of 87.17% earns 87.17 points).
- **90 Points – Attendance:** Evaluated based on the first half of the 9th-grade year (e.g., if a student missed five days, they would receive 85 points).
- **20 Points – Interview:** Two interviewers (the instructor and the career counselor) each award up to 10 points.
- **10 Points – Perfect Attendance:** Additional points for students with no absences.
- **10 Points – Honors Courses:** Five points for one honors course, with an additional five points for any further honors courses.

- **10 Points – Staff Recommendation:** Awarded for factors such as a student demonstrating strong engagement during tours.
- **10 Points – Administrative Discretion:** Automatically awarded but subject to reduction for disciplinary issues or other concerns.

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:

Student responsibilities include:

- A. 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.
- The following procedures will be used at the Academy with regard to cell phones:

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 policy 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.

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)

Purpose

The Joint Operating Committee recognizes that the **use and** abuse of controlled substances **as defined in this policy** is a serious problem with legal, physical and social implications for the whole school community. **The purpose of this policy is to prohibit student possession, use and/or distribution of controlled substances, except as permitted by applicable state or federal law and Joint Operating Committee policy.**[1][2]

Definitions

For purposes of this policy, **controlled substances** shall include:[3][4]

1. **Any** controlled substance prohibited by federal or **Pennsylvania** laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.

8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Joint Operating Committee policy.[1][2]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Operating Committee prohibits students from using, possessing, distributing and being under the influence of any controlled substances during center (school) hours, at any time while on center (school) property, at any center (school)-sponsored activity, and during the time spent traveling to and from the center (school) and center (school)-sponsored activities.[5][6]

The Operating Committee may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the center's (school's) educational or extracurricular programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the center (school) shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with **law enforcement** and Joint Operating Committee policies.[7][8][9][10][11][12]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off center (school) property or during nonschool hours to the same extent as provided in Joint Operating Committee policy on student discipline.[13]

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations to identify and control substance abuse in the center (school) which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence or distributing controlled substances.[14][15][16]
2. Disseminate to students, parents/guardians and staff the Joint Operating Committee policy and administrative regulations governing student use of controlled substances.

3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to the center (school) of students convicted of offenses involving controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[13][17][18]

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents involving **the prohibited** possession, use or sale of controlled substances on center (school) property, at any center (school)-sponsored activity or on a conveyance providing transportation to or from the center (school) or a center (school)-sponsored activity to the **law enforcement agency** that has jurisdiction over the center's (school's) property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Joint Operating Committee policies.[12][14][15][19][20][21]

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident involving **the prohibited** possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the **law enforcement agency** that has jurisdiction over the center (school) property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[12][19][22]

In accordance with state law, the Administrative Director shall annually, by July 31, report all incidents of **prohibited** possession, use or sale of controlled substances to the **PA Department of Education** on the required form.[12][14][15]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building administrator 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.

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.

TOBACCO CONTROL POLICY

Definitions

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[\[1\]](#)

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Operating Committee prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a center building and on any property, buses, vans and vehicles that are owned, leased or controlled by the center.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Operating Committee also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at center-sponsored activities that are held off center property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the center shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Operating Committee policies.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

Delegation of Responsibility

The Administrative Director or designee shall notify students, parents/guardians and staff about the Operating Committee's tobacco/nicotine policy by publishing information in the student handbook, Code of Student Conduct, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the center website.[\[1\]](#)

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

Guidelines

Reporting

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over

the center property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[9][10][11]

The Administrative Director shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.[9][12]

Additional Provisions - Tobacco Only

The Administrative Director or designee may report incidents of possession, use or sale of tobacco by students on center property, at any center-sponsored activity or on a conveyance providing transportation to or from the center or a center-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the center's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Operating Committee policies.[9][10][12][13][14]

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted by the court to alternative adjudication in lieu of imposition of a fine.[15]

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:

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).

AUTHORITY: The Operating Committee prohibits all forms of bullying by students

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.[\[1\]](#)

Hazing Policy

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the center (school) and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[\[1\]](#)

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug, or other substance that subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[\[2\]](#)

1. The person acts with reckless indifference to the health and safety of the student; or

2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the center (school) or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the center (school), whose members are primarily students or alumni of the organization.[6][7]

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[8]

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

Authority

The Operating Committee prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off center (school) property or outside of school hours.[4][5][7][9]

No student, parent/guardian, advisor, sponsor, volunteer or center (school) employee shall engage in, condone or ignore any form of hazing.

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

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing 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 hazing 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 hazing.[10][11]

Delegation of Responsibility

Students, parents/guardians, advisors, sponsors, volunteers, and center (school) employees shall be alert to incidents of hazing and shall report such conduct to the building administrator or designee.

Guidelines

In addition to posting this policy on the center's (school's) publicly accessible website, the center (school) shall inform students, parents/guardians, sponsors, volunteers and center (school) employees of the center's (school's) policy prohibiting hazing, including center (school) rules, penalties for violations of the policy, and the program established by the center (school) for enforcement of the policy by means of a presentation at an assembly.

This policy, along with other applicable center (school) policies, procedures and Codes of Conduct, shall be provided to all center (school) sponsors and volunteers affiliated with a student activity or organization, prior to serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct. [\[7\]](#)

Complaint Procedure

A student who believes that **they have** been subject to hazing is encouraged to promptly report the incident 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 hazing shall be provided to the building administrator or designee, who shall promptly notify the Administrative Director or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Operating Committee directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Operating Committee policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building administrator or designee, in consultation with the Administrative Director or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will

assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with center (school) practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by center (school) personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[12\]](#)

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[13\]](#)[\[14\]](#)[\[15\]](#)

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on center (school) property, at any center- (school-) sponsored activity or on a conveyance providing transportation to or from a center (school) or center- (school-) sponsored activity to the local police department that has jurisdiction over the center's (school's) property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Operating Committee policies.[\[13\]](#)[\[14\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the center (school) property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[\[13\]](#)[\[19\]](#)[\[20\]](#)

In accordance with state law, the Administrative Director shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[14\]](#)[\[19\]](#)

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 hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if **the individual** complies with the requirements under law, subject to the limitations set forth in law.[\[12\]](#)

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the advisor up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[12\]](#)[\[21\]](#)[\[22\]](#)

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that advisor, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, **the advisor, sponsor, or volunteer** shall be disciplined in accordance with Operating Committee policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as an advisor, sponsor, or volunteer, and/or dismissal from center (school) employment.[\[23\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on center (school) property or to otherwise operate under the sanction or recognition of the center (school).

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

NOTE:

If the center (school) meets the definition for an “Institution” in 18 Pa. C.S.A. Sec. 2801 (for example, grants Associate degrees), please consult the solicitor in revising the policy to address any additional requirements, such as the reporting requirements under 18 Pa. C.S.A. Sec. 2809.

MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES POLICY

AUTHORITY (Policy 824)

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**.

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.

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.

NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES **POLICY 103.1 SUMMARIZED**

Adopted: August 8, 2019

This policy ensures that the Academy provides all qualified students with disabilities equal access to educational programs, services, and extracurricular activities in accordance with Section 504 and applicable federal and state laws. It guarantees a free appropriate public education (FAPE) through individualized accommodations and services, prohibits discrimination, harassment, and retaliation, and protects the confidentiality of student records and complaint investigations. The policy outlines procedures for identifying and evaluating eligible students, developing and implementing Section 504 Service Agreements with parent/guardian involvement, and educating students in the least restrictive environment whenever appropriate. It also establishes due process rights, including access to records, informal conferences, hearings, appeals, and assistance from the Pennsylvania Department of Education. Additionally, the policy designates a Section 504 Coordinator to oversee compliance, requires prompt investigation and resolution of discrimination complaints, provides protections against retaliation, and ensures disciplinary actions and law enforcement referrals are handled consistently with students' rights and applicable laws.

The complete Board Policy 103.1 - Nondiscrimination – Qualified Students with Disabilities is available on the Academy's website. Parents/guardians and students are encouraged to review the full policy for additional information, definitions, procedures, and applicable exceptions.

<https://go.boarddocs.com/pa/mcast/Board.nsf/goto?open&id=B8NMQR5C58E7>

WEAPONS POLICY

Purpose

The Operating Committee recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury. [\[1\]](#)[\[2\]](#)

Possession - a student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while on center property, on property being used by the center, at any center function or activity, at any center event held away from the center, or while the student is coming to or from the center.

Authority

The Operating Committee prohibits students from possessing and bringing weapons and replicas of weapons into any center buildings, onto center property, to any center-sponsored activity, and onto any vehicle providing transportation to the center or a center-sponsored activity, or while the student is coming to or from the center. [\[2\]](#)[\[3\]](#)[\[4\]](#)

The Operating Committee shall, in coordination with the school district of residence, expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Administrative Director may recommend modifications of such expulsion requirement on a case-by-case basis. [\[2\]](#)[\[5\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the center shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Operating Committee policies. [\[2\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Delegation of Responsibility

The Administrative Director or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the center's emergency preparedness plan. [\[11\]](#)[\[12\]](#)[\[13\]](#)

Guidelines

The Administrative Director or designee shall immediately report incidents involving weapons on center property, at any center-sponsored activity or on a conveyance providing transportation to or from the center or a center-sponsored activity to the local police department that has jurisdiction over the center's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Operating Committee policies. [\[2\]](#)[\[11\]](#)[\[12\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the center property has been or

may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[11][15][17]

In accordance with state law, the Administrative Director or designee shall annually, by July 31, report all incidents involving weapons to the Office for Safe Schools on the required form.[11][14]

An exception to this policy may be made by the Administrative Director, who shall prescribe special conditions or procedures to be followed.[2]

Authorized Instructional and Work-Related Equipment

While this policy represents a no tolerance position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students while under the supervision of instructors. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

Transfer Students

When the center receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the center may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[2]

BOMB THREATS

If a bomb threat is received by any school employee, the principal and school district officials are notified, and the fire drill alarm is sounded. The fire department and local and state police are called to help search the school and investigate the bomb threat. Students remain outside the building, under supervision of the staff, until the building is declared safe for reentry. Persons who make such threats violate state law and will be charged with a criminal offense carrying severe penalties. Students under the age of 18 who make bomb threats may be expelled from school and will be referred to a local law enforcement agency.

SCHOOL RULES & EXPECTATIONS

TERRORISTIC THREATS POLICY 218.2 SUMMARIZED

Adopted: March 12, 2020

This policy prohibits students from making terroristic threats against individuals or district property and requires an immediate, coordinated response to any potential threat. Staff and students are expected to report threats to the district's threat assessment team, which will evaluate the situation, notify appropriate administrators, parents, and law enforcement when necessary, and follow applicable laws and emergency procedures. The policy also provides protections for students with disabilities, requires

annual reporting of incidents to the Pennsylvania Department of Education, and permits the district to require a behavioral risk assessment before readmitting a student expelled for making terroristic threats.

The complete Board Policy 218.2 - Terroristic Threats is available on the Academy's website. Parents/guardians and students are encouraged to review the full policy for additional information, definitions, procedures, and applicable exceptions.

<https://go.boarddocs.com/pa/mcast/Board.nsf/goto?open&id=BBHSGR694EDB>

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. Any absence due to missing the bus will be recorded as an unexcused absence. 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.

MEDICATION POLICY

Purpose

The Operating Committee shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physician assistants.

Authority

The Operating Committee directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Operating Committee shall require the written request of the parent/guardian, giving permission for such administration.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Administrative Director or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.[\[3\]](#)

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.[\[4\]](#)[\[5\]](#)

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, and designated administrators, and shall be revised as necessary.

Guidelines

The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[\[6\]](#)[\[7\]](#)

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted

in accordance with state law and Operating Committee policy.[\[8\]](#)[\[9\]](#)

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the district shall require the following:[\[9\]](#)

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.

2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate responsible behavior and administration skills to the nurse.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse or building administrator immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Operating Committee directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration among administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school district's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

GUIDELINES FOR DEALING WITH HIV INFECTION IN THE SCHOOLS POLICY 203.1 SUMMARIZED

Adopted: September 22, 2022

This policy ensures that students with HIV have the same rights to attend school, participate in educational programs, and access services as all other students while protecting the health and safety of the school community. The district prohibits discrimination and harassment based on HIV status, maintains strict confidentiality of health information, follows universal infection control practices, and provides staff training and age-appropriate HIV prevention education. Educational placement decisions are made on an individual basis according to medical needs, and parents may review instructional materials or request that their child be excused from HIV prevention instruction for religious reasons.

The complete Board Policy 203.1 - HIV Infection is available on the district website. Parents/guardians and students are encouraged to review the full policy for additional information, definitions, procedures, and applicable exceptions.

<https://go.boarddocs.com/pa/mcast/Board.nsf/goto?open&id=BBHSG3694E72>

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 will need **TWO EXCUSES 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 **Health Room 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 Health Room Aide in the main office.

All medications will be stored in the nurse's 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 AND SCHOOL PROPERTY

At the beginning of each year, students are loaned textbooks and school supplies/tools. 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.

HALL PASSAGE

To make the best use of time, students are allowed a brief amount of time to go from class to class during the day. Students should proceed to the next assigned area or room in the most direct route. If there is a need to go to the restroom, another room, or the office, permission should be received from the teacher of the class to which the student is going.

FOR SAFETY OF ALL, ACTIONS SUCH AS RUNNING, PUSHING, SHOVING AND TRIPPING ARE NOT ALLOWED. IN ADDITION, KISSING, HUGGING AND EMBRACING ARE NOT ACCEPTABLE BEHAVIORS IN SCHOOL OR AT SCHOOL ACTIVITIES.

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 NAME, ADDRESS & TELEPHONE NUMBER

Students must notify his/her home school and The Academy office immediately to report changes in their names, addresses and telephone numbers so that school records can be kept up- to-date.

This updated information is especially valuable in case of an emergency at school that would require school personnel to contact someone at a student's home.

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:

- Any garment that causes a substantial disruption of the educational program is prohibited.
- Overly suggestive or revealing clothing which substantially interferes with the educational program is prohibited.
- No visible undergarments are permitted.
- Clothing must cover the midriff and may not be low cut in the neckline or arm hole.
- Clothing promoting or suggesting drug, alcohol, or tobacco use; pornography; hate messages; and obscene and/or offensive language or gestures is prohibited. This would include pins and buttons worn on clothing or accessories.
- Hats, hoods, visors, bandannas, and sunglasses are prohibited.
- Chains, wallet chains, and spiked jewelry are prohibited.

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
- 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, Mr. Mark Crosson, the Mifflin County Academy of Science & Technology's Principal.

Complaints of Alleged Violations with FERPA

Parents who believe that their FERPA rights may have been violated may file a complaint with Student Privacy Policy Office (SPPO) at <https://studentprivacy.ed.gov/file-a-complaint>. SPPO will review the complaint to ensure the complaint:

- Is filed, in writing, by a parent who maintains FERPA rights over the education records that are the subject of the complaint
- Is submitted to SPPO within 180 days of the date of the alleged violation or of the date that the parent knew or reasonably should have known of the alleged violation; and
- Contains specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred.

SPPO will then make a case-by-case determination to determine the best mechanism for resolving the underlying situation. Sometimes the action will be a formal investigation; for other complaints, consistent with the statute and applicable regulations, they will take other appropriate actions, such as acting as an intermediary or providing resolution assistance. More information regarding the complaint process is available at [https://studentprivacy.ed.gov/ file-a complaint](https://studentprivacy.ed.gov/file-a-complaint).

For more information regarding FERPA and other student privacy issues, visit [websihttps://studentprivacy.ed.gov](https://studentprivacy.ed.gov). or [https:// studentprivacy.ed.gov/contact](https://studentprivacy.ed.gov/contact) or write to SPPO for additional guidance at the following address:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-8520

**Annual Public Notice of Special Education Services and
Programs, Services for Gifted Students and Services for
Protected Handicapped Students
August 2026**

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation.

For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, ages three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

Consent

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the

Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

INTERMEDIATE UNIT	
Tuscarora Intermediate Unit 11 814-542-2501 Kelly Lawler Zurybida Director of Special Education 2527 US Hwy 522 S McVeytown, PA 17051	TIU Early Intervention Programming 814-542-2501 Brian Kritzer Supervisor of Special Education 2527 US Hwy 522 S McVeytown, PA 17051
SCHOOL DISTRICT OFFICES	
Central Fulton School District 717-485-7000 Holly Varner 151 East Cherry Street McConnellsburg, PA 17233-1400	Forbes Road School District 814-685-3865 Forbes Road High School Rebekah Miller 159 Redbird Drive Waterfall, PA 16689
Huntingdon Area School District 814-641-2104 Administrative Office Sean Cummins 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Juniata County School District 717-436-2111 Administrative Office Karen Crossley 146 Weatherby Way Mifflintown, PA 17059
Juniata Valley School District 814-669-9150 Administrative Office Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	Mifflin County School District 717-248-0148 Administrative Building Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044
Mount Union Area School District 814-542-2518 Administrative Center Kristen Streightiff 603 N. Industrial Drive Mount Union, PA 17066	Southern Fulton School District 717-294-3400 Southern Fulton High School Dr. Laurel Keegan 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267

Southern Huntingdon School District 814-447-5520 Alisa Scott 10339 Pogue Road Three Springs, PA 17264-9730	Corrections Education 814-658-4024 Timothy Miller Trough Creek Youth Forestry Camp #3 4534 Tar Kiln Road James Creek, PA. 16657 & South Mountain Secure Treatment Unit 10056 South Mountain Road – P.O. Box 374 South Mountain, PA. 17261
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NON-PUBLIC SCHOOLS LOCATED IN IU 11	
Tuscarora Intermediate Unit 11 814-542-2501 Dr. Brett Gilliland or Designee 2527 US Hwy 522 S., McVeytown, PA 17051	
CHARTER SCHOOLS	
New Day Charter School 814-643-7112 Brandye Armstrong -256 South 5th Street. Huntingdon, PA 16652 717-447-0623 -109 Industrial Circle Mifflintown, PA 17059	Stone Valley Community Charter School 814-667-2705 Cheryl Casner 13006 Greenwood Road Huntingdon, PA 16652
PRISONS	
Huntingdon County Prison 814-641-2104 Sean Cummins 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Mifflin County Prison 717-248-0148 Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044

*The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.