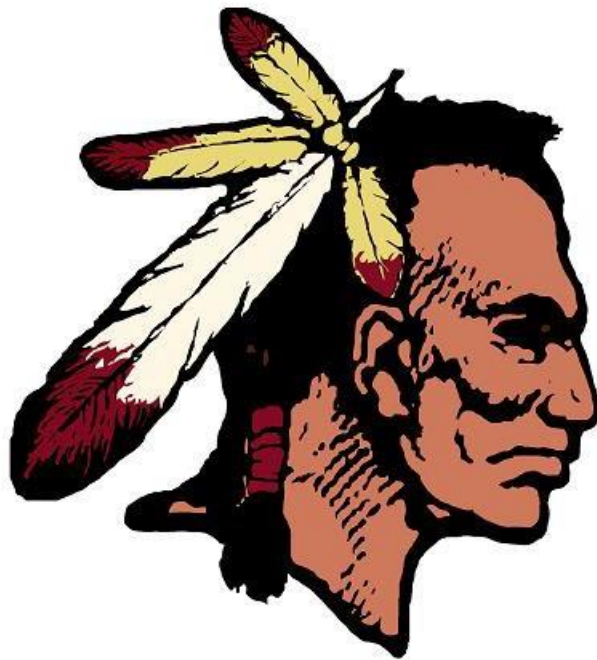


Millersburg Area Middle/High School

Parent/Student Handbook



2023 - 2024

Approved 8-15-23

MILLERSBURG AREA MIDDLE/HIGH SCHOOL



2023-2024 PARENT/STUDENT HANDBOOK Confirmation of Review

I/We understand a copy of the 2023-2024. Parent/Student Handbook for Millersburg Area Middle/High School is available for review on the Millersburg Middle/High School web page (@www.mlbgd.k12.pa.us). I/We also understand, in the event I/we cannot access the information online, I/we can request a copy of the 2023-2024 Parent/Student Handbook from the school office.

I/We have reviewed and understand the contents of the 2023-2024 Parent/Student Handbook for the Millersburg Area Middle/High School. I/We also understand that it is my/our responsibility to refer to a copy of the 2023-2024 Parent/Student Handbook for reference to the policies and procedures which govern the Millersburg Area Middle/High School.

(Print Student's Name)

(Student Signature)

(Date)

(Parent/Guardian Signature)

(Date)

Authorized Parent/Guardian Signatures

The following parent/guardian signatures below will be accepted by the office on student excuses and/or student forms during the 2023-2024 school year. Please note, only signatures of parents & legal guardians will be accepted. Parents may use the Millersburg Area School District Electronic Excuse Form for Student Absences and Tardiness. This form is located on the building-level websites at each school. Parents who choose to use the electronic form must submit the form within three days of student's return to school.

(printed name)

(signature)

(printed name)

(signature)

(printed name)

(signature)

Return this form to the high school office by Friday, September 8, 2023.

MILLERSBURG AREA MIDDLE/HIGH SCHOOL

2023-2024

CONFIRMATION OF REVIEW

(Student Name)

(Homeroom Teacher)

____ I have reviewed the 2023-2024 Acceptable Use of Computers, Network, Internet, Electronic Communications and Information Policy on the District web page (www.mlbgd.k12.pa.us) for references to the policies and procedures which govern the Millersburg Area School District

____ I request a copy of the 2023-2024 Acceptable Use of Computers, Network, Internet, Electronic Communications and Information Policy.

PHOTO, WEBSITE & INFORMATION PUBLICITY RELEASE

____ I GRANT permission for my child to be interviewed and/or video-taped by local/network television and/or radio stations for the purpose of airing on their programs and for my child's name, photograph and/or description of award or activity to be published in internal and/or external media publications (e.g. yearbook, graduation activities) or on the district website.(To view the website, go to www.mlbgd.k12.pa.us)

____ I DO NOT GRANT permission for my child's name, photograph and/or description of award/activity to appear on internal and/or external media publications.

(Parent Signature)

(Date)

Release of Certain Information Under the *'Every Student Succeeds Act'*

Dear Parent/Guardian:

Pursuant to the federal Every Student Succeeds Act, the Millersburg Area School District must disclose to military recruiters and institutions of higher learning for 11th & 12th graders, upon request, the names address and telephone numbers of these students.

The District must also notify parents/guardians of their right and the right of their child to request that the District not release such information without prior written consent.

Parents/Guardians wishing to exercise their option to withhold their consent of the release of the above information to military recruiters or to institutions of higher learning must sign this form below and return it to the high school office.

Reservation of Consent for the Release of Certain Student Information Under the *'Every Student Succeeds Act'*

Please do not release the name, address and telephone number of _____
(Name of Student)

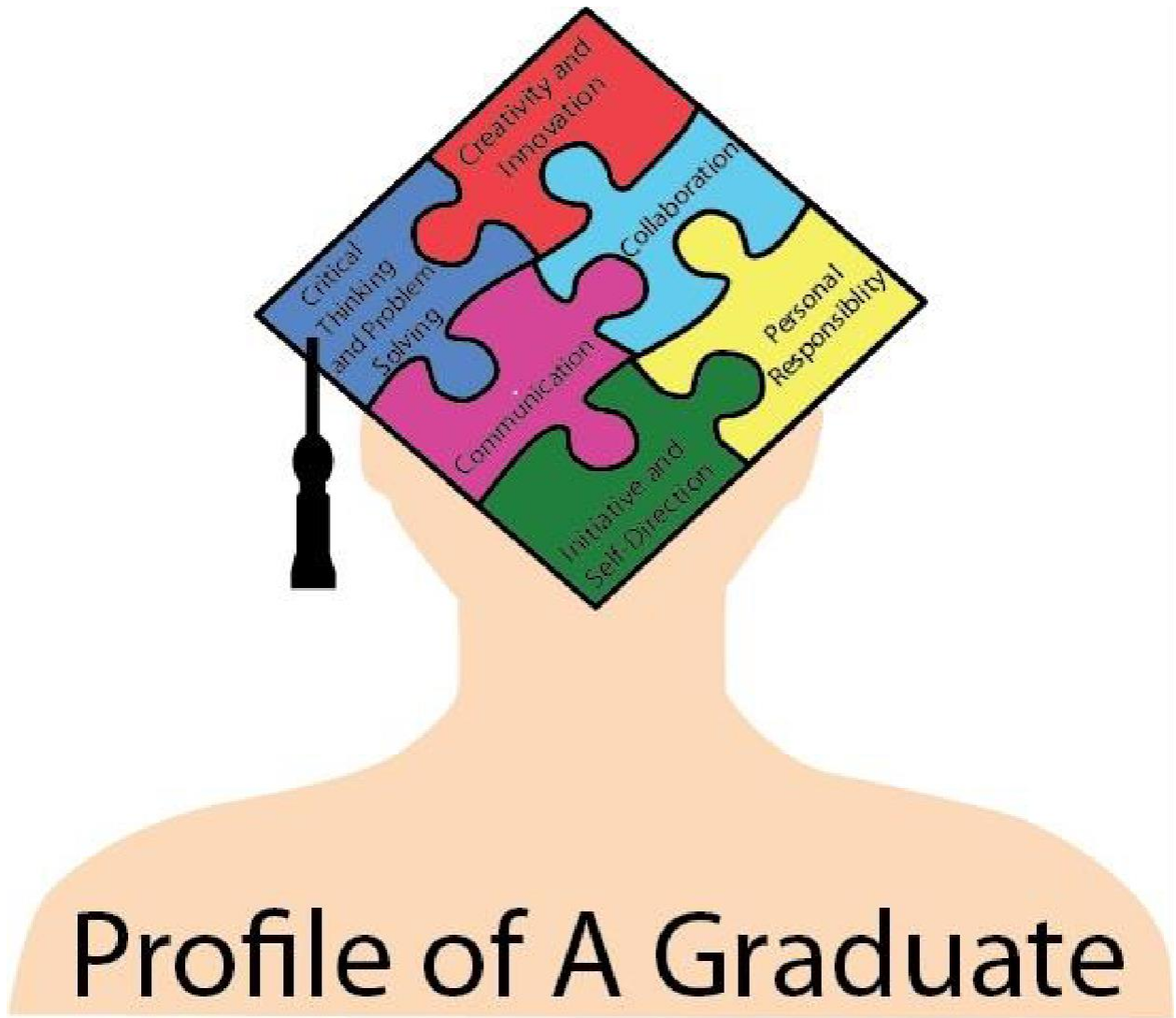
_____to military recruiters _____institutions of high learning

(Print Name of Student) _____ (School) _____ (Grade)

(Parent's/Guardian's Signature) _____ (Date)



Your child must return this signed form to the building office by Friday, Sept. 8, 2023.



VISION

Empowering 21st Century learners, one student at a time

MISSION

Inspiring. Learning. Everyday.

CONTENTS

Confirmation of Review	page 2
Publicity Release Form.	page 3
Release of Certain Information Under the “ <i>Every Student Succeeds Act</i> ”	page 4
Profile of a Graduate	page 5
Contents.	pages 6-7
Marking Period Dates.	page 8
Absences.	Sec.1a
Absence of Habitually Truant Students.	1b
College Visitation for Student.	2
Arriving to School.....	3
Leaving School Before Dismissal.....	4
Visitors/Secured Entrances.	5
Definition of a School Day	6
Tardiness	7
Non-School Sponsored Educational Trip	8
Special Excuses.....	9
Student Admission Policy.....	10
Homeless Students.	11
Transferring to another School District	12
Withdrawing from School.....	13
Minimum Attendance Standards for Promotion or Graduation.....	14
Cafeteria Procedure.....	15
Middle/High School Daily Schedule	16
School Closing or Delay	17
Dauphin County Technical School Policy and Statement	18
School Messenger	19
Emblem and Colors.....	20
Middle/High School Student Assistance Program.....	21
Grading System.....	22
Honor Roll	23
Incomplete Work and Grades Due to Absence from School.....	24
Homework Requests	25
End of Grading Period & Semester Incomplete Work & Grades	26
Scheduling, Promotion, and Graduation Requirements (High School).....	27
Scheduling, Promotion, and Graduation Requirements (Middle School)	28
National Honor Society.....	29
College Entrance Requirement	30
The “ <i>Every Student Succeeds Act</i> ” Notice.....	31
Power School	32
Graduation Activities	33
Participation in Graduation Activities	34
Standardized Tests	35
Exemption from Instruction/Assessment.....	36

Curriculum Review by Parent and Students	37
Language Instruction for Limited English Proficient and Immigrant Students.....	38
High School Community Service Project	39
Student Disciplinary Code	40
Detention.....	41
Saturday Work/Study Program	42
In-School Suspension.....	43
Out-Of -School Suspension.	44
Guidelines for Proper School Attire	45
Study Halls/Flex Period Rules.	46
Johnson Library	47
Lockers, Personal & School Property	48
Obligations.	49
Board Policies.	50
Athletic/Extra-Curricular Eligibility and Participation.....	51
End-Of-Year Field Trips/Activities.	52
Parking Lot Regulations	53
School-Wide Hall Pass Procedures.....	54
Personal Conduct at School Events	55
School Bus Regulations	56
Use of Office Telephone	57
Student Athletic Transfers /During Concurrent Seasons	58
Student Organizations and Activities.....	59
Surveillance Cameras.....	60
Student Planned Absence Form	Pages 57 & 58
Annual Public Notice of Special Education.....	Pages 59 & 60
Family Education Act.....	Page 61
Procedural Safeguards-Notice of Denial of Enrollment.....	Page 62
2022/2023 School Calendar	Page 63

Important Marking Period Dates – 2023-2024

1st Marking Period (August 21, 2023 – October 26, 2023)

Mid-Marking Period – Monday, September 25, 2023

Final Day of 1st Marking period – Thursday, October 26, 2023

2nd Marking Period (October 27, 2023 – January 16, 2024)

Mid-Marking Period – Friday, December 1, 2023

Final Day of 2nd Marking Period – Thursday, January 16, 2024

3rd Marking Period (January 17, 2024 – March 22, 2024)

Mid-Marking Period – Thursday, February 15, 2024

Final Day of 3rd Marking Period – Friday, March 22, 2024

4th Marking Period (March 23, 2024 – May 30, 2024)

Mid-Marking Period – Monday, April 29, 2024

Final Day of 4th Marking Period – May 30, 2024

DAY 135 – TUESDAY, MARCH 19, 2024

STUDENT ATTENDANCE

1.a. ABSENCES - BOARD POLICY 204

The Compulsory Attendance Laws of Pennsylvania require that a person attend school until the age of eighteen (18). Absences are classified as legal (excused) or illegal (unexcused/unlawful). Excused absences consist of personal illness, death in the family, impassable roads, and extenuating circumstances. Excused absences for bereavement will be permitted as follows: father, mother, brother, sister = up to five (5) days, grandparent, or person who resides with student = up to three (3) days, great-grandparent, uncle, aunt or cousin = one (1) day. Extenuating circumstances will be considered on an individual basis between the student and the high school principal.

If you are absent from school, it is required that you present a written excuse to the office when you return to school. The excuse must be signed by your parent or guardian. **Parents are encouraged to call or email the office to report an absence, but a written excuse is still required within three days of student's return to school.** A physician's excuse is required for three (3) or more consecutive days of absence due to illness. This written excuse shall be submitted to the high school office when you return to school. If a written excuse is not submitted within three (3) days, the absence will become an unexcused/unlawful absence. The principal reserves the right to refuse a physician's excuse after the required 3 days. **If your absence is considered unexcused/unlawful, you will not be permitted to make up tests or other graded instruction. Throughout the school year, the attendance records are periodically checked.**

Parents may use the Millersburg Area School District Electronic Excuse Form for Student Absences and Tardiness. This form is located on the building-level websites at each school. Parents who choose to use the electronic form must submit the form within three days of student's return to school.

When ten (10) days of absence have accumulated, parents will be notified regardless of the reason(s) for absence and the student may be referred to the Check and Connect Program. The program will make contact with the parents and work with the students to ensure further absences do not occur. Parents must call by 10:00 a.m. that morning for each additional absence to be excused, as well as a written excuse must be submitted the day the student returns. It is the student's responsibility to bring the excuse to the office. The student will not be called to the office to turn in excuses.

When a student reaches 15 days of cumulative, excused, health-related absences, an excuse signed by a certified physician must be presented. When the student reaches 15 days of absence for any reason, they will be referred to the Check & Connect Program. Upon the 21st day of absence for any reason, each absence must be supported by an excuse signed by a certified physician; and any such absence unsupported by a certified physician excuse shall be deemed unlawful.

A student who was absent from school is not permitted to participate after-school activities unless prior arrangement has been made with the office or a special excuse has been issued.

Parents will be notified by the school office when unexcused/unlawful absences are accumulated. In addition, parents shall be notified by letter when at least three (3) illegal and unexcused/unlawful absences are accumulated. When the student reaches 3 days of illegal absence, they will be referred to the Check & Connect Program. When the student has accumulated at least six (6) illegal absences, the required legal procedures will be taken by the principal.

The School Code authorizes districts to respond to truancy in certain ways, depending on the student's age. Please refer to Policy 204 for the specific requirements and details. Depending on the age of a student, a referral to children and youth or the Magisterial District Judge must be made. If the matter is referred to a Magisterial District Judge, a fine of up to \$300 on parents for truancy and requires parents to pay court costs or be sentenced to complete a parenting education program. Under the School Code, both the truant child and the parents must appear at a hearing before a Magisterial District Judge. The parents may be convicted of a summary offense if they fail to prove they took every reasonable step to insure attendance of the child at school.

Additional provisions of the School Code allow a Magisterial District Judge to suspend a sentence given to the parent or child if the child is no longer habitually truant. A Magisterial District Judge may order the parent to perform community service for up to six months. The School Code also grants to school officers (administrators) the same arrest powers as attendance officers and home and school visitors.

In addition, under the School Code a truant student may lose their vehicle operating privilege for 90 days for a first offense, and six (6) months for a second, while juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days (first offense and six (6) months second offense), commencing upon their sixteenth birthday. A truant student not presently possessing a driver's license or learner's permit shall be delayed in a similar fashion from license eligibility.

1.b. HABITUALLY TRUANT STUDENTS

In addition to the required legal action, the Millersburg Area School District is committed to work with families of habitually truant students in an effort to rectify this situation. As a result, when a student reaches their third (3rd) unlawful day of absence in a school year, a letter will be sent to the parent/guardian. A meeting, a Student Attendance Improvement Conference, must be scheduled with the student, parent, and District personnel in an effort to devise a Student Attendance Improvement Plan (SAIP). At this time, the student will also be offered the option to participate in our Student Assistance Program.

For the sixth (6th) and subsequent unlawful absences, and depending on the age of the student, the District may file a complaint with the Magisterial District Judge, or a referral to Children and Youth will be made.

*****Any student in grades 6 – 12 may be retained in the current grade level if they are unlawfully absent 20 or more days or have not attended at least 8/9ths of the school term (161 days), unless extenuating circumstances can be provided to school officials.**

2. COLLEGE VISITATION FOR STUDENTS

- 1) Juniors and seniors will be permitted excused absences to visit college campuses only after parents/guardians have communicated their permission to the high school office.
- 2) The days the student is absent for college visitation must be verified by the Counselor before the student is absent. In order for the absence to be counted as an excused absence, prior notification to the high school office is necessary. (Planned Absence Request Form)
- 3) The student must present a letter, on college stationery, indicating when the visit took place. It is the student's responsibility to bring the excuse to the office. Students will not be called to the office.

3. ARRIVING TO SCHOOL

Bus students will be arriving at school as early as 7:35 am. Students who do not ride buses should plan to arrive at school by 7:55. If you arrive earlier than 7:55 you should report to the Front Lobby (HS)/Cafeteria (MS). Also, during inclement weather, the Front Lobby and the cafeteria will be available for anyone not wanting to remain outside.

Once inside the building/school grounds, students must remain for the day, unless directed otherwise by a teacher. All exterior doors to the middle/high school complex will be locked at 8:05 am each morning. Persons needing to enter the building after this time must enter through the secure office entrance.

Students will not be allowed in any area of the building prior to 7:30 am without faculty supervision. At 7:55 am students are to report to their lockers then to homerooms.

4. LEAVING SCHOOL BEFORE DISMISSAL

If it becomes necessary to leave the school property before the regular dismissal time, students must notify the office and sign out in the absentee book. Parents must send an excuse with the student when they arrive at school in the morning. **Under no circumstances may a student leave the building without signed permission from a parent/ guardian.** If a student leaves the building without permission, local law enforcement will be contacted.

A class cut is defined as the failure to attend any scheduled class unless the student is justifiably excused. Any student who cuts class will not be able to make up work missed. This includes leaving any class without permission.

5. VISITORS / SECURED ENTRANCES

Every visitor to our school must report to the main office where a visitor's badges will be issued. Each person who enters the buildings without knowledge and consent of the administration may be subject to trespass regulations. Please assist us in keeping our buildings secure for our students and staff. Students from other area schools will be denied access to this campus. All other requests for student visitors to this campus are subject to final approval of building administrators.

At no time should students and/or staff open locked doors for **anyone** including other students. Discipline referrals may be written for violating this procedure. All must enter through the secure entrances and report to the building office.

Parents are encouraged to visit the school, meet with the teachers, and attend classes. Arrangements to see teachers and/or visit classes may be made by calling the guidance office or principal.

To enhance building security **all visitors must report to the school office and register their presence in the building.** A visitor's badge will be issued to guests and is to be worn throughout their visit. Prior to leaving the building, the visitor should return to the office and indicate their departure.

6. DEFINITION OF A SCHOOL DAY

6:30 - 7:30 am	Exterior doors remain locked.
7:30 am	Students enter using the main entrance for their respective building
8:05 am	Exterior doors locked for the remainder of the day.

* Coaches must tend Door #20 at the rear of Manning Gym, to allow students entry prior to 7:30

A school day is from 8:05 am to 3:05 pm and includes a 30-minute lunch period.

For attendance purposes the following will be observed:

1. A full day of attendance is from 8:05 am to 3:05 pm.
2. A student arriving at school between 8:05 am and 8:35 am is tardy.
3. A student arriving at school after 8:35 am is marked absent for the AM session.
4. A student arriving at school after 11:00 am is marked absent for a full day.
This student may not participate in any school activities that day unless student has an excuse signed by a licensed physician.
5. A student leaving school before 11:00 am and not returning is marked absent for a full day.
6. A student leaving school after 11:00 am is marked absent for the PM session

7. TARDINESS

Students arriving to homeroom after the tardy bell (8:05) shall report directly to the school office. **Students who accumulate more than three (3) tardies per semester will face loss of privileges, including parking privileges.** When a student reaches a total of five (5) or more unexcused tardies, they will be referred to the Check & Connect Program. Students tardy to an individual class should report to the school office. Only a doctor's appointment or dental appointment will be considered an excused tardy. It is emphasized that tardiness, either to school or an individual class, will not be tolerated. **Detention will be assigned the third and each subsequent time a student is tardy.**

- 1st - 2nd Offenses - Excused
- 3rd - 6th Offenses - Each offense will be one hour after school detention.
- 7th + Offenses - Suspension and/or loss of school privileges.

8. NON-SCHOOL SPONSORED EDUCATIONAL TRIPS

Students who will be going on non-school sponsored educational trips will need to have the Planned Absence Request Form for these trips on file in the office. The Planned Absence Request Form, which is available in the office and on the school website, must be signed by your parent or guardian and signed by all teachers one (1) week before the date(s) of absence. It will be the student's responsibility to complete any missed assignments within five (5) school days after they have returned from the non-school sponsored educational trip. Non-school sponsored educational trips will not be approved during the following times: CDT Testing, Senior English

Interviews/Exams, PSSA Exams, Keystone Exams, Mid-Terms, or Finals. Please refer to the Planned Absence Request Form. **Students are permitted to take no more than five (5) cumulative days of planned absences during any school year. The principal reserves the right to deny a request for educational trips for any student who has excessive absences.**

The District will release students for religious instruction/retreats, in accordance with the PA Public School Code Section 1546. Requests from the parent should be submitted to the Superintendent in writing one (1) week prior to the event, with a follow-up to the principal attesting that the child did in fact attend the event. School code requires that the request identify and describe the instruction, and the dates and hours for which the absence is requested. Following each such absence, the parent must furnish in writing to the Superintendent of the District a statement attesting that the student did in fact attend the instruction and the dates and hours upon which such attendance took place.

9. SPECIAL EXCUSES

Special excuses needed to keep appointments for medical or legal reasons will be issued in the high school office between 8:00 and 8:14 a.m. Students must present a written request signed by a parent/guardian. (Please only call the office for these appointments only in the case of an emergency.)

When leaving school for an appointment, students must sign their name and time leaving school in the absentee book. This book is in the high school office.

Upon returning to school from an appointment, students must do the following:

1. Record the time returning to school in the absentee book; and
2. Return the special excuse signed by the person with whom you had the appointment or some other official form or proof of appointment.

If the signed special excuse or other official form confirming the appointment is not returned within three (3) school days, the absence will be counted as unexcused.

If the appointment requires you to miss more than two (2) hours but not more than three (3), you will be considered absent for one-half ($\frac{1}{2}$) of the school day.

10. STUDENT ADMISSION POLICY – BOARD POLICIES 200 & 202

Prior to admission to the Millersburg Area School District, the parent, guardian, or other person having control or charge of a student shall, upon registration for admission, provide a sworn statement or affirmation stating whether the pupil was previously or is currently suspended or expelled from any public or private school of the Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property. Such registration shall be maintained as part of the student's disciplinary record. Parents and guardians shall be advised that any willful false statements made under this section shall be a misdemeanor of the third degree. In order to verify residency in the Millersburg Area School District, parents or guardians must provide:

- 1) a notarized statement from a landlord or homeowner if residing with another resident,
or
- 2) provide one* of the following showing an address within the MASD in parent's/guardian's name
 - Deed, lease or rent receipt, mortgage settlement papers, property tax bill, most recent utility bills (phone, gas, electric), deposit of receipt for gas, electric, phone service start-up, current credit card bill, driver's license, vehicle registration, PennDOT identification card, current active bank account checkbook with name and address imprinted

*MASD reserves the right to request a second form or address verification in order to confirm MASD residency.

Falsification of any information or documents required for this verification will result in revocation of registration for the student(s).

When a student transfers to the District, a certified copy of their disciplinary record shall be requested and obtained from the school entity from which they are transferring. This record shall be maintained as part of their permanent disciplinary record and shall be available for inspections as required by law.

11. HOMELESS STUDENTS (McKinney-Vento Homeless Assistance Act) – BOARD POLICY 255

The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other District students. The Board shall make reasonable efforts to identify homeless children within the District, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations. Should you have any questions, you can contact the Millersburg Area Homeless Liaison, Mrs. Bobbie Prouse at prouseb@mlbgdsd.k12.pa.us or 717-692-2108

12. TRANSFERRING TO ANOTHER SCHOOL DISTRICT

The school laws of Pennsylvania require that accurate records be kept of all students in each school. This is possible only with the full cooperation of parents/guardian. Please report promptly: (1) any change of address within the school system and (2) the date of withdrawal if the family is moving from the District. This is important during both the school term and the summer vacation period.

13. WITHDRAWING FROM SCHOOL – BOARD POLICY 208

Before withdrawing from school prior to graduation or age eighteen (18), a student must secure a General Employment Certificate, a Farm Permit, or a Domestic Permit. These forms are issued in the office and will be valid after they have been properly processed. Before any pupil permanently leaves school, except for graduation, a conference shall be held with the guidance counselor and/or high school principal.

When a withdrawal from a school is to be affected because of a move from the District, parents should supply the school with the exact date of withdrawal, their new address, and the name of the school district to be entered.

Students eighteen years of age or older, who wish to withdraw from high school, are required to have an exit interview with the guidance counselor or principal prior to leaving. They must also complete the necessary withdrawal forms and return all books and materials belonging to the District.

14. MINIMUM ATTENDANCE STANDARDS FOR PROMOTION OR GRADUATION

To be eligible for promotion and/or graduation, a student must have attended at least 8/9ths of the school term unless there are extenuating circumstances. If extenuating circumstances exist, the superintendent, upon the recommendation of the principal, can waive this attendance requirement. Eight-ninths (8/9ths) of the school year is equal to 161 days.

15. CAFETERIA PROCEDURES

Lunch prices for a hot lunch for the 2023-2024 school year will be \$2.15 for a regular student lunch. These prices are subject to change per the Board of School Directors.

POWER LUNCH: We will be using the Power Lunch program again this school year. This is a point-of-sale cashless lunch system for parents to keep track of money given to their child for lunches. Parents may send in any amount of money (cash or check) **with the student's name, ID#, and the amount** on the front of the plain white sealed envelope. Parents should make checks payable to the **MASD FOOD SERVICE FUND**. Middle/high school students may go to the cafeteria to drop off their envelope when reporting to school. The money is then entered into their account and will be available for that day's lunch.

There will be two serving lines open in the cafeteria. No food or drink of any kind is permitted in the corridors or the classroom of the school. Use of the cafeteria is a privilege, not a right. Revocation of that privilege may become necessary if rules are not followed.

Pupils are asked to please cooperate by observing the following procedures:

1. Proceed directly to the cafeteria area or designated area only. Running to the cafeteria will not be tolerated.
2. Keep the tables, chairs and floors clean at all times.
3. Always observe good table manners.
4. The classroom and classroom corridors are off limits.
5. Upon completion of your meal, return trays, dishes and silverware to the dishwasher counter. Place paper in the proper containers, unload tray, and place it on the tray pile in an appropriate manner.
6. Push your chair to the table when leaving your table.
7. Students are required, both individually and as a group, to conduct themselves in an orderly and responsible manner during lunch time. Failure to do so will result in disciplinary action. The lunch period for the entire student body is closed. All students will eat at the school. Students will not be excused to go home for lunch and may not have take-out orders delivered to the school grounds.
8. Breakfast will be served in the cafeteria at 7:30 a.m. Cost is \$1.30.

The Millersburg Area School District believes that no student shall be refused food service because of insufficient funds in his/her/their cafeteria account.

- When a student accumulates a negative lunch balance of more than \$-5.00 dollars total for lunch at any given time during the school year, the parent/guardian will be contacted by the Principal. Such communication to the individual student shall be made in a discreet manner.
 - When a student accumulates a negative lunch balance from \$-20.00 - \$-50.00, an automated phone call will be made to the parent/guardian.
 - When a student accumulates a negative lunch balance of more than \$-50.00 a letter will be sent home to the parent/guardian and a complaint may be filed with the Magisterial District Judge for collection of delinquent fees as well as court filing fees.
9. Students with negative lunch balances will not be permitted to purchase a la carte items

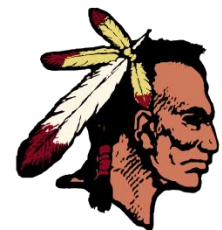
My School Bucks

The Millersburg Area School District now offers **My School Bucks**, a convenient online service that allows you to securely pay for your student's meals online using your credit/debit card or electronic check.

You can:

- Set up Automatic Recurring Payments
- Track & Review Meal History
- Create Low Balance Alerts
- Make Payments with the Mobile App.
- And more....

16. MIDDLE/HIGH SCHOOL DAILY SCHEDULES



MILLERSBURG AREA MIDDLE SCHOOL

BELL SCHEDULE

Homeroom	8:05 – 8:11	
	8:11 – 8:14	Passing
1 st Period	8:14 – 8:59	
	8:59 – 9:02	Passing
2 nd Period	9:02 – 9:47	
	9:47 – 9:50	Passing
3 rd Period	9:50 – 10:35	
	10:35 – 10:37	Passing
4 th Period	10:37 – 11:22	
	11:22 – 11:24	Passing
MS 5 th Period	11:24 – 12:09	
	12:09 – 12:11	Passing
MS LUNCH	12:11 – 12:41	
6 th Period	12:44 – 1:29	
	1:29 – 1:32	Passing
7 th Period (WIN)	1:32 – 2:17	
	2:17 – 2:22	Lockers
8 th Period (ADVISEMENT)	2:22 – 3:05	



MILLERSBURG AREA HIGH SCHOOL

BELL SCHEDULE

Homeroom	8:05 – 8:11	
	8:11 – 8:14	Passing
1 st Period	8:14 – 8:59	
	8:59 – 9:02	Passing
2 nd Period	9:02 – 9:47	
	9:47 – 9:50	Passing
3 rd Period	9:50 – 10:35	
	10:35 – 10:38	Passing
4 th Period	10:38 – 11:23	
	11:23 – 11:26	Passing
HS LUNCH	11:23 – 11:53	
HS 5 th Period	11:56 – 12:41	
	12:41 – 12:44	Passing
6 th Period	12:44 – 1:29	
	1:29 – 1:32	Passing
7 th Period	1:32 – 2:17	
	2:17 – 2:20	Passing
8 th Period	2:20 – 3:05	

17. SCHOOL CLOSING OR DELAY—INCLEMENT WEATHER

Every attempt will be made to follow the established school calendar. When the possibility exists, that school may be closed or delayed because of inclement weather, **you should not call the school, the administration, or your teachers.** A school messenger announcement will be sent to all persons on the MLBG list and announcements will be sent to local radio and television.

MILLERSBURG AREA MIDDLE/HIGH SCHOOL

TWO-HOUR DELAY BELL SCHEDULE

Homeroom	10:05 – 10:11	
	10:11 – 10:14	Passing
1 st Period	10:14 – 10:44	
	10:44 – 10:47	Passing
2 nd Period	10:47 – 11:17	
	11:17 – 11:20	Passing
3 rd Period	11:20 – 11:50	
	11:50 – 11:53	Passing
HS LUNCH	11:50 – 12:20	
4 th Period	12:23 – 12:53	
	12:53-12:56	Passing
5 th Period	12:56 – 1:26	
	1:26 – 1:29	Passing
6 th Period	1:29 – 1:59	
	1:59 – 2:02	Passing
7 th Period (MS WIN)	2:02 – 2:32	
	2:32 – 2:35	Passing
8 th Period (MS Advisement)	2:35 – 3:05	

18. DAUPHIN COUNTY TECHNICAL SCHOOL POLICY AND STATEMENT

The Millersburg Area School District is a non-member district of the Dauphin County Technical School (DCTS). Student applications to DCTS from non-member districts are accepted for grades 9-12 only and are dependent on the spaces available in the applicant's first or second choice of career and technical programs because students from member districts will be given priority in program selection. All DCTS applicants should be in good academic standing, have good attendance, and demonstrate appropriate behavior. Application deadlines will be announced the December prior to the start of the school year in which the student wishes to attend. The guidance office will provide more specific information concerning a technical school education upon request.

19. SCHOOL MESSENGER

The Millersburg Area School District utilizes a system known as School Messenger for communication via telephone to inform students and parents/guardians of any changes which may affect the school day. It will also be utilized to relay other pertinent information throughout the school year.

20. EMBLEM AND COLORS

The school emblem is a picture of an Indian. All of the athletic teams are referred to as "Indians." The "Indian" name is used to represent the history of the area and honor the heritage of the Susquehannock Indians. The exact time and circumstances surrounding this selection are not known, but it is believed that the location and history of the community were factors which led to this selection. The school colors are maroon and gold. They are used in the band and for athletics, cheerleader uniforms and awards.

21. MIDDLE/HIGH SCHOOL STUDENT ASSISTANCE PROGRAM

A student who is experiencing problems with drugs and alcohol or any personal or family concerns, or who has a friend with these problems may get help from the Student Assistance Team (MAST). This team works separately from the school's disciplinary procedure. A student may get assistance by contacting a team member.

22. GRADING SYSTEM

Grades are recorded as percentages. They have the following significance:

Excellent	---	93% to 100%
Good	---	85% to 92%
Average	---	75% to 84%
Passing	---	65% to 74%
Failure	---	less than 65%

23. HONOR ROLL

Middle School

The middle school honor roll is published after the completion of each grading period.

Distinguished Honors are achieved by maintaining a minimum average of 93% in every individual course; and a minimum average of 85% or greater in no more than one (1) encore course. An average below 85% in any course eliminates them from Distinguished Honors.

Honors are achieved by maintaining a minimum average of 85% in every individual subject; and a minimum average of 75% in no more than one (1) core or encore course. An average below 75% in any course eliminates them from Honors.

High School

Distinguished Honors - Achieve an overall minimum average of 93%. An average of 85% or lower in any subject eliminates them from the distinguished honor roll.

Honors - Achieve an overall minimum average of 85%. An average of 74% or lower in any subject eliminates them from the honor roll.

24. INCOMPLETE WORK AND GRADES DUE TO ABSENCE FROM SCHOOL

A student is required to complete, within five (5) school days of his or her return to school, any missed assignments, and tests. Failure to satisfactorily complete required course work within the listed period of time will result in a grade of "0" (zero) for the assignment which may result in a failing grade for the course.

A student will not be permitted to make up any missed homework, class work, tests, or quizzes when illegally absent.

25. HOMEWORK REQUESTS

The District encourages homework to be picked up for students that are absent. In an effort to provide teachers enough time to gather homework assignments for students without interrupting classes, parents may email the teachers directly via the email addresses found on the Millersburg Area School District website if they plan to pick up homework by the end of the school day. All homework can be picked up between 3:15 and 3:45 p.m. in the high school office.

26. END OF GRADING PERIOD AND SEMESTER INCOMPLETE WORK AND GRADES

Unless extenuating circumstances exist, all incomplete work must be completed within one (1) week (5 school days) after the end of a grading period. Failure to complete the work within that period of time may result in a failing grade for that grading period.

Extenuating circumstances will be determined by the faculty member and the student and shall be considered on an individual basis. If requested, the high school principal will assist the faculty member in making a determination regarding extenuating circumstances.

If a student receives an incomplete grade for refusing to complete a required class project, the incomplete grade will not be converted to a failing grade. Course credit will not be awarded; they will need to retake the course during the next school term.

27. SCHEDULING, PROMOTION, GRADE WEIGHTING AND GRADUATION REQUIREMENTS FOR GRADE 9-12 STUDENTS

- a. Seven (7) credits per year must be scheduled (this includes full-time online students).
- b. All schedule changes must be finalized by the fifth day of the course.
- c. Promotion requirements are as follows:

Grade 9 to 10:	successful completion of at least 5.75 credits
Grade 10 to 11:	successful completion of at least 11.75 credits
Grade 11 to 12	successful completion of at least 18.5 credits
- d. All high school students must pass twenty-six and one-half (26.5) credits to be eligible for graduation. These credit requirements consist of the following:
 - i. Four credits of language arts
 - ii. Three credits of mathematics (must include Algebra 1) and Geometry, Consumer Math, or their equivalents)
 - iii. Three credits of science (must include Environmental Science and Biology) or their equivalents)
 - iv. Four credits of social studies (must include Civics and Government, American History, World History, and Economics or their equivalents)
 - v. Three credits of Physical Education
 - vi. One-half credit of Health
 - vii. One credit of Arts and Humanities
 - viii. Eight credits of Electives
- e. Credits are accumulated over a four-year period beginning in grade nine (or grade eight in the case of an advanced math student completing Algebra 1 in grade eight).
- f. To be awarded credit, a student must complete a course with a minimum final average of 65% or higher.
- g. Students may receive credit toward graduation by successfully completing online courses through the District's online program or through higher education courses in a dual enrollment setting. In order to receive credit, all courses must be pre-approved by the High School Principal.
- h. To be eligible for graduation, students must complete a Community Service Project discussed in detail in section 40 of this handbook, and via the Community Service Project Handbook.
- i. In addition to all requirements above, to be eligible for graduation students must also meet the requirements of Act 158 of the Pennsylvania School Code. This Act makes several options available to students. Students must meet the requirements of

one of the following options:

- i. Attempt and score Proficient or Advanced on all three Keystone exams.
- ii. Attempt all three Keystone exams - if any or all of them are not passed, the student may enroll in the corresponding Keystone Remediation course(s). This course(s) must be passed. Students will also be required to re-take the corresponding Keystone exam(s) at the end of the course(s).
- iii. Attempt all three Keystone exams - if at least one was proficient or advanced, and a score no lower than “Basic” was earned on the other exams – all three scores will be added together to get a total score. This total score must meet the state minimum set by the PA Department of Education which is 4,452 points.
- iv. Attempt all three Keystone exams – if any of the three are not scored Proficient or Advanced but the student did pass the corresponding course in which it was given, the student may substitute a passing score from another test approved by the District for a failed Keystone exam. This applies to one, two, or all three of the Keystone exams. These alternative tests and their minimum scores are below:
 1. A passing score on any National Occupational Competency Testing Institute (NOCTI) test by a vocational program completer.
 2. The PDE set minimum score on The Preliminary Scholastic Aptitude Test (PSAT)
 3. The PDE set minimum score on The Scholastic Aptitude Test (SAT)
 4. The PDE set minimum score on The American College Test (ACT)
 5. The PDE set minimum score on The Armed Services Vocational Aptitude Battery test (ASVAB)
 6. Advanced coursework (AP, IB, concurrent enrollment courses); pre-apprenticeship; or acceptance in a 4-year nonprofit institution of higher education for college-level coursework.
- v. Attempt all three Keystone exams – if any of the three are not scored Proficient or Advanced the student must pass the corresponding course in which it was given and demonstrate readiness for postsecondary engagement through three pieces of evidence from the student’s career portfolio aligned to student goals and career plan. Examples of evidence include ACT WorkKeys, SAT subject tests, AP, IB, and concurrent coursework, higher education acceptance, community learning project, industry-recognized credentials, successful completion of an internship, externship, or co-op, or a guarantee of full-time employment.

Completion of an IEP – Board Policy 217

A student with an Individualized Education Program (IEP) who satisfactorily completes the goals established by his or her IEP Team in the IEP, shall be granted and issued a regular high school diploma by the District. This applies if an eligible student’s special education program does not otherwise meet the Millersburg Area School District’s graduation requirements. Any decision about graduation for a student with an IEP must be made by that student’s IEP Team.

Language Instruction for Limited English Proficient and Immigrant Students

The Millersburg Area School District provides a program for each student, whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the graduation requirements.

Course Weighting Guidelines

The Millersburg Area School District recognizes that the rigor of courses offered in the high school can increase depending on the course sequence a student chooses to follow. Further, the District recognizes that certain online or dual enrollment courses students may choose to take may also require a higher level of rigor than others. Therefore, to encourage students to enroll in these high-rigor courses and to reward their efforts, the District will "weight" these courses when calculating grades, cumulative grade-point average, and class rank. The following guidelines are followed when determining course weighting:

- All courses not specifically designated in the course selection guide – which is updated and Board approved annually – as an "Honors" or "Advanced Placement" course will be considered non-weighted and will carry a multiplier of 1.0 when calculating final grades, cumulative grade-point average, and class rank.
- All courses specifically designated in the course selection guide – which is updated and Board approved annually – as an "Honors" course will be weighted and will carry a multiplier of 1.05 when calculating final grades, cumulative grade-point average, and class rank.
- Students must attain a minimum final grade of 90% or higher in their current course in order to qualify for the Honors course the following year.
- All courses specifically designated in the course selection guide – which is updated, and Board approved annually – as an "Advanced Placement" course will be weighted and will carry a multiplier of 1.10 when calculating final grades, cumulative grade-point average, and class rank.

A "core area" course (Language Arts, Mathematics, Science, or Social Studies) offered by an outside agency such as an online course provider or a college/university, may be eligible for weighting. If the course is very similar to that of a weighted course offered traditionally at the high school (as determined by the High School Principal), the corresponding multiplier (1.05 or 1.10) will be applied. If the course has no clear comparison to a weighted course offered traditionally at the high school, it will not be weighted. However, the student has the option of requesting it be weighted.

To do this, the student must provide evidence of the course content and rigor to a Course Weighting Committee comprised of the High School/Middle School Principal, High School Guidance Counselor, and the Director of Curriculum, Instruction, and Assessment which demonstrates its merit for weighting. If a Committee member is parent/guardian of a student to be affected by a course weighting decision, the Superintendent shall temporarily recuse the member and assign other professional staff to the Committee to complete the weighting evaluation.

This Committee shall evaluate and determine the merits for weighting such a course. The

Committee may take into account such information as, including but not limited to, a determination by an authentic outside agency course syllabus, an authentic outside agency program description indicating the course is more advanced than an entry level course, documentation of advanced standing or testing which is a prerequisite to the course, or any other documentation that in the Committee's sole discretion is relevant in its determination of the level/rigor of the course. The Course Weighting Committee's decision for weighting any course is final and not reviewable.

Course Scoring Guidelines

The scoring of all courses offered traditionally in the high school will follow the scoring guidelines set forth in the student handbook which is updated and Board approved annually. The Millersburg Area School District recognizes that online or dual enrollment courses students may choose to take outside of the traditional high school setting may not follow the District's scoring guidelines. Therefore, for online or dual enrollment courses, grades will be recorded as follows:

Reported as a Letter Grade

A grade of "A" will be scored as 97%.
A grade of "B" will be scored as 89%.
A grade of "C" will be scored as 80%.
A grade of "D" will be scored as 70%.
A failing grade will be scored as 64%.

Reported as a Scaled Grade

A grade of "4.0" will be scored as 97%
A grade of "3.75" will be scored as 95%
A grade of "3.5" will be scored as 93%
A grade of "3.25" will be scored as 91%
A grade of "3.0" will be scored as 89%
A grade of "2.75" will be scored as 87%
A grade of "2.5" will be scored as 85%
A grade of "2.25" will be scored as 83%
A grade of "2.0" will be scored as 80%
A grade of "1.75" will be scored as 77%
A grade of "1.5" will be scored as 75%
A grade of "1.25" will be scored as 72%
A grade of "1.0" will be scored as 70%
A grade of "<1.0" will be scored as 64%

Dual Enrollment Admission Guidelines

Students may consider taking Dual Enrollment college courses to earn college credits while still in high school, while fulfilling high school credit requirements at the same time. In order to receive high school credit, the course(s) must be approved by the High School Principal. The student is responsible for the cost of the coursework. Contact the Guidance Office for more information.

28. SCHEDULING AND PROMOTION REQUIREMENTS FOR GRADE 6-8 STUDENTS – BOARD POLICY 215

As per School Board Policy #215, a middle school student will be retained in their current grade level if they fail two (2) major subjects in an academic year; fail one (1) major subject and two (2) minor subjects in an academic year; or fail three (3) minor subjects in an academic year.

The following are middle school major courses:

- Language Arts
- Mathematics
- Science
- Social Studies

The following are middle school minor courses:

- Art
- Music
- Band
- Chorus
- Intro to Spanish
- PC Applications
- Physical Education
- Health
- Career Explorations

Information about summer school options will be sent to parents and students following the final week of school.

The administration reserves the right to carefully evaluate each individual student and, within this evaluation, take into consideration age, social adjustment, and medical needs before a placement for the following academic year is made.

29. NATIONAL HONOR SOCIETY

Membership in National Honor Society (NHS) is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character. There is no limit placed on the number of students per year or per class for acceptance into NHS.

Eligibility requires candidates to:

- * Be a member of the junior or senior class.
- * Have a minimum cumulative grade of 90% for 5 of the 7 semesters preceding the acceptance.
- * In addition to scholarship, applicants are also assessed on character, leadership and service.
- * Service will consist of 20 hours of volunteer work for a non-profit organization.

Unless there is justifiable reason for dismissal, students who are elected to NHS their junior year are automatically members during their senior year.

Application Process for NHS

- a. A student must achieve the required 90% scholastic average to be eligible (90% for the five of seven semesters preceding the acceptance process).
- b. Each scholastically eligible student will accept or reject the opportunity to apply for membership.

- c. A student who wishes to apply must complete an application form.
- d. All the candidate's names are placed on a ballot which is sent to the entire faculty for evaluation of service, leadership, and character.
- e. These ballots are sent to a faculty selection committee consisting of five teachers, a counselor and an administrator who review the comments and qualification to make final selections.
- f. All candidates are notified of the committee's decision.

30. COLLEGE ENTRANCE REQUIREMENTS

Admission to college is becoming increasingly competitive. To ensure serious consideration by a college admission committee, it is essential that planning for college be started not later than the eighth grade. Each college has its own admission requirements. However, most colleges emphasize the following important factors in making the decision and application for admission to college:

- a. The four-year high school scholastic record
- b. Class rank
- c. The scores made on the examination of the College Entrance Examination Board (SAT) or the American College Testing Program (ACT)
- d. The recommendation of the school
- e. Some evidence of mental ability and aptitude of the applicant as shown by standardized test results.
- f. The extra-curricular activities, position of student leadership, and service to the school.

In order to qualify for admission, many colleges require the Scholastic Aptitude Test, which is administered by the College Entrance Examination Board. This test is designed to measure the aptitude of the applicant in critical reading, writing, and mathematics. Students who plan to go to college are advised to take the Scholastic Aptitude Tests in the spring of their junior year as well as in their senior year.

Certain four-year colleges or community colleges require the American College Test, either for admission or placement purposes. Students are advised to arrange for this as needed. Further information about any of these college entrance requirements can be obtained in the Guidance Office

31. THE 'EVERY STUDENT SUCCEEDS ACT' NOTICE

On December 10, 2015, President Obama signed into law the '*Every Student Succeeds Act*' (ESSA), reauthorizing the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.

Under ESSA, parents/guardians have a right to know the professional qualifications of their child's teacher(s). This notice is to inform you that you may request, and we will provide on request (and in a timely manner), information regarding the professional qualifications of your child's classroom teachers, including at a minimum, the following:

- Whether your child's teacher:
 - has met Pennsylvania qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which Pennsylvania qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to review the specific information noted above, please contact your school's principal.

32. POWER SCHOOL

It is possible for parents and students to access the *PowerSchool* computer grading and attendance program from any Internet connection. The Power School App is also available for download on a smart phone. This program is an excellent resource for parents to track their student's progress and **it is highly recommended that parents take advantage of this valuable tool.**

Trainings for parents to access information through the *PowerSchool* program will be scheduled periodically throughout each school year. Due to the highly confidential nature of the passwords and access codes, parents/guardians are requested to either attend a training session or come in to the high school office to pick up this material in person.

Please note: This information will only be given to the parent/guardian of the student.

33. GRADUATION ACTIVITIES

The annual **Junior-Senior Prom** is sponsored by the junior class. This event is usually the first of several senior activities. All members of both classes and school employees and guests may attend the Junior-Senior Prom. The cost per person to attend is determined by the junior class.

Senior Class Night is for the presentation of awards to members of the class. This event is scheduled so that parents and friends of the senior students may attend. If class night is not scheduled, the awards will be presented at an assembly program scheduled during the schoolday.

The **Commencement** exercise is the final activity as a class for the seniors. The speakers for Commencement are chosen by the administration, class members and the faculty. It may also be possible to have a guest speaker. This decision will be made by the class and the administration. The administration will make the decision as to the location of these activities.

34. PARTICIPATION IN GRADUATION ACTIVITIES

All members of the class are invited to participate in graduation activities. However, the requirement for participation in the Commencement is as follows:

Only those students who have satisfactorily passed the District's Attendance Policies and have

met the requirements for graduation as set forth by the Commonwealth of Pennsylvania and the Millersburg Board of School Directors will be permitted to participate in the actual graduation ceremony. The Principal may exclude a student from participating in Commencement due to disciplinary reasons.

35. STANDARDIZED TESTS

During the school year the following tests will be administered in the Middle School:

- Classroom Diagnostic Tool Grades 6 – 8
- Star 360 Reading & Math Diagnostic Tool Grades 6 - 8
- PA System of School Assessment
 - English/Language Arts Grades 6 – 8
 - Mathematics Grades 6 – 8
 - Science Grade 8

During the school year, the following tests will be administered in the High School:

- Classroom Diagnostic Tool All courses below
- Keystone Literature English 10 and Honors English 10
- Keystone Algebra 1 Algebra 1 and Algebra 1 Part B
- Keystone Biology Biology and Honors Biology

The results of these tests are used to:

- a. Compare our students' progress with national and state norms;
- b. Aid in diagnosing individual strengths and weaknesses;
- c. Guide the student in course selections and possible life work;
- d. Assist in the development of curriculum.

The scores become part of the student's record as long as the student attends school in the Millersburg Area School District or is transferred to another school system. No individual or agency outside of the school system will be permitted to inspect the student's school record without the written permission of the parent/guardian.

36. EXEMPTION FROM INSTRUCTION/ASSESSMENTS

Parents/guardians have the right to have their children excused from specific instruction/assessments that conflict with their religious beliefs, under the following conditions:

- a. To assist the District in ensuring that the student is excused from the correct specific instruction /assessment the request must be made in writing and must detail the specific instruction /assessment from which the student is to be excused.
- b. The written request to be excused shall be sent by the parent/guardian or student to the building principal. One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction/assessment the student is to be excused.
- c. It shall be the responsibility of the student to request permission to leave class when the specific instruction /assessment objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction/assessment.
- d. The written request must contain a statement that the specific instruction /assessment described conflicts with the religious beliefs of the student or of the parents/guardians.
- e. The parent/guardian and or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction/assessment that is consistent with the goals set for the course and does not require the provision of any extra resources by the District.
- f. The building principal shall determine where the student shall report during the time the student is excused.
- g. All students excused from specific instruction/assessment shall be required to achieve the academic standards established by the District as necessary for graduation.

37. CURRICULUM REVIEW BY PARENTS AND STUDENTS

The Millersburg Area School District Board of School Directors has adopted a policy that ensures that parents have an opportunity to review instructional materials and have access to information about the District curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The rights granted by this policy are granted to parents of students enrolled in the Millersburg Area School District where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.

Upon request by a parent or student, the District will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. No more than one (1) request per semester may be made by parent or student for each enrolled child.

38. LANGUAGE INSTRUCTION FOR LIMITED ENGLISH PROFICIENT AND IMMIGRANT STUDENTS – BOARD POLICY 138

The Millersburg Area School District provides a program for each student, whose dominant language is not English, for the purpose of facilitating the student’s achievement of English proficiency and the academic standards. Each of the District’s building programs are high quality language instruction programs that are designed to help limited English proficient and immigrant children to:

- Develop high levels of academic achievement
- Meet the state academic content and student academic achievement standards
- Prepare the students to enter an all-English instruction setting
- Build capacity to establish, implement and sustain language instruction education programs

The Millersburg Area School District promotes parental and community participation in language instruction programs.

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school District at (717) 692-2108.

39. *HIGH SCHOOL COMMUNITY SERVICE PROJECT / **MIDDLE SCHOOL LOCKER CLEAN-OUT

All students are required to complete the High School Community Service Project to be able to graduate from Millersburg Area High School.

All students will be assigned a faculty advisor who will follow their progress through the completion of their project.

The student project due date is the 135th day of school for the members of the senior class. If the project is not presented by that date, the student will lose all school extra-curricular privileges, including loss of parking privilege, until the project is completed.

MEETING DATES for Students and Advisors for the 2023-2024 School Year:

- September 25, 2023 - 2nd period
- December 1, 2023 - 4th period
- February 15, 2024 - 6th period
- April 29, 2024 - 8th period

*The Community Service Project Handbook is located on the High School website.****Middle School students will have locker clean-outs during the time HS students are meeting with advisors.**

40. STUDENT DISCIPLINARY CODE – BOARD POLICIES 218 & 233

Philosophy

The philosophy of the Millersburg Area School District is to promote the educational, emotional, and social growth of the individual student. This philosophy includes discipline as part of the process of teaching, so students learn to behave in accordance with rules and self-control. To achieve this philosophy, the following disciplinary policy has been established.

The Code of Student Conduct, and associated Policy 218 (Student Discipline) shall apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation (“on-campus”). This Code of Student Conduct and Policy 218 also apply to student behavior that occurs at other times and places (“off-campus”) when the conduct:

1. Involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. Interferes with, or threatens to interfere with, the rights of students or school staff or the safe and orderly operation of the schools and their programs;
3. Materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions;
4. Involves the theft or vandalism of school property; or
5. Relative to its proximity, timing, motive, or other factors pertaining to the conduct, otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school, that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

EXPLANATION OF DISCIPLINARY OPTIONS

Although the discipline process is complex, situations, which occur, and the circumstances surrounding them mandate discipline decisions must be made quickly, fairly, and with firmness. *The following is a four-level classification system of behaviors that are considered improper*

and not conducive to good teacher-learning activities, health, and/or safety practices of the school community. Each disciplinary decision will be made based on the circumstances surrounding the incident because each situation will be different.

Level 1 (Teacher): *Minor misbehavior by the student that disrupts orderly classroom procedures or the orderly operation of the school. This level is at the discretion of the classroom teacher. Level 1 detentions should be recorded and submitted to the building principal on the Level 1 Discipline Form.*

The following is a list of Examples of Level 1 Offenses, but offenses are not limited to this list:

- * Minor classroom disruptions
- * Cheating/Plagiarism
- * Failure to follow classroom instructions
- * Failure to follow teacher directives
- * Pushing/Shoving
- * Use of vulgar/profane language (verbal or written)
- * Repeatedly late for class (3rd offense will result in detention) – Other violations, which a school administrator may classify in this category.

Possible Consequences

- * Verbal warning
- * Phone call to parent/guardian
- * Teacher detention with a phone call to parent(s)/guardian(s)
- * Loss of privileges
- * Reduction in grade with parent/guardian conference

Level 2 (Administrative Detention): *Misbehavior whose seriousness or frequency tends to disrupt the classroom-learning climate and the orderly operations of the school.*

The following is a list of Examples of Level 2 Offenses, but offenses are not limited to this list:

- * Continued unmodified Level 1 behavior(s).
- * Continued use of vulgar/profane language/information (verbal or written)
- * Excessive Tardiness
- * Cutting class
- * Skipping teacher assigned detention
- * Repeatedly late for school or class (3 or more times)
- * Inappropriate Racial/Religious or LGBTQ Comments – first offense
- * Continued Pushing/Shoving
- * Violation of District AUP Policy 815 - first offense
- * Indirect threatening statements
- * Intimidation/harassment by threat/Bullying or Cyberbullying
- * Use/possession of tobacco products, Juuls, or e-cigarettes (See tobacco use/possession Policy 222)
- * Other violations, which a school administrator may classify in this category

Possible Consequences

- * After school detention

- * Saturday detention
- * Parent/guardian conference
- * Behavior management plan
- * Loss of privileges
- * Refer to the appropriate outside agency

Plus* One (1) additional hour may be assigned toward the HS Community Service Project.

Level 3: *Acts directed against persons or property, but whose consequences do not seriously endanger the health and safety of those in school.*

The following is a list of Examples of Level 3 Offenses, but offenses are not limited to this list:

- * Continued unmodified Level 1 & 2 behavior(s).
- * Continued failure to attend Level 2 after school detention.
- * Conduct, which may result in bodily injury to another student.
- * Violation of District AUP Policy 815 – continued offenses
- * Fighting
- * Inappropriate Racial/Religious or LGBTQ Comments -continued offenses
- * Unlawful harassment (see harassment Policies 103, 103.1)
- * Sexual harassment (see sexual harassment Policies 103, 103.1)Hazing – Policy 247
- * Continued Inappropriate Racial comments
- * Insubordination (refusal to follow the directions of staff members: teachers, counselors, nurses, secretaries, custodians, aides, or principals
- * Forgery/Falsifying information
- * Possession of incendiary devices: matches, lighters, fireworks, flares/fuses, or any other device identified by the building administrator
- * Other violations, which a school administrator may classify in this category

Possible Consequences

- * After-School Detention
- * Saturday detention
- * In School Suspension/Out of School Suspension
- * Parent conference
- * Behavior management plan
- * Contact the appropriate authorities

Plus* (2-4) additional hours may be assigned toward the HS Community Service Project

Level 4: *Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in school.*

The following is a list of Examples of Level 4 Offenses, but offenses are not limited to this list:

- * Continued unmodified Level 1 through 3 behavior(s).
- * Physical attack on another student resulting in injuries requiring treatment by a

licensed medical practitioner, as determined by a school administrator or school nurse.

- * Conduct which results in bodily injury to another student as determined by a school administrator or school nurse.
- * Fighting resulting in injuries requiring treatment by a licensed medical practitioner, as determined by an administrator or a school nurse.
- * Vandalism; Destruction/damage to District property
- * Theft
- * Malicious mischief (the willful destruction of another's property)
- * Direct threatening statement to students or staff
- * Use/possession of dangerous weapons (Act 26 of 1995 - Board Policy 218.1)
- * Aggravated assault on an employee/board member/student (Crimes Code, 18 Pa. C.S. 2702.(a)(5).
- * Arson
- * False fire alarm
- * Bomb attempts or threats
- * Terroristic threats – Policy 218.2 Use of an incendiary device
- * Use, possession of, or the intent to deliver, drugs, drug paraphernalia, alcohol or intoxication

Possible Consequences

- * In-School or Out-of-School Suspension (up to 10 days)
- * Parent conference
- * Behavior management plan
- * Contact the appropriate authorities
- * Expulsion

Plus* (2-4) additional hours may be assigned toward the HS Community Service Project

41. DETENTION

DETENTION RULES AND REGULATIONS

- a. After school detention is held in Rm. A-104 in the High School. After school detention begins promptly at 3:10 pm. Students must remain in the detention room until 4:10pm.
- b. A totally quiet, academic atmosphere is required. No talking and/or other form of communication is permitted without the approval of the supervisor. A student needing assistance shall raise their hand to get the attention of the supervisor. Students are not permitted eat, sleep, or use cell phones.
- c. Eating, drinking, chewing of gum or candy is not permitted.
- d. The only legitimate reason for missing detention is a doctor or dentist appointment, and an excuse must be presented and signed by a doctor. At that time the detention will be rescheduled. **Detention takes priority over work or school practices, games, or after-school extra-curricular activities.**
- e. Students may be permitted to use laptop computers during detention **only** if they have a written note from a teacher stating that the laptop is required to complete an assignment(s).

Any student not working on assigned material will lose the privilege to use a laptop computer.

- f. Students are required to leave the building immediately following detention. Transportation arrangements from school at the conclusion of the detention are the responsibility of the student and/or his/her/their parents.
- g. If a student skips a scheduled detention, they must make up that detention and will be assigned an additional detention for each one that has been skipped.
- h. If a student is in attendance at school the day of an assigned detention, they are expected to attend detention. If a student misses detention due to a scheduled appointment, they must return a note verifying the appointment the next school day and the detention will be re-scheduled. If a note is not provided student will be assigned an additional detention.

*Any student who accumulates 5 detentions may be assigned a day of In-School Suspension. This student also loses all extra-curricular and field trip privileges.

42. SATURDAY WORK/STUDY PROGRAM

Saturday Work/Study is an intermediate step between the normal weekday detention and suspension. In many cases this detention is in lieu of a suspension and provides a student with a clear indication that the student's behavior must change. Saturday work/study program avoids the necessity of recording the incident on the student's permanent record. This work/study program is held Saturday mornings from 8:00 a.m. to noon. Students will spend (2) two hours doing school work assigned by their teachers and the monitor and (2) two hours of specified work at the school doing routine custodial duties and maintenance projects under the supervision of District staff. Parents will receive, from their child, a written notification of the detention. It is the responsibility of the student to have the notification signed by a parent and returned to the appropriate office Friday prior to the Saturday program. Students shall provide their own transportation to and from school, be punctual, and cooperative with staff.

*(HS) Two additional service hours may be added to Sr. Project for each Saturday Detention served.

43. IN-SCHOOL SUSPENSION – BOARD POLICY 233

The In-School Suspension Program in the Millersburg Area School District is for a student who has been suspended from the normal school program for a violation of the Disciplinary Code or as a part of the discipline/rehabilitation process as written in the Drug and Alcohol Policy.

Students who are assigned to the in-school suspension program have all privileges withdrawn, including participation in extra-curricular activities and school sponsored/related activities occurring away from District property. The student will spend the period of suspension in a separate room. Peer interaction will not be permitted during the period of time the student is in the in-school suspension program.

Failure by a student to accept the assigned in-school suspension or the failure to attend school as required will result in those absences being documented as illegal and/or unexcused. If the attempt

fails to resolve a situation as described in the preceding paragraph, the matter will be referred to the Board of School Directors for resolution. Please see Board Policy 233 for more information related to In-School Suspensions.

44. OUT-OF-SCHOOL SUSPENSION – BOARD POLICY 233

Exclusion from school may be temporary suspension, full suspension, or expulsion in accordance with the following guidelines.

Temporary Suspension

1. This shall be exclusion from school for a period of up to three days.
2. It shall be implemented by a school administrator without a hearing.
3. The student shall be informed of the reason for this suspension and given an opportunity to respond before the suspension becomes effective.
4. The school administrator shall notify the student's parents or guardian of the reasons for the proposed suspension.

Full Suspension

1. This shall be an exclusion from school for a period of four to ten days.
2. The school administrator shall notify the student, and student's parents or guardian, of the reasons for the proposed suspension and give the student an opportunity to respond before the suspension becomes effective.
3. At the informal hearing conducted by the school administrator, the following procedures will be followed:
 - (a) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - (b) Sufficient notice of the time and place of the informal hearing shall be given.
 - (c) A student has the right to question any witnesses present at the hearing.
 - (d) A student has the right to speak and produce witnesses on his own behalf.
4. The District shall offer to hold the informal hearing within the first 5 days of the suspension. A temporary suspension may be followed by a full suspension for the same offense, provided that the ten school days limitation is not exceeded, and the student receives an informal hearing.
5. The student shall be permitted to make-up exams and work missed while being disciplined by temporary or full suspension. Arrangements are the responsibility of the student.

Exclusion from School Functions (In-School and Out-of-School)

1. Suspension of up to ten days will mean exclusion from school functions such as prom, class trips, field trips, graduation ceremonies, school dances, attendance at athletic contests, etc.
2. Permission to attend the graduation ceremony is at the discretion of the principal.

Expulsion

1. This shall mean exclusion from school for an offense for a period exceeding ten days and may be permanent expulsion from the school rolls.
2. The expulsion proceedings shall be conducted in accordance with the policy of the District concerning such hearings. Please see Board Policy 233 for more information.

Contact with Law Enforcement Agencies

The Board has established a policy with regard to contact with law enforcement agencies involving discipline, as a result of activities occurring on school property or at a school event. Police assistance will be requested when a trespasser fails to respond to a request to leave the premises, when any person is creating a disturbance and fails to respond to a request to cease and desist, or when any action threatens the health, safety, or welfare of any person. The police will also be contacted when any person other than police officers are in possession of a dangerous weapon. Police will also be contacted for identification of substances and assistance in the investigation of all violations of the Dangerous Drugs, Device, and Cosmetics Act or drugs, which fall under the “look alike” category. Police may also be contacted for cases of verbal or physical assault or violation of local, state or federal law depending on the seriousness of the incident.

Victims of violations of local, state, and federal law may choose to file charges under these statutes independent of school disciplinary actions. The school is often asked why they do not file charges in a student disciplinary incident while the school has board discretion in student discipline matters, the school does not have jurisdiction to file charges in most incidents. The police and/or the District Attorney make that decision after a report by the school.

45. GUIDELINES FOR PROPER SCHOOL ATTIRE – Policy 221

All students should take pride in their appearance. Conscientious students put forth an added effort to dress presentably at school. They know that neatness of dress and good grooming makes a lasting impression on their classmates and associates. It is expected that all students dress and groom themselves in accordance with acceptable standards. One’s appearance not only reflects self-pride; it reflects one’s attitude toward those around him/her/them. **In all cases involving student attire, school administrators will make the final determination of appropriateness for school.**

- Students are encouraged to be reasonable and mature in their clothing choices.
- Teachers and administrators have the right to judge any questionable clothing.
- Swimsuits are not appropriate attire for school
- T-shirts or any garments that have any sexually suggestive language or any of the following:
 - *Alcohol or drug advertisements
 - *Explicit violence
 - *Obscenity, or vulgar language symbols
- Due to injuries, we discourage wearing flip flops

BOOK BAGS/BACKPACKS/GYM BAGS/WATER BOTTLES

Middle and High School Students – Book bags/backpacks/gym bags and the like will be permitted only for transporting materials to and from school. Once in school, they must remain in the student's locker.

High School Students – Students are permitted to carry book bags to and from classes throughout the school day. This privilege may be revoked at any time at the discretion of the administration.

Students are permitted to have water bottles in the classroom. Student's water bottles are subject to alcohol testing by administration when the administration has reasonable suspicion to believe the contents of the water bottle violate a state or federal law or school rule.

46. STUDY HALLS/WIN PERIOD RULES

1. According to state guidelines, study hall time is counted as part of the required school day. Students desiring to see a principal, counselor, or teacher shall submit a hall pass signed by the person they wish to see.
2. Students are **not** permitted to use cell phones/music devices during study hall or while in the Johnson Library.

47. JOHNSON MEMORIAL LIBRARY

The Johnson Library will be open during the following times for all MS/HS Students:

7:45 – 8:05 am

Periods 1-3

Johnson Library normal hours of operation

Students must have a Dauphin County Library Card to sign out and return books and materials. Mrs. Love will assist students in obtaining a library card.

48. LOCKERS, PERSONAL AND SCHOOL PROPERTY

All lockers are and shall remain the property of the District. As such, students shall have no expectation of privacy in their lockers. Furthermore, random locker searches involving canines (dogs) may occur periodically.

Searches:

1. School authorities may search a student's locker and seize any illegal materials when school authorities have reasonable suspicion that the locker contains items that violate a state or federal law or any school rule. Such materials may be used as evidence against the student in disciplinary proceedings. The student in the case shall be notified and given the opportunity to be present.

2. Where school authorities have a reasonable suspicion that the locker contains materials, which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior notification or opportunity to be present.
3. If a student is reasonably suspected of possessing illegal materials on his or her person, the student shall be referred to the principal or assistant principal. The administrator will confront the student privately with the accusations and then will conduct a search of the student and their belongings. Searches may include the use of a “wand.” If the student resists or uses force, the police may be called for assistance.

At the beginning of the school year, students will be assigned lockers. Each student is responsible for the care and maintenance of their assigned lockers. Lockers are to be kept neat and clean at all times and are meant for storage of books clothing, a carried lunch, and other school-related items. Food, drink, and pictures are **not** permissible. Students are not permitted to use or maintain any locker they have not been assigned, nor may they share lockers with friends. All lockers are to be kept locked at all times, and anyone jamming the locker, to prevent it from locking, will be responsible for cost associated with replacing or repair to the lock. All lockers are school property and may be searched by school authorities. The student may be given the opportunity to be present during a search, except where school authorities have a reasonable suspicion that the locker contains material that poses a threat to the health, welfare or safety of persons nearby. Students assigned lockers with keys are to be returned at the close of the school year. The cost to replace a lost or damaged key is \$2.

School-Issued Chromebooks

All students in grades 3-12 are issued a Chromebook and a Google account for educational purposes. Students are not permitted to bring their own personal computers to school. All students must log in to their school account using a school-issued Chromebook. Student’s online activity can be monitored whenever students are logged into their student accounts. Students who attempt to circumvent the District’s safeguards, online filtering, and monitoring systems will face discipline. (see Acceptable Use Policy 815 and Section 40 – Student Disciplinary Code)

Optional Chromebook Insurance

Parents/Students have the option to purchase Chromebook insurance to cover the cost of any needed repairs. Please see form included in the packet of information which is sent home on the first day of school.

The Millersburg Area School District Student Chromebook Insurance includes, but is not limited to, covering the following instances.

- Liquid spilled on or in the Chromebook
- Drops, falls, and other collisions
- Electrical surges
- Damaged or broken LCD due to a drop or fall

The MASD Student Chromebook Insurance will cover TWO (2) repairs, or ONE (1) Chromebook replacement, per School Year beginning August 1 and ending on August 30 the following year. Should a Device Replacement

be needed after a single Covered Repair has been completed then the cost of the previous Repair will be deducted from the Replacement Cost.

The MASD Insurance does not cover, but is not limited to, the following instances.

Intentional damage (such as hammer marks)

Damage from pets or animals

Normal wear

49. OBLIGATIONS

Students are responsible to return all supplies and equipment issued to them and to pay library fines or charges for damage to equipment they use. Students will be charged for the loss and/or damage to books and school property on the basis of current replacement costs. Students who have outstanding obligations will not be issued their report cards. Students with outstanding obligations may not be permitted to participate in extra-curricular activities, athletics, or clubs and will lose their student parking privileges.

*Students are expected to charge their chrome books overnight and bring them to school fully-charged each school day.

50. BOARD POLICIES

DEFINITION OF BOARD POLICIES

While some of the Board policies affecting students are explained in detail within this handbook, parents and students are encouraged to read through all of the Board policies. All policies are located on the District Web Site. Parents/students signature on the Confirmation of Review page signifies a knowledge and understanding of all Board policies.

Use/Possession of Tobacco Substances – Board Policy 222

The Millersburg Area School District recognizes that tobacco and nicotine use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and the environment of schools.

A student shall be suspended for one (1) school day, for a first offense, for the possession or use of tobacco, nicotine delivery devices, or smokeless tobacco in any form. This includes use and/or possession of a lit or unlit cigarette, cigar, pipe, Juul, any type of e-cigarette or other lit or unlit smoking product, and/or chewing tobacco or snuff. A complaint will automatically be filed with the district magistrate as outlined by the Pennsylvania Crimes Code and the student will be referred to the Student Assistance Program. For a second offense, a student shall be suspended for three (3) school days, and for the third and subsequent offenses, a student shall be suspended for five (5) school days.

Unlawful Harassment – Board Policy 103

The Millersburg Area School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment in any form is not tolerated.

The District prohibits all forms of unlawful harassment of students and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The District encourages students and third parties who believe they have been the victim of harassment to promptly report such incidents to any District employee.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Title IX Sexual harassment, as defined in Board Policy 103, means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
3. Any of the following definitions:
 - a. Sexual assault defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - b. Dating violence defined as violence committed by a person:
 - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 1) The length of the relationship.
 - 2) The type of relationship.
 - 3) The frequency of interaction between the persons involved in the relationship.
 - c. Domestic violence – which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a

person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- d. Stalking defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - i. Fear for his or her safety or the safety of others; or
 - ii. Suffer substantial emotional distress

The District is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, sex, gender identity, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

The District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. The District has established Title IX personnel to promptly respond to concerns and reports of sexual harassment and assault. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudge the facts for either side. The District strives to maintain an environment where all students, staff, and greater community feel safe. Please contact the District's Title IX Coordinator as follows:

Mrs. Heather Hornung
717-692-2108 x3108
799 Center Street, Millersburg, PA 17061
hornungh@mlbgasd.k12.pa.us

Hazing – Board Policy 247

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. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which 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.

Bullying/Cyber bullying – Board Policy 249

The Board is committed to providing a safe, positive learning environment for District students. The Board 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 Board prohibits bullying by District students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying includes cyber bullying.

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

The Board prohibits all forms of bullying by District students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

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

Consequences for Violations

A student who violates Policy 249 shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Parental conference.
2. Loss of school privileges.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Counseling/Therapy outside of school.
8. Referral to law enforcement officials.
9. Referral to school guidance counselor.

10. Alternate placement.

Student Records – Board Policy 216

The Millersburg Area School District recognizes its obligation to protect the confidentiality of personally identifiable information regarding an enrolled student. The Board also recognizes its obligation to provide access to student records to the parents/guardians of the student or young child, or a representative of the parents/guardians, and to establish procedures to permit the parents/guardians to request the destruction of educational records. Accordingly, in order to comply with the Family Educational Rights and Privacy Act of 1974, the Individuals with Disabilities Education Act, and other applicable law, the Board hereby establishes procedures governing the collection, maintenance, dissemination and destruction of student records for exceptional, or thought to be exceptional, students or young child.

Parents of students attending the Millersburg Area School District shall have the right to inspect and review data directly related to their children. This includes all material that is part of the student's permanent cumulative record folder, which is intended for school use or is to be made available to other persons or agencies outside the school system when authorized by student, parent, or power of subpoena.

The request by the parents to inspect and review these materials shall be made to the appropriate building principal and must be granted within thirty (30) days after the request has been made.

Parents shall have an opportunity to challenge the content of the student's records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy or rights of students.

Students who are eighteen (18) years of age or older have the same rights as parents in regards to this policy. This would also apply to emancipated students under the age of eighteen (18).

Annual Student Release of Information-

In accordance with law, the Millersburg Board of School Directors shall permit disclosure of required student information about secondary students to representatives of post-secondary institutions and to representatives of the Armed Forces of the United States.

The post-secondary institution, military recruiters and employers shall have access to secondary student's names, addresses and telephone numbers, unless the student or parent requests that such information not be released without prior written parental consent. The annual notification form will be included in your child's first day of school packet, to be completed only if you desire that information not be released.

The District may disclose "directory information" to third-parties without consent of the student or parent. "Directory information" means the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Weapons Policy – Board Policy 218.1

The District shall expel, for a period of not less than one (1) year, any student who brings a weapon or replica of a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The superintendent may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

The Superintendent or a designee shall report the discovery of any weapon prohibited by Policy 218.1 to local law enforcement officials and shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.

Carrying, bringing, using, or possessing any weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

The term "weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, nanchaku, firearm, shotgun, rifle, replica of a weapon, metal knuckle, and explosive, and irritating or poisonous gas, and toxic substance or liquid, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Violation of Policy 218.1 shall require that proceedings for the expulsion of the student involved shall be initiated immediately by the building principal.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization appeal to the compliance office within fifteen (15) days.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Other Pertinent Information Pertaining to Student Discipline

1. When a student commits an offense described in the section of Board Policy (233 Suspension and Expulsion), the student could be liable for payment for any damages; possible referral to police; and be given an Informal Hearing within five (5) days before the Principal to show justifiable cause why the student should not be recommended to the Board of School Directors for expulsion (exclusion) from school.
2. In any second and succeeding offense listed in this policy, it shall be the prerogative of the administration to review the case to determine whether or not the student should be recommended to the Board of School Directors for expulsion (exclusion) from school.
3. The members of the Educational Policies Committee shall be notified when a student commits an offense described in this policy. The purpose of such notification shall be

for review and possible Committee action.

4. The parent or guardian of a student who commits an offense described in this policy and who is suspended temporarily from school shall be notified in writing by certified mail, return receipt requested. The process of notification shall begin no later than 24 hours after the suspension.

Students with a Disability – Board Policy 113.1

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, regardless of whether the student’s behavior is a manifestation of their disability, except that a student with an intellectual disability may be suspended only in accordance with 22 Pa. Code §14.143.

A student with a disability whose behavior is not a manifestation of their disability may be expelled to the extent permitted by law. During any period of expulsion, or suspension from school for more than ten (10) cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate education, in accordance with law.

A student with a disability who carries a weapon to school or a school function or who knowingly possessed or used illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from their current placement, except that a student with an intellectual disability may be suspended only in accordance with 22 Pa. Code §14.143. The student shall be placed in an appropriate interim alternative educational setting

TECHNOLOGY

ACCEPTABLE USE OF INTERNET, COMPUTERS, NETWORK RESOURCES – Board Policy 815

The Millersburg Area School District (“School District”) provides employees, students, and Guests (“Users”) with hardware, software, and access to the School District’s Electronic Communication System and network, which includes Internet access, whether wired, wireless, cellular, virtual, cloud, or by any other means. Guests include, but are not limited to, visitors, workshop attendees, volunteers, adult education staff and students, board members, independent contractors, and School District consultants and vendors.

Before access is authorized, EACH USER must read the entire Acceptable Use Policy (815) and sign and return the form to the appropriate office, acknowledging that the user agrees to the terms and conditions set forth within the policy. Students/parents should read and be familiar with Policy 815, available on the School District’s website.

SOCIAL MEDIA POLICY – Board Policy 816

Both School District educational social media and commercial social media exist for Users to utilize. Therefore, social media could be used either as part of the School District’s educational

mission or for business purposes, or as part of the Users personal commercial online presence. Mobile electronic devices, portable or stationary computers, and School District networks and systems, as well as Users' networks, systems, computers, and devices are available for (or provided for) Users to carry out their social media activities.

ELECTRONIC COMMUNICATION DEVICES - Board Policy 237

The possession and silent use of electronic communication devices, including Personal Electronic Communication Devices, by District students when in compliance with this Policy, other District policies, regulations, rules, and procedures, ISP terms, and local, state, and federal laws, and supportive of the educational program of the District, is permitted. However, the possession and use of Electronic Communication Devices, including Personal Electronic Communication Devices, by students that are found to be disruptive to the educational process and/or environment can be abusive in ways that negatively affect students, employees, and the District's mission and environment, and is prohibited in accordance with Policy 237, other District policies, regulations, rules and procedures, ISP terms, and local, state, and federal laws.

The District shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program.

***Student's electronic devices are to be turned off and put away throughout the school day. The only exception to this rule is during the lunch period (high school students only).**

Violation of this policy by a student shall result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with the building principal or designee for the 1st violation.

2nd and 3rd violation – Any confiscated item shall not be returned until a conference has been held between the building principal and a parent/guardian. Other disciplinary actions may be given to the students.

4th violation – Item will be confiscated for a week and other disciplinary actions may be given to the students.

5th violation – the item will be confiscated until the end of the year.

OTHER IMPORTANT POLICIES

HEALTH EXAMINATION/SCREENINGS–BOARD POLICY 209

In compliance with the School Code, the Board shall require that District students submit to health and dental examinations in order to:

1. Protect the school community from the spread of communicable disease.
2. Ensure that the student's participation in health, safety and physical education courses meets

his/her/their individual needs.

3. Ensure that the learning potential of each student is not lessened by a remediable physical disability.

Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, conducted by the school physician.

Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dentist.

A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination.

STUDENT ACCIDENT INSURANCE - BOARD POLICY 211

The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or student participation in the athletic and extra-curricular programs of the schools.

SCHOOL WELLNESS – BOARD POLICY 246

Millersburg Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

USE OF MEDICATIONS – BOARD POLICY 210

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent or family physician to a student during school hours 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 made available during school hours.

POSSESSION/USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS – BOARD POLICY 210.1

The Board shall permit students in District schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.

INTEGRATED PEST MANAGEMENT – BOARD POLICY 716

The District shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

CONTROLLED SUBSTANCES/PARAPHERNALIA – BOARD POLICY 227

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

RANDOM DRUG TESTING – BOARD POLICY 227.1

Consistent with board policy, and federal and state laws concerning drug testing, “Activity Students” may be subject to random drug testing. Please see policy 227.1 for more information. All students who are participating on an athletic team, extra-curricular club/activity, and/or students who obtain a parking pass agree to participate in the Random Drug Testing Program. The parent/student signature on the Confirmation of Review Form confirms an understanding of participation in the Random Drug Testing Program.

51. ATHLETIC/EXTRA-CURRICULAR ELIGIBILITY AND PARTICIPATION – Policy 122

In order to participate in athletics, a student must submit the school's athletic eligibility/activity contract along with a \$40.00 per activity fee to his/her/their coach/advisor.

The Millersburg Area High School athletic program is governed by the Board of School Directors and the Pennsylvania Interscholastic Athletic Association (PIAA). Millersburg is a member of the Tri-Valley Athletic Association in all varsity sports. In addition, the school participates in the Twin Valley Division of the Eastern Conference Football League.

Participation in a varsity or junior varsity sport is based on the eligibility policies of the P.I.A.A and the Millersburg Area School District. P.I.A.A. Eligibility information contained in Articles 1 through 10 in the By-laws of the P.I.A.A, Constitution and By-laws. Millersburg Area School District eligibility information is explained in the Policy 122 adopted by the Board of School Directors

Eligibility Policy

High School

A student must pass an equivalent of five and one-quarter (5.25) credits and may not be failing more than two (2) subjects.

Middle School

A Student who is failing two or more major subjects, or one major subject and two minor subjects is deemed ineligible.

Eligibility will be determined weekly on an accumulated basis from the beginning of each nine (9) weeks marking period.

The building principal will determine eligibility for the sport or extra-curricular activity via academic ineligibility which means the student may not participate in practice or a scheduled activity beginning 12:00 a.m. the Sunday following that Friday's eligibility report, through 12:00 a.m. the next Sunday or one complete week. The list of students who are ineligible will be run each week on Friday morning. Ineligibility means that the student may not participate in practice or scheduled activity during the period of ineligibility. Scholastic eligibility for participation is considered on an accumulative basis from the start of each nine weeks. A student's conduct in classes and other areas of the school will be considered a part of the student's eligibility. Any student who is on suspension will not be permitted to participate in the athletic program or extra-curricular activities until the suspension period is completed.

Attendance Requirements

A. To be eligible to participate in a scheduled contest or practice, the student athlete is expected to attend school the day of the scheduled contest. To participate in a Saturday contest, the student must attend at least ½ of the academic school day (8:05-11:23 or 11:53-3:05) on the academic school day immediately prior to the event (for example Friday, if the event is scheduled to be contested Saturday).

1. Arriving Late to School: Student athletes are expected to be in attendance from 8:05 a.m. to 3:05 p.m. inclusive. Any student arriving after 8:35 a.m. **must** have a parent/doctor excuse in order to participate in that day's contest or practice.

2. Leaving School Early: Any student athlete who leaves school prior to the end of the school day, must have a doctor's/nurse's excuse in order to participate in that day's contest or practice.

B. The only exception is a pre-arranged and approved absence through the Building Principal or when a written statement from a (non-family) licensed physician stating the reason for the absence and certifying that the student athlete is soundly fit to participate is submitted to the head coach or the Athletic Administrator prior to the start time of the event. A pupil who has been absent twenty (20) or more days during a semester shall not be eligible to participate in any athletic contest until he/she/they has been in attendance for a total of sixty school days following their twentieth day of absence and provided he/she/they has completed the minimum number of practices (10).

C. Attendance the Day Before and After a School Contest: All student athletes are expected to attend all classes on the next school day following a contest, unless the student has been excused from school attendance for such reasons as a doctor's appointment or other reasons other than illness and previously approved by the building administrator. The purpose of this policy is to prevent a student from being habitually absent the next school day following a contest. Habitual absences the next school day following a contest or three (3) or more days of unlawful absences beginning the next school day following a contest, may result in disciplinary measures being imposed upon the student-athletes.

Early Dismissal Policy

To be eligible to participate in the activity of the day, the student must be present at least the afternoon of the day of the contest, unless the student has been excused from school attendance for such reasons as doctor's appointment, field trip, college visitation, driver's test or other such reasons other than illness. The purpose of this clause is to keep a student from participating when they are ill. A student is expected to attend **all** classes on the next school day following the activity, unless the student has been excused from school attendance for such reasons as doctor's appointment, field trip, college visitation, driver's test or other substantiated reasons other than illness. If a student is absent from school on Friday and wishes to participate in a Saturday event, a written statement from a licensed physician that states the reason for the absence and certifies the student is soundly fit to participate must be forwarded to the Principal or Athletic Administrator prior to that event. To participate on Saturday, a minimal day of

attendance on Friday is required. A minimal day is defined in the student handbook. The purpose of this clause is to keep a student from being habitually absent the next school day following the contest. Habitual absence on the next school day following a contest may result in suspension from the next scheduled P.I.A.A. contest.

52. END-OF-YEAR FIELD TRIPS / ACTIVITIES

The following rules will be in effect for participation in the end-of-the year Field Trips, Club Trips, or other Planned Absences. Students may not be eligible to participate in these activities under the following circumstances:

- a. Any student who misses more than twenty (20) days of school, unless the absences are due to an illness verified by certified medical personnel.
- b. Any student who has attained more than six (6) hours of detention and/or Saturday work/study assignments recorded on the office discipline records. Any student who has attained one day (1) of in-school or out- of -school suspension
- c. Any student who has attained four (4) or more hours of detention

If a student is not eligible to participate in a school Field Trip and/or Planned Absence, they are expected to attend school as regularly scheduled the day of the trip. Teachers will provide assignments for the student to complete during this day.

53. PARKING LOT REGULATIONS

School bus transportation is provided for students attending the Millersburg Area High School. Students are permitted to drive to school by special permission of the administration, providing they have the written consent of their parent or guardian and present evidence of liability insurance coverage on the vehicle driven. Students will park in the designated areas in the front parking lot, heading their cars into the curb. Parking registration tags will be issued and affixed to the rear-view mirror. Tags must be affixed to the mirror so that District personnel can clearly read students permit number from the front of the vehicle. A designated space or number will be assigned to each student driver. Any violation of acceptable driving regulations will revoke the privilege of the student driver for an indefinite period.

You are reminded that car trouble is no excuse for being tardy to school. Once you assume the responsibility of driving to and from school, you also assume the responsibility of being here on time. Also, once the vehicle is brought on school property, you should remove the keys, lock the car, and enter the building. Loitering or leaving school property after the vehicle is parked is not permitted.

All parking on school property is by registration. Faculty and support staff registers in August of the school year; all remaining spaces will be available to students in early September. Students register by grade during the first cycle beginning with the senior class. Spaces are assigned on a first come basis. In order to secure a parking space, a student must provide a valid Pennsylvania license, current owner's card, proof of Pennsylvania insurance, completed registration card and outstanding obligations. A parking tag will be issued upon payment of a \$10 fee for the tag. Numbers on the tags correspond to a numbered space on the lot. Replacements are available for

\$15. Students parking without a permit will receive one warning. Subsequent violations will result in a disciplinary consequence. You may lose your parking permit for offenses including careless driving, repeated truancies, tardiness (3 tardies in a marking period) or detention (5 or more detentions).

The speed limit on school property is 15 MPH. Millersburg Area School District will not be responsible for any damage or injury sustained as a result of excessive speed and reckless driving.

Directions for Applying for the Privilege of Parking on Millersburg Area School District Property.

- a. Obtain an application form from the high school office. Parking applications will be issued to seniors first, then remaining parking space applications to junior students.
- b. Complete the parking application and the drug and alcohol testing form, secure the three signatures of student, parent/guardian, and building principal, and return the completed form.
- c. Bring the insurance card or evidence of liability insurance plus the owner's card.
- d. Assuming that your application will be approved, return to the office within two days. You will then be issued a parking permit.
- e. Registration of both vehicle and driver will be valid for one year only.
- f. Attendance at a drug testing information meeting requiring both parent and student signatures and attendance.

Parking Regulations

1. All traffic rules must be observed, i.e., right of way rules, speed limit (15 MPH), stop signs, and all posted regulations.
2. Students must park in assigned areas with parking permit displayed on your inside rear-view mirror so it is plainly visible through the front window of your vehicle.
3. Students must park between the lines painted on the lot for parking purposes (no angle parking.)
4. Under normal circumstances, during the school day, students shall not be permitted in the school parking lot unless authorized to leave school property by pass signed by the high school office.
5. No other unauthorized persons shall be in the parking lot and no unauthorized students will be permitted to enter or sit in a parked car in the parking lot at any time during school hours.
6. No parking or driving on the grass.
7. Without permission from the administrative staff, students are not allowed to use or go to their vehicles while school is in session.
8. An infringement of any of the rules and regulations on driving, behavior, and parking on school property will result in revoked privileges. Chronic or serious offenses will result in school suspension.

54. SCHOOL-WIDE HALL PASS PROCEDURES

The fundamental rules all students must follow are simple. Students are required to be in their assigned classroom. Only the classroom teacher may permit a student to miss a class. If a student is called to the guidance office or the main office by the PA system or receives a pass from an

administrator, guidance counselor, teacher, or nurse, it is still their responsibility to see the classroom teacher first. Students who are scheduled for field trips, band sectionals, or driving must also inform their originally scheduled classroom teacher first. All students outside their classrooms from 8:14 a.m. to 3:05 p.m. must use the school-wide pass and have it in possession while outside of their classroom unless the classroom teacher has created a substitute pass. In this case, students must still sign in and out on the school-wide pass. The hall pass must be completed properly including time out, time in, date, and destination. Students who fail to complete the required information on the pass, after being given a warning, may receive detention.

55. PERSONAL CONDUCT AT SCHOOL EVENTS

The Board of School Directors of the Millersburg Area School District has determined that the protection and safety of students and spectators at school sponsored events and the promotion of good citizenship and sportsmanship requires the adoption of rules and regulations regarding the conduct of students and spectators at school events. Accordingly, the following rules and regulations are in effect:

- a. The Board has determined that persons attending school events shall have a reasonable opportunity to participate in the singing of the National Anthem when that has been made a part of the program. Those not participating in the singing of the National Anthem should be respectful to those participating.
- b. All students and spectators shall refrain from disorderly or disruptive behavior which shall include, but is not limited to the following:
 - i. The use of profane, obscene, abusive or threatening language;
 - ii. The use of obscene or provocative gestures;
 - iii. Fighting or conduct calculated to provoke a fight or other disturbance; and
 - iv. Unsportsmanlike conduct reasonably calculated to interfere with the rights of other persons in attendance and/or to participate in and enjoy the particular event.
- c. The use, possession, or sale of alcoholic beverages or controlled substances on school property is prohibited.
- d. Students and spectators are prohibited from smoking in any place on school property.
- e. No students or spectator involved in any school sponsored event is permitted to bring to school property any gun, knife, or any other object or substance which constitutes a weapon or an instrument for the infliction of pain or discomfort on other persons. Such standards and spectators are also prohibited from using any object or substance for the purpose of inflicting pain, discomfort, or causing disturbance to others.
- f. All students and spectators at school events shall be required to follow the directions of police or school personnel.
- g. All students and spectators shall refrain from any behavior which unreasonably disturbs others or which calculated to cause or involve an unreasonable risk of causing injury to persons or property.
- h. All students and spectators are required to refrain from any conduct which is prohibited by other policies of the School District or which violates any state or federal law or local ordinance.
- i. Students and spectators violating these regulations may be ejected from the event without reimbursement of admission fee.
- j. When any person authorized to enforce these regulations determines that the prior

conduct of a student or spectator creates an unreasonable risk of continued violation of these policies, such student or spectator may be banned from attending future school events.

- k. Conduct of students or spectators constituting a violation of state or federal law or local ordinance shall be referred to the appropriate authorities for prosecution. Student violations of these regulations shall result in school disciplinary action against the student involved.
- l. The School District hereby authorizes the enforcement of these regulations by:
 - i. Any member of the Millersburg Borough Police Force;
 - ii. Any member of the State Police Force;
 - iii. Any member of the Millersburg Fire Police Force;
 - iv. Any school administrator or faculty member.
 - v. Any member of the Millersburg Special School Police.

56. SCHOOL BUS REGULATIONS

Transportation is provided for students as defined in the Pennsylvania School Code. All students eligible for transportation have been assigned to a bus. You are asked to be considerate of the bus driver and other bus students by being ready at the designated place both in the morning and after school to board the bus. As a safety precaution, wait until the bus has stopped before crossing the road to board the bus. Always walk in front of the bus so you are plainly visible to the bus driver at all times. While riding on the bus, you shall remain seated at all times. The bus driver has the authority to assign seats. Disciplinary action to maintain an orderly and safe atmosphere on the bus will be taken by the bus driver and/or the building administrator. Improper conduct may result in the loss of bus riding privileges.

Written parental/guardian permission must be processed through the office before any bus student will be permitted to leave the school grounds with adults, go home with other students, or ride a bus to which they have not been assigned. A student will not be permitted to ride a bus to which they have not been assigned.

57. USE OF OFFICE/CLASSROOM TELEPHONES

Student use of the telephone within the buildings will be restricted to emergency use only, with those calls being placed or made by school personnel or under the supervision of school personnel.

ANY STUDENT NEEDING TO USE A TELEPHONE FOR PRIVATE OR PERSONAL USE SHOULD COME TO THE MIDDLE SCHOOL/HIGH SCHOOL/ OFFICE.

Use of the telephones in the school by students for official school business will be permitted only after approval has been given by school personnel.

58. STUDENT ATHLETE TRANSFERS DURING CONCURRENT SEASONS

The Millersburg Area School District Board of School Directors and administration recognizes that during concurrent seasons, some student athletes may wish to transfer from one interscholastic athletic program to another. They also recognize that such transfers should be permitted.

However, there is a concern for the student athlete's mental and physical training during such transition. Therefore, a waiting period of twenty (20) school days from the date of transfer should be established before the student athlete may compete in the sport to which he has transferred, and that prior to such transfer written permission should be given by the parents. Permission should also be given by the coach the sport to which the student athlete transfers.

59. STUDENT ORGANIZATIONS AND ACTIVITIES

1. Eligibility

All organizations and activities available to the students in the Millersburg Area High School are governed by the following Eligibility Policy (see section 57)

2. Available Activities

The following extra-curricular activities are available for students of the Millersburg Area High School. The extent to which any of these activities function during the school year will depend upon student interest and proper adult sponsorship and supervision. These activities can provide opportunities for students to become involved in activities that are interesting, educational, and entertaining.

If a field trip is scheduled for any of these activities or a class, the Trip Permission Form must be filled out and teacher signatures need to be obtained for each class period that the student will miss for the field trip. These forms can be in the high school office.

- A. Athletics
- B. Art Club
- C. Careers in Health
- D. Cheerleading
- E. Conservation Club
- F. Drama Club
- G. HEROES
- H. National Honor Society
- I. Band Front
- J. Archery Club
- K. Student Council
- L. SADD
- M. Tatler
- N. Yearbook
- O. Ski Club
- P. Tennis Club
- Q. Jump Start Café
- R. GSA Club

3. Procedure for Scheduling Activities and Facilities

Organizations may schedule activities only with the approval or consent of the advisor(s). When a specific time and facility are needed, the time and facility use are to be scheduled through the high school principal. This is necessary to avoid any conflicts with other

organizations. Activities may not be held without proper adult supervision. Chaperones must be present at all functions. Chaperones may include faculty members, parents, or other approved adults. It is the responsibility of the organization scheduling an activity to pay any expenses incurred as a result of the activity. This would include the cost of cleaning the facility.

All adult chaperones & volunteers **must be on file in the District administration office and have all required background clearances.

Finances

The funds of all school activities shall be deposited in the student activity account. All income and expenses are handled through this central fund. Persons responsible for the collection of monies for the organization shall deposit the money with the treasurer of the student activity fund. The deposit is to be verified with a deposit slip. The treasurer of the student activity fund is the high school secretary. Expenditure of funds shall be made by voucher only. The voucher authorizing expenditure must be signed by the student treasurer of the organization and the faculty or adult sponsor. Unless approved by the principal in advance, all funds used for a student organization should be paid through the student activity account. Teachers/students should not be paying for activities and seeking reimbursement. As a general rule, checks will be dispersed on Fridays. **It is the responsibility of the advisor and student officers to plan ahead when requesting funds for student activities.**

4. Awards – Scholastic

Annual scholastic awards are presented to students who achieve the honor roll four (4) of the six (6) times it is compiled. Senior students receive the scholastic achievement pin either on class night or at commencement. Underclassmen receive their award at an assembly program in the next school year. The honor roll is compiled by the guidance counselor and high school principal. Students achieve either “Distinguished Honors” or “Honors.”

“Distinguished Honors” signifies that you have achieved an “A” average (93%– 100%) in all subjects.

“Honors” signifies that you have achieved an “A or B” average (85% –100%) in all subjects.

A percentage of 74% or lower in any subject eliminates you from the honor roll.

5. Award – Letters (Varsity “M”)

Varsity letters are awarded each year to the students participating in the following activities who have met the qualifications.

Boys/Girls Soccer: Participation in 18 halves per season.

Football: Participation in $\frac{1}{2}$ the quarters.

Basketball: Participation in $\frac{1}{2}$ the quarters.

Volleyball: Participation in $\frac{1}{2}$ the games.

Wrestling: Participation in $\frac{1}{2}$ the matches.

Softball/Baseball: Participation in $\frac{1}{2}$ the innings, with the exception of the pitcher.

Golf: Participation in the majority of the matches.

Track: 20 points - 9th grade =3, 10th grade =6, 11th grade=9, 12th grade =12, also other points are earned.

Competitive Spirit: Active member of squad for entire fall and winter sports seasons.

Managers: Managers may receive an award at the discretion of the coach or advisor

Band and Band Front: Active member of band for entire year.

Chorus: Active member of chorus for entire year.

Tatler: For seniors only who have been active members for three (3) years.

Yearbook: For seniors only who are active members during their entire Junior and Senior years that the yearbook is in publication. Students must successfully complete the registration process and have a minimum of an 87% in English.

When a student has earned a varsity letter “M” in athletics, music, or publications, he/she will receive either a plain chenille maroon and gold 4” x 6” “M” or a pin or pins emblematic of the activity or activities in which the student has qualified for the award.

A student will receive only one plain chenille varsity letter during his high school career. Recognition for earning additional varsity letters will be made by giving a pin, signifying the activity or activities in which the letter(s) was earned.60.

SURVEILLANCE CAMERAS

Surveillance cameras are installed throughout the interior and exterior perimeter of the middle/high school complex. The purpose of these cameras is to provide visual evidence should an incident involving inappropriate behavior occur. Students and the public in general should not develop a false sense of security from these cameras, as they are not monitored on a 24-hours per day, seven days per week basis.

2023-24 STUDENT PLANNED ABSENCE FORM

Form must be submitted at least one week prior to scheduled absence

The Millersburg Area School District believes that classroom education of students is vitally important. Any student missing class assumes the extra burden of making up the missed assignments while at the same time keeping up with current work. Additionally, it is the responsibility of the parent/guardian to demonstrate that there is educational value for requested non-school sponsored trips. The school administrator will consider the following factors when approving any school or non-school sponsored trip: The student's academic standing/eligibility, overall attendance, demonstrated ability to make up work, and the educational merits of the trip. Approved trips become excused absences only if missed work is made up and all procedures have been followed. Any trip that does not receive administrative approval will automatically be unexcused. No more than (5) days will be approved in a school year for non-school sponsored absences. No approval for planned absences will be given on the following dates:

MS CDT Testing - As scheduled by MS Teachers
MS PSSA Exams – April 22 – May 10, 2024
HS Keystone Exams - January 3-17, 2024, and May 13-24, 2024

Please check one of the following and complete all required sections below:

- Non-School Sponsored Educational Field Trip / College Visit / Other (explain below)
 Curricular Field Trip or Non-Curricular/Club Field Trip

Section A - Non-School Sponsored Educational Field Trip / College Visit / Other

Student Name _____ Grade _____ Homeroom _____

Date(s) of Requested Absence _____

Name(s) and grade(s) of other Millersburg School District students in the household who will also be absent (a separate request must be completed for students in different buildings and submitted for approval)

Nature and Purpose of trip and destination:

I understand that all school assignments missed due to educational trip must be completed within (5) school days after returning to school.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Section B - Curricular Field Trip / Non-Curricular Club Field Trip

To be completed by Faculty/Advisor prior to parent/guardian signature

Faculty/Advisor: _____

Date of Trip: _____

Destination: _____

Time departing from school _____

Time arriving at destination _____

Time arriving back to school _____

Student Name _____ Grade _____

I _____, in reference to the field trip to the destination indicated on reverse side in Section B:

(Name of parent/guardian printed)

(Check all that apply)

- give do not give... permission for my child to attend field trip - bus transportation provided
- give do not give... permission for my child to be transported by a faculty member/advisor to said event
- give do not give... permission for my child to drive themselves or ride along with another student driver to said event

*By signing below, I hereby release and hold harmless the Millersburg Area School District, its directors, employees and agents; and the organizers, sponsors and supervisors of this field trip; from all liability, including but not limited to any and all risk of bodily injury, death or property damage or loss, including any injury or damage suffered by my son/daughter in connection with the event (including but not limited to transportation to or from the event), whether caused by negligence, recklessness or intentional act.

(Parent/Guardian Signature)

(Parent/Guardian Phone Number)

SECTION C - Teacher's Signatures - Must be completed for **all** planned absences

Teacher's signatures below indicate that student has informed their teachers of this request to be absent and have spoken with their teachers about missed assignments and make-up work.

Period 1 _____	Period 5 _____
Period 2 _____	Period 6 _____
Period 3 _____	Period 7 _____
Period 4 _____	Period 8 _____

SECTION E - Administrative Approval

Millersburg High School Administrator _____ Date _____

Request for Field Trip has been: approved respectfully denied _____

Reason for denying Field Trip _____

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students 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, intermediate units and charter schools 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, parents 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, parents 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 age three through twenty-one can be eligible for special education programs and services. If parents believe that their child may be eligible for special education, the parent should contact the staff member identified for their school district of residence, listed at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists:

- (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas.
- (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact Eric Bostick, Supervisor of Preschool/Early Intervention, Capital Area Intermediate Unit #15, at ebostick@caiu.org, or at 717-732-8400, ext. 8619.

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 that your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to Eric Bostick, Supervisor of Preschool/Early Intervention, Capital Area Intermediate Unit #15.

Consent

School entities cannot proceed with an evaluation, 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. Once written parental consent is obtained, the District will proceed with the evaluation process. If the parent disagrees with the evaluation results, 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, and/or charter school staff will issue a Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN). 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 school districts, intermediate units and charter schools 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 age 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, parents 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 may be obtained and screenings and evaluations may be requested by contacting the Intermediate Unit.** The addresses of these schools are as follows:

Preschool, age 3-5 – contact Eric Bostick, Supervisor of Preschool/Early Intervention, Capital Area Intermediate Unit #15, at ebostick@caiu.org, or at 717-732-8400, ext. 8619.

Millersburg Area School District – contact Jennifer Wicht, Supervisor of Special Education, Millersburg Area School District, 717-692-2108, ext. 1115.

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.

Procedural Safeguards Notice of Denial of Enrollment

To be completed by a school whenever an enrollment or school selection request of a student experiencing homelessness is denied

Date: _____

Name and Title of School Employee Completing Form: _____

Requested School: _____

School District:

(This may be the school the child was attending when they became homeless, the school the child is currently attending or the school where the child is now living.)

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent or Guardian or Youth: _____

After receiving your request for enrollment or school selection for the student(s) listed above, we hereby provide notice that the request is denied. The reason for the determination is the following:

The school district hereby notifies the parent or guardian of the student or the unaccompanied youth of the following rights:

- The student has the right to enroll immediately in the requested or preferred school pending full resolution of the dispute.
- If the student(s) want to remain in the same school they were attending or the school they attended when they first became homeless, the student is entitled to transportation back to the prior school pending full resolution of the dispute if the placement (including any transportation involved) is feasible, reasonable and in the best interest of the student.



