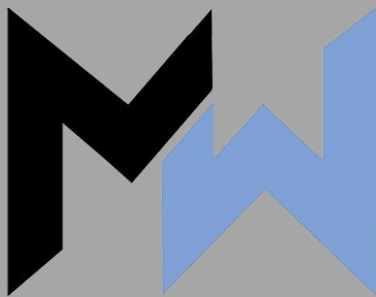


2025 - 2026



MIDD-WEST
SCHOOL DISTRICT



STUDENT
HANDBOOK

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1. Forward

This handbook has been prepared to serve as a guide to parents who have children enrolled in the MIDD-WEST SCHOOL DISTRICT. We are hopeful that as you read this booklet various school procedures and policies are clarified and many of your questions about the schools and District are answered.

We invite you to take a few minutes to read this handbook in its entirety and then discuss the information with your child. It is hoped that you will keep this handbook and refer to it whenever you have a question about school matters.

If you have any unanswered questions about the district, please feel free to contact your child's school or the district office.

2. Introduction

- **Mission Statement**

- We facilitate the intellectual, social, emotional, and physical development of all of our students so they competently contribute to society, achieve their highest potential, and engage in continuous learning...
A QUALITY EDUCATION FOR ALL, FOR LIFE

- **MWSD Board Policy**

- All MWSD Board Policies can be viewed on the MWSD website at www.mwsd.cc or in the library of each school building.

- **Mid-West School Board Members**

Mr. Terry Boonie	President
Mr. Corey Smith	Vice President
Mr. Victor Abate	Treasurer
Mrs. Julie Eriksson	
Mrs. Sarah Erdman	
Mr. Justin Haynes	
Mr. Christopher Nesbit	
Mrs. Heidi Stroup	
Mr. Jeremy Tittle	
Mrs. Tiffany Summers	Board Secretary






- **Mid-West Central Office Administration & Staff**

Mr. Joe Stroup	Superintendent of Schools
Dr. Dane Aucker	Director of Curriculum and Instruction
Mrs. Erin Slater	Supervisor of Special Education
Mrs. Joan Hassinger	Business Manager
Mrs. Christa Dressler	Director of Food Services
Mr. Zachary Trissler	Supervisor of Buildings and Grounds
Mr. Warren Johnson	Supervisor of Technology
Mrs. Bree Solomon	Athletic Director
Mrs. Tiffany Summers	Administrative Secretary – Superintendent
Mrs. Lacey Dupert	Administrative Secretary - Payroll/Tax Collection/Accounts Receivable
Mrs. Susan Lessman	Administrative Secretary – Accounts Payable/Purchasing
Mrs. Sabrina Arbogast	Administrative Secretary - Special Education
Mrs. Beth Nornhold	Data Submissionist

- **Mid-West School District Administration**

Dr. Edward Gunkle	High School Principal
Mrs. Mandi Romig	High School Assistant Principal
Mr. Jeremy Brown	Middle School Principal
Miss Sarah Brubaker	Middleburg Elementary Principal
Mr. Corey Aucker	West Snyder Elementary Principal

- Unifying Beliefs

 <h3>People First</h3> <p>We are uniquely responsible for producing productive citizens to move society forward. When we model the philosophy that people come first to our students and community, we improve humanity.</p>	<ul style="list-style-type: none"> • Students are our greatest resource and ultimate product. We cultivate productive citizens through relationships, empathy, and selflessness. • Families are our second greatest asset, whose partnership is vital for supporting student growth and development. • Colleagues are valued and respected for their effort. We foster a collaborative environment, as our collective work enhances both our environment and end products.
 <h3>Results and Process Oriented</h3> <p>We are faced with the task of preparing for the future. To do this, we must focus on our process and getting results.</p>	<ul style="list-style-type: none"> • Growth Mindset: We value <i>improvement</i> and effort over achievement for a better organization and society. • Data Driven: Our decisions are guided by trusted, regularly-collected and frequently-analyzed data to inform necessary changes in our approach. • Best Practice: We strive for efficiency through quality programs and practices, enhancing the learning and working experience for all stakeholders.
 <h3>Internally Motivated</h3> <p>We are motivated to teach students - while we continue our own learning. When we all grow, the entire organization improves.</p>	<ul style="list-style-type: none"> • Teach: Our duty is to equip young people to be productive citizens, requiring all in our community to invest in teaching and modeling essential skills. • Learn: Everyone in our community must continuously learn new skills, develop technologies, and seek factual information, as these are vital for future success. • Grow: Individual growth through learning and teaching is everyone's goal, as it is foundational for team growth.
 <h3>Conscientious Communicators</h3> <p>Communication is the main vehicle for achieving goals and obligations. It is how teaching and learning join together. Effective communicators increase learner and employee efficiency.</p>	<ul style="list-style-type: none"> • Open and Honest: Respectful, open dialogue, including difficult conversations, is essential with students, parents, and colleagues to achieve our goals. • Two Way: Effective communication hinges on listening before thoughtfully responding and proactively seeking necessary information. • Prioritize Writing: Writing fosters better thinkers, readers, and leaders. We prioritize writing, combined with other modes, to ensure clarity and provide multiple sources.
 <h3>Creative Problem Solvers</h3> <p>Problems are opportunities to demonstrate knowledge and creativity. They are solutions waiting to happen. We model this attitude for students, illustrating our collective accomplishments.</p>	<ul style="list-style-type: none"> • Attitude: The first step to an efficient solution is a problem-solving mindset. • Teamwork: Involving others in problem-solving is a strength. Working together enables us to accomplish anything. • Resources: We appreciate and utilize our resources, prioritizing the impact of people over things. We invest in our personnel for optimal solutions.

3. Non-Discrimination Statement

All activities and courses are available to all students as required by Title VI, Title IX and Section 504. If there are prerequisites, they are based on your ability and aptitude, not on your race, your color, your national origin, your age, your sex, any handicapping conditions or any other legally protected classification. If you are physically or mentally handicapped, you may qualify for special services and instruction, and equipment modifications so you can successfully complete the course or participate in an activity.

If you have any questions about equal educational opportunities or complaints of harassment or discrimination, contact the Superintendent of Schools, Midd-West School District, 8 Dock Hill Road, Middleburg, PA 17842, Title IX Coordinator and Section 504 Coordinator.

4. Right-to-Know

Section 1307 of the Right-To-Know law requires the Office of Open Records to establish a fee structure for Commonwealth Agencies and Local Agencies. To promote uniformity among all agencies, the Office of Open Records encourages Judicial and Legislative agencies, which can set their own fees, to adopt the following fee structure. All agencies are advised that duplication fees can be waived.

The Office of Open Records establishes the following fee structure in accordance with the law. The Law requires that the Office of Open Records review the fee structure biannually. The Office will review the fee structure in June of 2009. Any updates will be placed on our website by June 30, 2009. To obtain records please complete the [request form](#) and submit to our Open Records Officer:

Mrs. Joan M. Hassinger
Open Records Officer
Midd-West School District
8 Dock Hill Road, Middleburg, PA 17842

hassinger.joan@mwsd.cc -- 570-837-0046 x1402

5. General Policies and Procedures

- **School hours**

- Doors open: 7:30 am
- Breakfast served: 7:30 am
- Instructional day begins: 8:00 am
- Dismissal: 2:57 pm

- **Enrollment and residency requirements**

- *McKinney-Vento Homeless Education Program - McKinney-Vento Homeless Assistance Act*

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

Definition of Homeless (*McKinney-Vento* Act SEC. 725(2); 42 U.S.C 11435(2)): Children who lack a fixed, regular, and adequate nighttime residence:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations
- Living in emergency or transitional shelters
- Living in a public or private place not designed for humans to live
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian

Residency and Educational Rights:

- Students who are in temporary, inadequate and homeless living situations have the following rights:
 - Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment
 - Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation
 - Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations
- When a student is identified as being McKinney-Vento eligible, staff will:
 - Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
 - Provide school supplies and other school related materials as needed
 - Advocate for and support students and families through school and home visits
 - Set clear expectations for student behavior, attendance and academic performance
 - Assist students/families access with community services
 - Assist students/families with access to tutoring, special education, and English language learner resources
 - Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact Midd-West School District's Homeless Liaison, Dr. Dane Aucker at 570-837-0046 ex. 1201 or at daucker@mwsd.cc.

○ *Leaving the School District*

If you must move from the school district, notify the school office in advance, giving the date of your move. Before transferring from the school, each child should take care of matters such as settling food service debt, returning library books, turning in textbooks to the teacher, etc. After you enroll in another school district, that school district will request that educational records be sent.

● **Accidents & Insurance**

At the beginning of each school year, a group accident insurance policy is made available for parents who wish accident insurance protection for their children. There is a choice of an "AtSchool" plan or "24-Hour Coverage."

A student who is injured should notify the supervising teacher or coach to complete an accident report.

If the student has school insurance, an insurance form will be completed and mailed to the parents. The parents are responsible for forwarding the form to the doctor. Failure to mail the form to the insurance company within a timely manner could result in loss of claim (payment). All calls concerning insurance should be made to the school office during regular school hours. Students with 24-hour coverage should report to the office on the first school day following the accident.

● **Change of Student Address/Contact Information**

Parents are urged to contact the school office with any changes to the student information data card so that they can be contacted immediately in the event of an emergency or for the relay of pertinent school information. Parents can also update this information themselves using the Parent Portal in Sapphire. Parents are also encouraged to give email addresses (as relevant) and multiple phone numbers. The District has had good success with and will continue to utilize the automated phone/email contact system.

- **Directory Information**

If a parent/guardian does not wish for directory information on their child to be disclosed (name, address, phone number), a written notice, including parent signature and date, must be provided to your child's school office within one week following the first day of school or registration for those students transferring from other educational programs. This parental notice is only valid for the school year in which it was issued.

- **Facilities Care and Use**

The school district is the caretaker and overseer of the school building and grounds, which are in turn, owned by the community of taxpayers. It takes everyone—District personnel, students, and community members to care for and maintain District facilities. It is expected that students will show respect for the building, its contents, and grounds. Anyone found deliberately defacing, destroying, or removing school property will face consequences and/or restitution relative to the seriousness of the offense.

- **Flexible Instruction Days and Continuity of Education Plans**

During the 2025-26 School Year, the Mid-West School District plans to utilize Flexible Instruction Days for interruptions in the school year. During a Flexible Instruction Day, instructional content will be delivered to students on their school computers virtually. Students will not be attending school in the physical building on Flexible Instruction Days. Attendance and participation will still be required, however, virtually. The first two days the district is forced to close will be made up during the Snow Days approved on the 2025-26 School Calendar (2/16/26 and 4/7/26). These two days will automatically be Flexible Instruction Days if school is closed prior to the dates above. On the third (3) and subsequent days after the two make-up days, should the district be closed, that day(s) will then be the FID and all students will begin receiving their instruction through virtual means. This process will continue throughout the 2025-26 school year and reset at the conclusion of the school year for the following year.

Should the district be required to close for more than three consecutive days, the Mid-West School District's Continuity of Education Plan will kick in and all students will begin receiving their instruction through virtual means.

- **Food and/or Beverage Guidelines**

All food and beverages are consumed in the school cafeteria. Exceptions or variations are at the discretion of Administration. For the purpose of safety, students are not permitted to bring food or beverages in glass containers. Students are permitted to bring water in non-glass containers to their classes at teacher discretion.

- **Office Hours**

Please be advised that the secretarial staff's work day is from 7:00 AM until 3:30 PM. Calls outside the office hours will be directed to voicemail and will be handled the following school day.

- **School Functions**

Students are highly encouraged to attend as many school functions as possible. There is a wide array of functions for students to enjoy such as dances, athletic events, concerts, plays, and activities associated with student clubs. All school functions are considered extra-curricular activities and therefore fall within the parameters of MWSD Policy.

- **Social Media**

With the prevalence of social media, we ask that if you decide to post pictures of your child at school events that you are aware of the rights of other students. If you take pictures at school events of groups of students, please do not post these without the consent of the other children's parents.

- **Student Rights and Concerns Process**

- *Student Expression* – [reference MWSD Policy 220](#)

The right of public-school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the District's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

- *Student Concerns* – [reference MWSD Policy 219](#)

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

- *Student Rights/Surveys* – [reference MWSD Policy 235](#)

This indicates that parents will be informed of the nature and scope of student surveys and their relationship to the educational program of the child. Parents have the right to make a written request for the student to be excused from participation.

- **Visitors** – [reference MWSD Policy 907](#)

To ensure the safety of our students, visitors are required to report directly to the main office, surrender photo ID, and receive a visitor's badge if the visit extends beyond the office area. All visits should be for educational or business reasons. While we welcome the return of former students, they are encouraged to visit teachers at the conclusion of the school day. Request to inspect third party surveys prior to distribution to the student.

6. Attendance Policy – [reference MWSD Policy 204](#)

Students have the responsibility to comply with all attendance laws, regulations, and policies.

The Board of School Directors requires that school-aged students enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and participation in a well-planned instructional activity under the supervision of a competent teacher are vital to this purpose.

Student absences are recorded as:

- Excused
- Unexcused (over the age of 18)
- Unlawful (under the age of 18)

Parents are required to submit a written explanation for the legal absence of their child within three (3) school days from the date of the child's return to school. Parents can submit their written excuse by email to the office secretary, or the student can turn it into the office.

- Mid-West High School: kratzer.robin@mwsd.cc
- Mid-West Middle School: conrad.shari@mwsd.cc
- Middleburg Elementary School: me.info@mwsd.cc
- West Snyder Elementary School: zeigler.chelsea@mwsd.cc

Failure on the parent's part to provide such a written explanation, or the child to present such an excuse to the school office, will result in the absence being declared unlawful. The fact that a parent provides a written explanation for the child's absence does not in itself qualify the absence as excused. The absence must be for legal reasons according to the law. Altered excuses will not be accepted.

- *Excusable Absences*

The following items represent excusable absences:

- Illness of student
- Student is sent home from school from the nurse
- Quarantine
- Recovery from accident
- Required court appearance
- School related work
- Death in the immediate family
- Observance of religious holiday
- Exceptionally urgent reasons (Acts of God, which interrupt the normal course of family life and emergency situations, will be considered on a case-by-case basis. Emergency situations shall include such things as agriculture related problems and sudden illness within the family that requires the assistance of school-age children, provided that such absence is requested of the building administrator, either in writing or by telephone.)
- Family educational trips during the school year (only with prior approval by the school office and limited to a total of five (5) days during the school year). Secure a “REQUEST FOR EDUCATIONAL TRIP APPROVAL” form from any school office and submit the completed form prior to taking the trip at least three (3) days in advance of the trip.
- ALL OTHER ABSENCES ARE UNLAWFUL

The primary responsibility for making up work during absences rests with the student.

- *Partial Absences/Tardiness*

Students will be assessed one-half (1/2) day of unlawful/unlawful absence for each two-hour segment of tardy time.

If a student arrives at school more than two (2) hours after the start of the school day, he/she will be charged with one-half (1/2) day of absence. Students who leave school for more than two (2) hours and then return to school will be charged with one-half (1/2) day of absence. Partial day absences will be dealt with on a case-by-case basis.

- Tardiness

Tardiness for other than urgent reasons is an unlawful absence.

The minutes that a student is tardy will be recorded and when the accumulated minutes exceed two (2) hours, one half (1/2) day of unlawful absence will be assessed.

If a student leaves school before the final two (2) hours of the school day, he/she will be charged with one-half (1/2) day of absence. Students are expected to remain in school until the established dismissal time for the school. Leaving school early for other than urgent reasons is an unlawful absence. The minutes that a student is absent from school prior to the normal dismissal time will be recorded and when the accumulated minutes exceed two (2) hours, one-half (1/2) day of unlawful absence will be assessed.

- *Appointments*

Parents/guardians should attempt to schedule appointments when they do not interfere with a student's school program. However, when it is necessary to schedule an appointment during school, each student shall report to the school office before leaving school and inform the building administrator of the appointment. Upon returning to school, the student shall submit to the office an appointment report signed by the physician or dentist. Excuses are also required for any personally scheduled virtual or teletherapy sessions held on or off school grounds during school hours. Students may be provided with a private space if needed, however an excuse from the practice will still be required.

- Telehealth Appointments

Telehealth appointments, including those attended by a student from a location in the school, require an excuse from the provider, parent, or verification of the appointment by a school official to be considered an excused absence.

- *Early Dismissal*

Parent requests for early dismissal are honored for valid reasons (appointments, emergencies). Written requests must be presented to the attendance secretary prior to the start of the school day. There may be times when a parent desires an early dismissal for a student for some urgent reason. Appointment cards from doctors, dentists, etc., will be honored as valid requests but are not accepted as an excuse following the early dismissal.

Written excuses are required for early dismissals as per the Attendance Policy. Students must sign out on the appropriate office form when leaving the building and sign back in when returning (if relevant).

When ill, students secure permission to go to the nurse. The nurse will make the decision as to whether the student needs to leave school and make a phone call home. Students are not permitted to initiate the phone call. Students who do so will receive discipline infractions for inappropriate behavior and a detention for the first offense. Students will not be permitted to go home if no one is there but may go to the home of an approved person as indicated by the parent.

- *Benchmarks in the Parent Notification Process*

- Parents receive a warning letter once their child has seven (7) recorded days of absence that have not been verified by a physician's excuse; this letter will state that the number of absences is significant, and additional absences could result in requiring a medical excuse for each subsequent absence.
- Parents receive a certified letter once their child has accumulated ten (10) recorded days of absence that have not been verified by a physician's excuse; this letter will state that all future absences must be verified by a physician's excuse.
- Once a third (3rd) absence is recorded as unlawful (no parent or physician note), parents of students who are in the compulsory age limits (ages 6-17) will be invited to attend a Student Attendance Improvement Plan (SAIP) meeting. Any subsequent unlawful absence then makes the parents or student subject to legal prosecution.
- Unexcused/unlawful absences are counted toward the 10 day cumulative absence total permitted before requiring a physician's excuse.

Unexcused or unlawful absences are those due to truancy, parental negligence, and unlawful employment. Chronic truancy will be referred to the proper agency for further legal action or after all reasonable avenues have been explored.

If your child is enrolled in kindergarten, it is understood that he/she will be attending full day kindergarten and will be subject to compulsory attendance requirements.

When a student is eighteen (18) or older, he/she has a right to be in school but also has the responsibility to obey attendance laws. A total of three (3) unexcused absences will be considered as failure to fulfill the responsibilities as a student and may require an informal conference with the building principal. Students eighteen (18) or over who accumulate ten (10) consecutive days of unexcused absences will be withdrawn on the eleventh day.

Any student who is age eligible to attend the school prom, senior trip, or any other club sponsored events will not be eligible to attend if they accumulate ten (10) or more unlawful or unexcused absences.

- *Request Procedures and Approval of Educational Trips*

Requests for approval of educational trips must be submitted to the building administrator three (3) school days prior to the date of the trip to allow the student the opportunity to gather assignments. Such requests shall state the date and nature of the trip, as well as educational activities involved. A student may participate in a maximum of three (3) educational trips per year during which the total absence from school shall not exceed five (5) school days. If more than five (5) days are requested, the building principal will forward the request to the district superintendent for consideration. Trips may be disapproved for reasons such as lack of educational significance, excessive absence, poor academic performance, or poor behavior based on discipline referrals. Student absences for unapproved educational trips will be considered unlawful/unexcused.

- *Post-Season Athletic Event Attendance*

Students' requests to attend post-season athletic events that occur during the school day will be considered provided:

- The parent(s) or guardian(s) submit a written request to the office prior to the scheduled event.
- The parent(s) or guardian(s) accompany the student to said event.
- The post-season event is a school-sponsored sport.
- Only those students who attend school in the same building as those participating in the event may be excused unless the student's sibling is participating in the post-season event.

- The student wishing to attend the event has fewer than ten (10) excused days without a physician's excuse and has not exceeded three (3) unlawful/unexcused days.
 - Requests not meeting these guidelines will be considered unlawful or unexcused absences.
- *Make-up Procedures Regarding School Work*

A student must be permitted to make up work that was missed due to absence and is strongly encouraged to utilize the supervised study period for make-up work.

In regard to assignments that are unable to be replicated for one student (i.e., science lab), a suitable replacement assignment will be given.

It is the responsibility of the student to initiate contact with teachers to acquire missed assignments and/or information in a timely manner.

Teachers have discretion in the following areas:

- student work may be made up prior to an absence.
- an alternative assessment may be used.
- the timeline for submitting missed assignments (a general rule of thumb is one day for each day missed).
- whether to waive an assignment.

7. Grading and Reporting

- **Schedule of Reporting**

- *Interim Reports*

Interim progress reports will be provided to parents/guardians of students at a mid-point into each marking period. The purpose of these reports is to inform parents about the progress students are making, satisfactory as well as unsatisfactory, and explanation for the progress. This allows students the opportunity to improve or continue their good work before the end of the marking period.

Interim reports will be sent home with students on the following dates (dates may change due to school closings):

- September 23, 2025
- November 25, 2025
- February 19, 2026
- April 29, 2026

- *Report Cards*

Report cards will be provided to parents/guardians of students at the conclusion of each marking period. The purpose of these reports is to inform parents about the progress students are making, satisfactory as well as unsatisfactory, and explanation for the progress.

- The first report card will be distributed at Parent/Teacher Conferences on October 28th, 29th, or 30th.
- Future report cards will be sent home with students on the following dates: (dates may change due to school closings):
 - January 20, 2026
 - March 27, 2026
 - May 28, 2026

- **Grading and Reporting Systems**

It is the Board's intent that the cooperation of parents be sought to assist the schools to eliminate any academic deficiencies as soon as possible. Thus, notice shall be given in sufficient time to permit parents to assist their child. Numerous reporting systems are in place throughout the MWSD to keep parents informed of student progress. Parents and students can gain electronic access to grades on an ongoing basis by obtaining a Sapphire login. Interim reports are distributed at the midpoint of each marking period and quarterly report cards are distributed to students at

the conclusion of each marking period. Grades will appear in percentages on the report card as noted below. No grades over 100% are awarded on report cards.

A: 92 – 100; B: 83-91; C: 74-82; D: 65-73; F: Below 65

Non-Numeric Grade Codes

Code	Purpose	Point Value in Sapphire
EX	The student is excused from the assignment and does not need to make it up.	No point value – it will be ignored for grade calculation and will not raise or lower the student’s grade.
ABS	The student was absent and is excused from the assignment. <i>Note: Most assignments do need made up when a student is absent.</i>	No point value – it will be ignored for grade calculation and will not raise or lower the student’s grade.
IC	The assignment is incomplete but will still be accepted by the teacher for full or partial credit as long as “IC” is posted.	This is assigned a point value of 0 and will negatively impact the student’s grade until it is completed.
0 (zero)	The student did not complete an assignment or answer any item correctly; the student can no longer submit it for a grade	This is assigned a point value of 0 and will negatively impact the student’s grade
I	The marking period grade is incomplete; the incomplete items must be made up by a specific deadline.	No point value assigned – it will not impact GPA calculation

• **Promotion and Retention**

Students will be promoted to the succeeding grade level when:

- the instructional objectives set for the present grade level have been achieved; or
- the social, emotional, and physical maturation necessary for a successful learning experience at the next learning level has been demonstrated; or
- a child study team, after careful and deliberate consideration of all factors relevant to a student's performance, determines that a student's education would best be served by promoting the student to the next grade; or
- the provisions of the IEP (Individualized Education Program) have been met.

8. Technology Use Policy

• **Acceptable Use Policy (AUP)** [reference MWSD Policy 815](#)

The purpose of computer and computer network use, including Internet access, shall be to support education and academic research in and among schools in the Midd-West School District by providing unique resources and the opportunity for collaborative work.

Hardware, software and network installations shall be used to support the District’s curriculum, and to support communications and research for students, teachers, administrators, and support staff.

Failure to follow the procedures and appropriate uses as described in Midd-West School District Policy 815 may result in the loss of network access privileges. Other appropriate disciplinary actions may be taken.

• **1-to-1 Laptop Program**

- A [separate handbook](#) that outlines laptop procedures, policies, and responsibilities is provided digitally for all students and parents on the Midd-West School District Website.
- Laptop Insurance

There are three options available for laptop insurance:

- Option #1: Purchase of a case and insurance (\$40.00). I also understand that the cost of deductible for accidental damage will be reduced to \$25.00 if such damage occurs.

- Option #2: Just Insurance Cost (\$20.00). I have read and understand that by not purchasing a case, I am responsible for a deductible cost of \$50.00 if accidental damage occurs.
- Option #3: I **DO NOT** wish to purchase insurance. I understand that by doing so, I am financially responsible for all repair costs should the computer become damaged. **I understand that my child will not be allowed to take the laptop off school property.**
- Option #4: I have purchased a district case and wish to purchase reduced insurance (\$15.00). I am responsible for a deductible cost of \$25.00 if accidental damage occurs.

- **Internet filtering and monitoring** – [reference MWSD Policy 815](#)

It is the policy of Mid-West School District to: (a) prevent District network access to or transmission of inappropriate material via the Internet, electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of student personal information; (d) provide Internet safety education to students and (e) comply with the Federal Communications Commission’s Children’s Internet Protection Act (CIPA).

Mid-West School District takes reasonable measures to ensure that students do not access material and content that is potentially harmful to minors. As required by CIPA, Mid-West School District utilizes a technology protection measure (“filter”) that blocks access to material that is potentially harmful to minors. The filtering technology blocks Internet content and visual depictions including, but not limited to: pornography, child pornography, sexual acts or conduct and other obscene material that may be deemed harmful to minors.

District administrators, supervisors or other authorized staff may disable technology protection measures for legitimate educational purposes, bona fide research or other lawful purposes. Mid-West School District may override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

Mid-West School District staff monitors student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the District’s instructional program, educational goals and to enforce the Internet Safety Policy and Acceptable Use Policy. Additionally, the District takes reasonable precautions to prevent unauthorized access (“hacking”) to electronic student records and information. These precautions include, but are not limited to: network firewalls, confidential passwords, data encryption, electronic monitoring and physical data security.

Mid-West School District provides instruction to all students on the topics of Internet safety and appropriate online behavior. Internet safety education topics include but are not limited to: online behavior and ethics, social networking safety, chat room safety, electronic bullying awareness and response and other online privacy and security issues.

Mid-West School District’s network and computing systems are for educational use only. The District makes no assurances of any kind, whether expressed or implied, regarding any Internet, network or electronic communication services. Even with the above provisions, Mid-West School District cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate Internet material.

9. Health and Wellness

- **Health Requirements**

The Pennsylvania Department of Health requires the following health examinations:

- Physical Examinations are required for every student in grades K, 6 and 11.
- Dental Examinations are required for every student in grades K, 3 and 7.

Parents may have these examinations completed by their private physician and dentist, or parents may sign a permission form to have the examinations completed by the school physician and dentist free of charge.

- **Medication Guidelines**

The Mid-West School District has a policy concerning the dispensing of medications to students in school. For purpose of this policy, "medication" includes all medicines prescribed by a physician and any over-the-counter patent medicines including supplements and vitamins.

Before ANY medication may be administered to any student during school hours, the following guidelines shall be used:

- The written request of the parent is required to give permission for such administration and relieve the Board and its employees of liability for administration of medication or provision of the treatment.
- The written order of the prescribing physician is required including the name of the student, the name and purpose of the medication/treatment the dosage to be administered, the time at which or special circumstances under which the medication/treatment is to be administered, and the dates when the medication is to be administered.
- For over-the-counter medicines to be administered during school hours, the parent shall provide the name of the student, the name and purpose of the medication, the dosage to be administered, the time at which or special circumstances under which the medication is to be administered and the dates when the medication is to be administered.
- The document shall be kept on file in the office of the school nurse.
- All medications shall be sent to school in the original labeled container. Medications in plastic bags or other non-original containers will not be accepted.
- Inhalers for asthma: Students in Grades K-3 must keep inhalers in the health room. Students in Grades 4-12 may carry inhalers when needed, provided they can administer the inhaler independently. A physician's order must state that the student may carry the inhaler.
- Medication may be retrieved from school at any time; however, the medication will be destroyed if it is not picked up within one week following termination of the medication order or one week beyond the close of school.

Contact the school nurse for a medication authorization form.

- **Illness protocols**

If a student is ill, the student is to receive permission and a pass from the classroom teacher to report to the school nurse. All injuries and accidents should be reported to the nurse within 24 hours of the accident. The nurse or designee will initiate contact with parents/guardians in the event of illness or accident. Students are not permitted to initiate the phone call.

In order to ensure the health and well-being of all students and staff, students who display the symptoms noted below should not be sent to school:

- Fever of 100.0° F or greater (student must be fever free without medication for 24 hours before returning to school)
- Vomiting or diarrhea in the past 12 hours
- Pink Eye (Conjunctivitis): The “whites” of either eye are pink and/or red, and are accompanied by discharge and/or matting. We recommend that your family doctor evaluate your child. If your doctor confirms it is pinkeye, and antibiotic eye drops are prescribed, your child needs to have been treated for 24 hours before returning to school. If the doctor does not feel it is pinkeye, the student may return to school with a note from the doctor indicating so.
- Severe sore throat, excessive cough or cough that produces phlegm, severe headache, earache, or stomachache or ANY other illness when the child is not able to eat/drink/sleep or otherwise function normally without pain/discomfort
- Injuries or surgical procedures that require narcotic medication to relieve pain

Call a physician or the school nurse if there is a question whether a student needs medical attention or may attend school with an illness or injury.

- **First Aid**

Nursing care is available for emergency first aid, illness, managing chronic health conditions and medical situations. In case a student becomes ill in school or any other emergency occurs which would require the child to be returned to the home, the parent will be contacted promptly. Each parent should carefully complete the “Authorization for First Aid Emergency Care” form provided by the school, including the phone number of a relative or friend who can be contacted in case the school is unable to contact the parent.

In case of accidents while at school, school health personnel will give the child the necessary first aid. In cases requiring more than first aid treatment, the parent will be called to take the child to his/her family doctor. If the school is unable to contact the parents, the alternate emergency contact will be notified. The school nurse and/or other school personnel will take a child to the doctor/hospital only in cases of serious emergency when the school is unable to contact anyone at home.

- **Screenings**

Health screenings are performed yearly on all students per state regulations. These screenings, which are conducted by the certified school nurse, include the following:

- Vision Screenings are performed every year for each student.
- Hearing Screenings are performed every year for students in kindergarten through grade three.
- Height and Weight measurements are completed every year for each student.
- Scoliosis Screenings (curvature of the spine) are performed every year for students in grade six.

A student may be tested at any time during the school year if the nurse, parent/guardian, or teacher has concerns.

Parents/guardians will be notified if any health problems are found; physician follow-up documentation about any referrals should be sent to the school nurse's office ASAP.

- **Physical Education Excuses**

A doctor's excuse must be submitted if a student should be excused from PE class due to medical reasons. If the student may participate in PE class on a limited basis, the doctor should make explicit what the student is able to do. Once the student has been fully cleared to participate in PE class, a doctor's excuse must be submitted as well.

10. Transportation

- **Bus Routes and Stops**

Bus routes and stops are assigned to students at the beginning of the school year or when a child enrolls in school. Children using school bus transportation are required to get on and off at the assigned stops. The school buses may stop at scheduled bus stops only. Every child will have only one stop in the morning and one stop in the afternoon. The morning stop may be a different address than the afternoon stop. Only in situations of an emergency will temporary bus passes be considered (example - a parent was rushed to the hospital so the child needs to go to a grandparents). We will not be issuing temporary additions to the roster for "Johnny to ride home with Stevie because of a game, or Mary to sleep-over at Susie's, or for Jane and Joe to roller-skate together, etc." To sum it up: One stop – AM One stop – PM. Emergencies only will be considered.

- **School Bus Safety**

Riding the school bus to and from school is a privilege only as long as students demonstrate the type of conduct that is acceptable to the bus driver and conducive to the safety and welfare of all students.

The bus driver is in charge of the bus including all the occupants. It is his or her responsibility to have the students arrive at the school and returned to their homes safely.

Any student who does not demonstrate proper conduct while riding in the bus may be suspended from riding the bus. This, however, does not mean that the student is suspended from school. Transportation then becomes the responsibility of the parent, or guardian of the student to see that he or she is provided transportation to and from school during this time.

General Rules and Regulations for Governing and Assessing Student Behavior on the Bus

- Students shall board the bus in a calm and quiet manner and proceed to an empty or assigned seat.
- Students shall disembark in an orderly manner. Children shall not run on the bus or push other passengers while boarding or disembarking.
- Any student living on the opposite side of the street shall cross in front of the bus while traffic is stopped.
- Students shall refrain from holding a seat for another person.
- Students shall refrain from opening and closing windows.
- Students shall refrain from placing any part of the body or personal belongings outside the window.
- Students shall keep belongings in their possession at all times.

- Students shall cooperate with the driver in providing any and all information necessary to enforce the rules for safety.
- Students shall refrain from talking with the bus driver except when spoken to or when an emergency arises.
- Students shall observe all rules of safety while waiting for the bus.
- Students shall act with courtesy and respect toward private and public property and shall expect to be held accountable for committing an act of vandalism.
- Bus drivers will be instructed not to wait for a child who is not in sight.
- While on the bus, students shall obey all rules and regulations normally associated with proper classroom behavior. This includes refraining from fighting, excessive noise, throwing of materials, use of profanity, use of tobacco and other controlled substances, vandalism of any kind, discourteous or disrespectful behavior, and possession of weapons including pocketknives.
- Students shall not chew gum on the bus.
- Students shall remain seated at all times while the bus is in motion and shall not move from seat to seat.

Student transportation is an important part of the school's overall operation. The ultimate responsibility for student behavior on buses belongs to the school principal who must follow reasonable regulations for bus conduct. The responsibility for the safety of the bus and discipline on the bus resides primarily with the driver. It is important that the driver stay in close contact with the principal concerning situations that occur on the bus. With cooperation and mutual understanding of the rules and regulations governing behavior on the bus, the District will be able to provide safe transportation of students.

The bus driver has the option of deciding if an incident of misconduct merits a written report to the principal. If the report of misconduct on the bus is of extremely serious nature, the principal may suspend the student's bus riding privileges. To expedite the action, the parents of the student will be notified by phone immediately and advised of the fact that: 1) suspension of bus privileges is taking place, 2) the length of time of the suspension, and 3) the dates on which the suspension will take effect and end.

If the misconduct is not of a severe nature, yet the driver feels it is necessary to report the incident, the principal or his/her designee will proceed as indicated below. A list of all reported incidents of misconduct on a bus by a student will be kept in the principal's files.

The building principal or his/her designee will always attempt to cooperate with the driver(s) and the transportation contractor.

○ *First Offense*

Upon receipt from a bus driver of a report indicating misbehavior on the part of a student, the principal or his/her designee will speak with the individual so reported in order to determine the extent of the misbehavior, as well as the degree of discipline required.

In all cases where the driver's report is substantiated, the principal or his/her designee shall notify the parents of the student as to the misconduct and any disciplinary action being contemplated. This notification will inform the parents/guardians that repeated misbehavior by the student may result in the student being denied the privilege of riding the bus for an indefinite period of time.

○ *Second Offense*

Upon the report of a student's second offense of misbehavior on a bus, the parents/guardians will again be notified concerning the bus driver's report. The parents/guardians will also be informed of any discipline measures being taken by the school. As a general rule, if bus privileges are revoked at this time, such privileges will be revoked for a period of time not to exceed four (4) school days.

○ *Third Offense*

Upon receipt of the student's third report of bus misbehavior, the principal may suspend the bus privileges of the student. If a suspension occurs, the student's parents/guardians will be notified concerning the principal's decision, the reason for the decision, and the length of time involved with the suspension.

During that period of time in which a student is suspended from riding the bus, transportation to and from school becomes the responsibility of the parents/guardians of the student. As a general rule, if bus privileges are revoked at this time, such privileges will be revoked for a period of time not to exceed five (5) school days.

○ *Fourth Offense*

Upon receipt of the student's fourth written report of bus misbehavior, the principal may suspend the bus privileges of the student. The parents/guardians of the student will be notified of the particulars concerning the report and the suspension. Such suspension of bus privileges will be for a minimum of five (5) school days and a maximum of thirty (30).

- *Repeated Violations*

Repeated violations may result in more serious disciplinary measures being taken against the student. Such measures may include suspension of bus privileges for longer periods of time, permanent suspension of bus privilege for the remainder of the school year, suspension from school, or referral of the student to the Superintendent and Board of School Directors for consideration of disciplinary action.

- *Incidents of Severe Nature*

Incidents of a severe nature shall be reported immediately to the Superintendent. An incident may be judged by the principal and the Superintendent to be so severe as to warrant extreme disciplinary measures. The principal, in consultation with the Superintendent, shall have the authority to suspend bus privileges at any time.

- *Video/Audio on Buses* - [reference MWSD Policy 810.3](#)

The use of video/audio recording is intended to assist administrators and drivers in observing behavior and preventing violations of bus riding rules. Videos/audios may be used by principals to support documented behavior problems and unsafe conditions. Parents may request viewing of a video/audiotape by completing the Request to View Video/Audio form. This form is available at the school and should be received by the principal within three (3) days of the incident. Parents may only view the portion of the tape that documents the alleged misbehavior of their child on the bus.

- **Drop-off/Pick-up Procedures**

Parents who drive their children to school must follow the designated route for dropping off and picking up students as outlined in the building specific portion of the handbook. Parents who transport their children to school are encouraged to take into consideration heavy work and school traffic in the morning to ensure that students arrive at school on time.

Traffic congestion occurs at school start and dismissal times. Extra caution must be taken by all parties when in the general vicinity of the school building and parking lots. Please watch out for others as well as yourself!

- **Transportation Incident Reporting**

When parents and/or community members become aware of or concerned about transportation problems, they are encouraged to file a written Transportation Incident Report. These Transportation Incident Reports are available in all building offices and on the Midd-West School District website. These forms should be submitted to the building principal of the school in which the student(s) attend or to the Midd-West School District Business Office.

- **Transportation Issues (Other than Bus Misconduct)**

The use of bicycles and motor vehicles for travel to and from school is a privilege extended to students for which students must assume full responsibility. The school district will not be responsible for bicycles or motor vehicles, which are lost, stolen or damaged. Students are expected to adhere to the following guidelines:

- No car may be moved during school hours. The only exception will be permission given by the Administration or designee
- There shall be no loitering in the cars by students before or during school hours
- Students shall drive in a manner that is appropriate and shall always respect the rights and safety of others
Upon recommendation of any school employee, the building administrator may withdraw the parking privileges of any student
- All rules of the Pennsylvania Vehicle Code will be enforced while cars are on school property
- Mini-bikes or other unlicensed motor vehicles may not be used for travel to and from school
- Students must park in their assigned spot only; students may not park in areas designated for handicapped or in any other areas restricted by the Administration
- Administration may limit student parking
- A numbered parking tag must be displayed on the rear-view mirror
- After a warning, violators are subject to having their vehicle towed at their expense

11. Parent and Family Engagement

- **Parent-Teacher Conferences**

Conferences between parents and teachers are encouraged. The school or parents may request such conferences. If parents have a concern or desire information, they are encouraged to call the school to set up a time to discuss this concern. The elementary schools have one full day and two evenings planned for parent-teacher conferences. At the end of the first marking period, a conference will be scheduled for every parent to pick up his/her child's report card.

At the end of the third marking period, conferences will be scheduled for selected students. These conferences are by appointment and will be scheduled through the teacher on October 28th, 29th, 30th and February 12th.

- **Parent/Family Involvement** – [reference MWSD Policy 917](#)

The Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. The District is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.

Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.

The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.

Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.

The parental and family involvement program may include the following:

- Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles.
- Promotion of clear two-way communication between the school and the family about school programs and student progress.
- Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.

- **Communication Methods**

- Thrillshare

District-wide alerts are sent out via Thrillshare. You may receive text messages and/or voice calls with important school-wide or district-wide reports. If you are not receiving automated calls/texts, please contact Beth Nornhold at 570-837-0046 Ext. 2550 or via email at bnornhold@mwsd.cc

- Classrooms (Rooms) App

The Classrooms (Rooms) App is a two-way communication and messaging tool that integrates directly with the Mid-West School District app, providing a single platform for all communications. Parents, students, and staff (teachers, administrators, coaches, etc.) are able to share class assignments, messages, dining options, sports schedules, extracurricular club information, and much more.

Each year you will be given a magic code to connect you with your child's teacher(s) for the year. Your child's teacher can give you the Magic Code for your child. Please contact them to receive the code.

- Email

All teacher and staff email addresses are available on the MWSD website. Please allow for 24 – 48 hours for email responses.

- Phone Calls

Telephone calls to the school to talk to your child will be handled by the school secretary and/or principal. You will not be able to talk to your child unless it is an emergency. The secretary or principal will take your message and deliver the message to your child/ren. Your child/ren will not be able to return a telephone call to you, unless it is an extreme emergency. All phone calls must go through the main office. Please do not call a classroom directly.

- School District Webpage

The school district web page is www.mwsd.cc. This page will list current events and what is happening in the District.

12. Student Information

- **Sapphire**

Individual progress for students will be tracked by our Sapphire Learning Management System. Parents may have access to their child's grades and other information by registering for the Parent Portal.

- *Community Portal:*
 - The Community Portal is one of the most reliable ways to communicate important information to parents and community members.

- **Change of Contact Information**

Families of children attending the school should notify the school office when they change:

- Residence or mailing address
- Telephone numbers (home or emergency)
- Other pertinent information affecting communication with the school
- A change in guardianship of a school-aged child is important information that should be brought to the attention of the teacher and the school office. If there is a court order limiting or restricting the non-custodial parent's contact with the child, the Court Order should be brought to the school. A copy will be made for the student record. Without a Court Order, either natural parent has equal access to the child.

- **Parent/Student Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations

- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA- LEARN (1-800-872-5327)

- **Access to student records**

The school district is required by law to keep records of all students receiving special education and early intervention services. Included in those records are:

- date of birth, address, telephone number, and other general information
- achievement test results
- psychological test results
- teacher progress reports
- comprehensive evaluation reports
- routine medical records

Only school personnel are permitted to see a child’s file. Anyone else must have written approval of the parent to see the file or to receive copies of information in the file. Parents can review the child’s file and challenge the validity of any record or report or challenge the maintenance of the information on file. All records are reviewed every summer by school personnel. Any files deemed as no longer needed to plan the child’s educational program are destroyed. However, parents are notified first and permitted to review or copy this information. Federal regulations give both natural parents access to their child’s records unless there is a court order, state statute, or legally binding document prohibiting access.

13. Emergency Procedures

- **Emergency and Inclement Weather Procedures**

During each school year there may be occasions requiring delay in the opening of schools or early dismissals or closing of the schools due to emergencies or inclement weather. When it becomes necessary to change the normal school operations, every attempt will be made to promptly inform students and parents through the automated system, ThrillShare Alerts. Public notification will also be made using the radio and television stations listed below.

Midd-West School District Website.... www.mwsd.cc	
WNEP – TV	Channel 16
WYOU – TV	Channel 22
WBRE – TV	Channel 28
WQKX/WKOK	94.1 FM/1070 AM
WRBG	B-98 FM
WLZE (WHEELS)	106.1 FM

Please discuss with your child(ren) the proper procedures to follow in case of a school closing, late starts, or early dismissals. Students, particularly younger students, should know what they are to do and where they are going in case of an early dismissal from school.

The following definitions are important when listening for information about the operation of the school:

- *Two Hour Delay*

All schools in the District will open two (2) hours later than their normal schedule. Buses will operate two (2) hours later than the normal AM schedule. Parents should listen for further broadcasts to determine if later weather conditions make it necessary to close school. Breakfast will be served.

- *Schools Closed*
All schools in the District and the Administrative Offices will close for the day.
- *Early Dismissal*
All schools in the District will dismiss earlier than their normal schedule. The dismissal time will be announced by an automated phone call, tv, radio and will be posted on the District website.
- *School District Webpage*
The school district web page is www.mwsd.cc. This page will list current events and what is happening in the District.
- *ThrillShare Alerts*
To enroll in THRILLSHARE ALERTS or to update your information, please contact Beth Nornhold at 570-837-0046 Ext. 2550 or via email at bnornhold@mwsd.cc

- **Fire, Weather Emergency, and Lock-down Drills**

Evacuation and building lock-down procedures are in place if fire or weather emergencies necessitate building evacuation or unsafe conditions warrant a building lock-down. Drills are conducted several times throughout the school year to ensure that personnel and students are familiar with the designated route and routine for safe building evacuation or secure placement within the building. At the sound of the alarm or announcement, students are expected to quickly, calmly, and quietly follow the directives of the adult supervisor to ensure the safety of everyone.

14. Food Services

- **Meal Pricing 2025-2026**

Breakfast: \$1.50

Elementary Lunch: \$2.50

Middle School Lunch: \$2.60

High School Lunch: \$ 2.70

Milk \$.50

Children are permitted to bring a packed lunch if they wish. However, milk purchased with a packed lunch requires the student to have funds in their account.

- **Community Eligibility Provision (CEP)**

Midd-West continues to implement the CEP program within our district. This program is available to schools that are participating in the National School Lunch and School Breakfast Programs. All enrolled students of the Midd-West School District are eligible to receive a nutritional breakfast and lunch each school day at no charge to your household. This program currently takes the place of the free and reduced application process. Please note that students must have funds in their accounts to purchase any extras such as seconds, a la carte items, or snacks. Students must also have funds when purchasing milk without the additional components that meet the reimbursable meal requirements.

- **Lunch Accounts and Funds**

Students may pay cash or use their student account. The district's computerized debit system allows payment in advance for meals, snacks, or second servings. This Point-of-Sales system is designed to prevent fraudulent use of a student's account. A digital image of your child will appear on the monitor for the cashier to view each time the child accesses his or her account, helping the cashier determine that the correct account is being used.

Funds may be added by sending cash or a check with your student. Checks should be made payable to "Midd-West School District Cafeteria Account." For elementary students, place the funds in an envelope labeled with your child's name and student ID. If you are adding funds for multiple students, it must be clearly documented how much money is to be designated for each student's account. If you do not specify, the deposited amount will be divided equally between the students' accounts. Funds may be given to the cafeteria, the office, or the homeroom teacher depending

on your child's specific building process. There is no limit to the amount of money a student may have in their account.

Funds may also be added and managed online via My School Bucks. Setting up an online account will allow you to receive notifications on account balances and view student purchases. You will also be able to make online payments via credit/debit card for a small surcharge. Visit myschoolbucks.com to start the process of setting up your child's account.

[Please refer to Policy 808.1](#), FOOD PURCHASES. This policy addresses the procedures for notification and action for insufficient funds in a student's cafeteria account. Reports will be generated, and letters will be sent to notify parents when a student's meal account becomes overdrawn. Overdrawn accounts are still required to be paid, regardless of meal eligibility. If an error is made on the student's account, considerations will be made to remove the obligation. If a large negative balance exists, payment plans are available on an individual basis. Accounts that remain overdrawn may be subject to other methods of obligation.

Students will not be permitted to make purchases of additional food items once their account has a negative balance. However, a meal that meets nutritional guidelines must be provided to all students regardless of the funds available.

- **Existing Funds After Graduation/Withdrawing**

Funds remaining in a student's account upon graduation or withdrawing from the Mid-West School District must be zeroed out by the end of the current school year. The refund will automatically be made payable to the primary contact for the student and sent to the primary address unless one of the following special requests have been made. These requests must be made by a parent or guardian and must happen within a week of the date of withdrawal or graduation.

- Request that the refund is made payable and sent to someone other than the primary contact.
- Request to have the remaining funds transferred to a sibling, another student, or be transferred into other students' accounts that have negative balances.

- **Wellness Policy - [reference MWSO Policy 246](#)**

Mid-West 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.

15. Student Support Services

- **Guidance**

The basic goal of the guidance department is to assist the individual student to achieve up to the level of one's capacity and to become a well-balanced and increasingly mature person in all the varied and inter-related aspects of student life. Guidance services are available to all students, parents, alumni, and teachers. The guidance department offers the following services:

- Student records are maintained on each student to bring together all the biographical, health, scholastic, attendance, personality, student activity, vocational and test information
- Individual counseling service is available to all students
- Testing is another tool of guidance. Measurement of intelligence, aptitudes, interests, achievement, and personality traits provides a more complete picture of the student
- Educational, vocational, and occupational information is provided to help the student explore the world of work
- School counselors are available for consultation with parents as well as students

- Referrals are made when advisable to a school nurse, a speech therapist, a physician, a social worker, a clergyman, a psychologist, or a psychiatrist

Students are always welcome at the guidance office. Parents are encouraged to visit the office to discuss problems of mutual interest. Evening appointments may be arranged when daytime arrangements are impossible to accommodate.

Information shared with the school counselor will be kept in strict confidence unless a student reports that they are being abused/neglected or are threatening to hurt themselves or another person.

Counselors and teachers are mandated reporters and are legally bound to report the above activities to the proper agencies.

Students are encouraged to make appointments with the counselors and obtain a guidance pass, which shall be presented to the classroom teacher before the student will be permitted to go to the guidance office. When possible, appointments will be scheduled during a study hall. If this is not possible, the student will be responsible for all work missed during a class period.

- **English Language Learners**

The Midd-West School District's ELD program aims to support English Learners (EL) in accessing the curriculum and meeting state content standards while they learn English.

- *Individualized Support for English Learners*

To achieve these goals, each EL will receive ELD services tailored to their unique needs. These needs vary based on factors such as their English language proficiency level, which is assessed using the WIDA screener; literacy and proficiency in their first language; and their previous academic strengths and experiences. Generally, students with lower English proficiency levels require and receive more support than those with higher proficiency.

- *Instructional Approaches*

Entering and Emerging students receive daily pull-out ELD instruction alongside content-based, English-only instruction. Developing and Expanding students may receive daily support or less frequent assistance, depending on their individual needs. Bridging and Reaching students are monitored for up to four years after meeting the exit criteria established by the PA Department of Education.

- *Monitoring Student Progress*

All EL students are systematically assessed using multiple measures. Progress is tracked through an ESL report card system, completed at the end of each marking period by both classroom/subject teachers and ESL teachers. Grades are monitored to ensure that assessments, assignments, and classroom work are conducive to student success.

Active ELs take the WIDA ACCESS 2.0 test, as required by PA, to assess their English fluency, along with mandatory state assessments. Additionally, the district conducts local assessments and grade-specific benchmarking to monitor progress.

- *Reclassification Criteria*

Reclassification of current ELs to former EL status occurs annually between June and September. The criteria for exiting ELD include:

- For kindergarten students: an overall composite proficiency level score of 5.0 on the ACCESS for ELs Kindergarten assessment.
- For students in grades 1-12: an overall composite proficiency level score of 5.0 on the ACCESS 2.0 Grades 1-12 assessment.

Additional Exit Criteria

- A recommendation from an ESL teacher who has taught the student during the school year, or
- Recommendations from at least two core content area teachers who have taught the student that year and understand the WIDA performance definitions and ELD standards, or
- A writing sample that shows proficiency at the Expanding level and speaking at the Bridging level, assessed using the WIDA rubrics by an ESL teacher.

Once students achieve sufficient English proficiency to exit the ELD program, they are monitored for up to four years through the PDE post-exit monitoring system. This monitoring includes teacher observations, classroom assessments, report cards, and standardized assessments, as required by the PA Department of Education.

- **Student Assistance Program (SAP)**

The SAP Team is a Student Assistance Program consisting of people who have been trained through a state endorsed program of drug, alcohol, and suicide prevention. This committee works in cooperation with MH and D&A agencies (Mental Health, Drug & Alcohol) in assisting students experiencing school related problems in these areas. SAP is an identification team, an intervention team, and a referral team. SAP is not a counseling team, a treatment team, or a discipline team. Students may refer themselves or other students for help or assistance.

- **Gifted Education**

The Midd-West School District offers specialized programs for students identified as gifted. Giftedness is characterized by exceptional and creative abilities that require tailored support beyond the standard curriculum. Parents who suspect their child may benefit from gifted testing or services should reach out to their child's teacher, guidance counselor, or building principal promptly. These educators can provide information on gifted education programs and testing procedures or direct you to the appropriate regional or state resources for further assistance.

- **504**

If a student has a disability that is shown to substantially limit his or her educational performance, the student may qualify for services under Section 504.

A child with a disability is one who has a physical or mental impairment that substantially limits major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Accommodation often refers to building accessibility, classroom adjustments and curriculum modifications and may be updated or revised as the need changes.

34 CFR § 104.3 (j) defines a handicapped person with rights under the Rehabilitation Act as any person who:

- Has a physical or mental impairment which substantially limits one or more major life activities,
- Has a record of such an impairment, or
- Is regarded as having such an impairment.

If you need more information or feel that your child needs services through a 504 plan, please contact your child's principal and/or their guidance counselor.

- **Special Education Services**

The Midd-West School District has developed policies in accord with the federal and state regulations, and guidelines to ensure the provision of a free appropriate public education to all school-aged children, including those with disabilities.

Description of Special Education Programs in The Midd-West School District provides appropriate special education programs and related service, and early intervention programs that are:

- provided at no cost to parents
- provided under the authority of a school entity, directly, by referral or by contact
- individualized to meet the educational or early intervention needs of the child
- "Reasonably calculated to yield meaningful educational or early education benefit and progress"
- designed to conform to an Individual Education Program (IEP)

Special education is designed to meet the needs of each exceptional student, including "specifically designed instruction conducted in the classroom, home, community settings, hospitals, institutions or other settings. Instruction also is provided in skill areas such as physical education, speech and vocational education."

Early intervention programs are "appropriate programs of educational development, specially designed to meet the needs of eligible young children with need in any of the following developmental areas: physical, sensory, cognitive, language and speech, social/emotional and self-help.

Related services available to students include transportation and developmental, corrective and other supportive services that help an exceptional student benefit from special education. Examples include speech pathology and

audiology, psychological services, physical and occupational therapy, social work services, school health services, early identification and assessment, medical services for diagnosis or evaluation, parent counseling and education, recreation, counseling services, rehabilitation counseling services and assistive technology services.

Special education services are available to children who have one or more of the following physical or mental disabilities and who have been determined by an IEP team, based upon recommendation in a multi-disciplinary evaluation, to need special education.

- Identifying and Screening Children Needing Services

The Mid-West School District has procedures to identify children needing special education. Screening of children is conducted for hearing, vision, motor skills, and speech and language. Contact the school district office, listed at the end of this page for times and locations of screenings.

- Referral of Children for Screening and Evaluation

If a disability is suspected, teachers, other school personnel, or parents may refer a child for an evaluation. Parents suspecting that a child may have a disability and needs special education or early intervention services can request a screening or an evaluation by contacting the superintendent's office. Before evaluation, parents are told the following information:

- who referred the child for evaluation
- why the child was referred for evaluation
- how to review the child's school records
- what procedures and types of evaluation will be used
- that parent involvement in any testing procedure is encouraged
- the schedule for the evaluation process
- the right of the parent regarding consent for evaluation

- Evaluation of Children

Evaluations are conducted by a "multi-disciplinary team" to determine such things as the child's learning ability, behavior patterns, physical abilities and communication skills. The team is comprised of the parents, a teacher, school principal, and may include a special education teacher and supervisor, speech therapist, counselor, school psychologist, and other staff as necessary. Methods used in the evaluation include observation, review of records, and group and individual testing; information is gathered from school personnel, medical personnel, and parents.

Results of the evaluation are reviewed by the team to determine if special education services are needed. If special education placement is recommended, parents are part of the team that develops an Individual Education Program (IEP) for the child.

No evaluation may be conducted without written parental permission. Parents who do not consent to an evaluation may be asked to attend a conference with a teacher, principal, psychologist, and possibly other special education staff.

- Student Records and Confidentiality

The school district is required by law to keep records of all students receiving special education and early intervention services. Included in those records are:

- date of birth, address, telephone number, and other general information
- achievement test results
- psychological test results
- teacher progress reports
- comprehensive evaluation reports
- routine medical records

As a child is re-evaluated every two years, information is added to his or her file. The school district has developed policies to ensure that all records are confidential. Only school personnel are permitted to see a child's file. Anyone else must have written approval of the parent to see the file or to receive copies of information in the file.

Parents can review the child's file and challenge the validity of any record or report or challenge the maintenance of the information on file. All records are reviewed every summer by school personnel, and any file no longer needed to

plan the child's education program is destroyed. However, parents are notified first and permitted to review or copy this information. Federal regulations give both natural parents access to their child's records unless there is a court order, state statute, or legally binding document prohibiting access.

More information about Special Education programs is available from all school districts upon request. Anyone interested should contact the principal of the child's school or the school district superintendent's office.

16. Bullying, Harassment, and Safety

- **Bullying** - [reference MWSD Policy 218.3](#)

The term bullying can be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups, in person or through various means of communication, including electronic devices. Bullying is deliberate, hurtful behavior, repeated over a period of time, and it is difficult for those being bullied to defend themselves. Bullying involves someone mentally, physically, or socially stronger taking advantage of someone with less power.

Bullying may have the effect of doing any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

Bullying takes on many forms and can include many behaviors. A person can be guilty of bullying if he/she:

- Systematically and chronically inflicts physical, psychological and/or emotional distress on one or more students
- Uses an imbalance of physical or psychological power, with the bully being stronger or perceived to be stronger than the victim
- Uses direct behaviors such as teasing, hitting, threatening, or restraining another
- Uses indirect behaviors such as intentional exclusion from a group or starting rumors

Any reports of bullying will be investigated, and any individual found to have engaged in a bullying activity on school property, on school transportation, at a school-sponsored activity, or via the District's technology network will be subject to appropriate consequence(s).

School district administrators shall be responsible for promptly investigating any reports of bullying and administering appropriate consequences to any student in violation of this policy.

- **Harassment**- [reference MWSD Policy 103](#)

The Board 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.

Harassment is defined as the verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion where such conduct is sufficiently severe, persistent, or pervasive that it affects an individual's ability to benefit from an educational program or creates an intimidating, threatening or abusive educational environment. Sexual harassment consists of unwelcome advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when submission to such conduct is used as a term or condition of academic status; is used as the basis for academic or work decisions; or deprives or interferes with the student's educational rights.

For additional information regarding unlawful harassment, refer to Midd-West School District Policy 103.

- **Hazing** – [reference MWSD Policy 247](#)

Students are prohibited from engaging in or participating in any act of hazing directed at any other student. Hazing is defined as “to irritate, to annoy, to oppress, punish or harass by forcing to do hard and unnecessary work; to initiate or discipline by means of horse play, practical jokes and tricks, often in the nature of humiliation or painful ordeals.”

This policy is in effect in all District buildings, on any school property, in District/contracted vehicles, and in relation to any school-sponsored student activity.

Students engaging in hazing will face disciplinary action which could result in suspension from the activity, suspension from school, or expulsion from school in severe instances.

- **Safe2Say Something** – [reference MWSD Policy 253](#)

The Safe2Say Something program is a youth violence prevention initiative run by the Pennsylvania Office of the Attorney General in partnership with Sandy Hook Promise. It allows students and community members to anonymously report safety concerns in schools before someone gets hurt.

Students are often the first to see warning signs in their peers—whether it’s bullying, threats of violence, signs of depression, harassment, drug use, or talk of self-harm. Many times, these warning signs are not reported because students are afraid to speak up or don’t know how. Safe2Say Something empowers students to share concerns anonymously and safely, helping prevent potential tragedies.

Submit a Tip: You can report a concern 24/7 through the following:

Online: www.safe2saypa.org

App: Safe2Say Something (available for free on iOS and Android)

Phone: 1-844-SAF2SAY (1-844-723-2729)

Trained crisis center analysts receive and review the tip. They gather additional information as needed and determine the level of threat or concern. The tip is sent to school officials and, if necessary, local law enforcement for immediate action and follow-up. The school works in coordination with appropriate staff (counselors, administrators, mental health professionals) to investigate and provide support to the student(s) involved.

- **Search and Seizure** – [reference MWSD Policy 226](#)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students, student lockers or student automobiles. Provided that the school authority has reasonable suspicion to believe that students are in possession of any illegal, unauthorized, or contraband materials, searches may be conducted by the Administration and may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population. School personnel may seize any illegal, unauthorized, or contraband materials that are discovered in the search.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

17. Discipline - [reference MWSD Policy 218](#)

- **Possible Code of Conduct Violations**

- Leaving the Building or School Property Without Authorization

No students may leave the school building or District property without administrative approval. Students must sign in and out upon entering or leaving school during school hours. If a student leaves the building or District property without administrative approval, he/she may face disciplinary action.

- *Public Display of Affection (PDA)*

No public display of affection will be permitted on school property—to include holding hands, hugging, placing of arms around shoulders, and kissing. Students found in violation will be given a warning and if violations continue, more severe consequences will result.

- *Tardy to School*

In addition of the accumulated unlawful absence, students who arrive at school after the official start time (8:00 am) may be assigned a consequence in accordance with the schedule below:

- Warning for first offense and review of future consequences
- Extra-curricular activity restrictions or exclusions
- Consideration of loss of driving privileges for subsequent offenses (if applicable)

- *Vandalism of Other Student or School Property*

The school district is the caretaker and overseer of the school building and grounds, which are in turn, owned by the community of taxpayers. It takes everyone—District personnel, students, and community members to care for and maintain District facilities. It is expected that students will show respect for the building, its contents, and grounds. Anyone found deliberately defacing, destroying, or removing school property will face consequences relative to the seriousness of the offense.

- **Alcohol, Drugs, and Controlled Substances** - [reference MWSD Policy 227](#)

Alcohol, drugs, presumptive drugs (look-alikes - means any substance prepared in a form such as a bolus, capsule, pill, powder, salt, suppository, or tablet or contained in a receptacle such as ampoule, bag, bottle, jar, syringe, tube, or vaporizer, that is likely to lead an ordinary person to believe that the substance is alcohol, or a controlled substance) and controlled substances are recognized as a danger to an individual student and all students in the student body. As such, students must be aware of these dangers and recognize that the schools must be free of such substances.

Students will be made aware of the dangers of the misuse and abuse of alcohol, drugs, presumptive drugs and controlled substances through programs provided by the school district. Such awareness education may include, but is not limited to, health education classes, group guidance classes, and science classes.

Any student who distributes, gives, possesses, sells, or uses any alcohol, drugs, presumptive drugs (look-alikes), drug paraphernalia or controlled substances on school property, on a vehicle owned or operated under contract for the school district, at any school-sponsored event, shall be referred immediately to the building administrator. The building administrator shall investigate the circumstances and provide the student an informal hearing. Should the investigation and hearing produce evidence of the distribution, giving, possessing, selling, or using alcohol, drugs, presumptive drugs, drug paraphernalia or controlled substances, the building administrator shall suspend the student from school and make immediate referral to the SAP team. The building administrator shall inform the Superintendent of the matter as soon as possible. The Superintendent shall conduct an administrative hearing as provided in Policy Guide 233. If sufficient evidence is presented at the administrative hearing, the Superintendent shall suspend the student from school pending a hearing before the Board of School Directors. If the evidence presented is insufficient to warrant further suspension, the Superintendent shall reinstate the student. If the student is reinstated, the student must follow the recommendation of the SAP team. Student's failure to comply with the SAP team will result in further administrative action.

At a hearing before the Board of School Directors, the student may be expelled from school pursuant to Policy Guide 233, assigned to an alternative learning program, disciplined in some other manner deemed appropriate by the Board of School Directors, or reinstated to school.

At his/her discretion, the building administrator may refer the matter to the proper law enforcement agency, depending on the circumstances of the situation. Such referral shall not prohibit the school district from imposing school sanctioned consequences on the student.

- **Terroristic Threats-** [reference MWSD Policy 218.2](#)

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member, community member, or school building. Terroristic threat is defined as “a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.” Students who commit terroristic acts will face suspension and/or expulsion, as well as being referred to law enforcement officials for further legal disposition.

- **Tobacco/Nicotine Products and Vaping Devices** – [reference MWSD Policy 222](#)

The possession of or use of tobacco/nicotine products, vaping devices, and presumptive products/devices (look-alikes) by students is prohibited in the school buildings, on school property during regular school hours, at all school-sponsored activities, and on school buses or any other school vehicles. Students found in possession of any tobacco/nicotine products or vaping/smoking paraphernalia shall have those items confiscated by any member of the school staff. Such items shall be turned over to the building administrator.

Students found possessing or using tobacco/nicotine products or vaping devices or loitering in an area where these items have been used shall be referred to the building administrator for discipline. Direct observation of the use of tobacco/nicotine products or vaping devices is not required for a staff member to make such a referral.

Any student who commits an offense under these guidelines shall be subject to prosecution initiated by the school district and shall, upon conviction by the District Magistrate, be sentenced to pay a fine and other costs imposed by the District Magistrate.

A student who commits an offense under these guidelines is subject to a summary offense. A summary offense shall not be a criminal offense of record, shall not be reportable as a criminal offense of record, shall not be

reportable as a criminal act and shall not be placed on the criminal record of the offending student if any such record exists.

The following consequences shall also be imposed for such offenses:

- 1st Offense—Confiscate materials, one (1) day of ISS, Smokeless Saturday Program (or citation), loss of privilege to attend the next school dance
- 2nd Offense—Confiscate materials, three (3) days of OSS, citation, loss of privilege to attend all dances for the remainder of the school year
- 3rd Offense—Confiscate materials, five (5) days OSS, citation, Administrative hearing for possible change in placement
- Subsequent Offenses— Confiscate materials, up to ten (10) days of OSS levied at the discretion of the administrator, citation, Administrative hearing for possible change in placement and/or referral to the Board of School Directors to determine if the student shall remain in school.

- **Weapons Violation-** [reference MWSD Policy 218.1](#)

It is most important that students be provided with a safe school environment in which to learn. Possession of weapons by students in the school environment is a threat to the safety of students and staff and is prohibited by federal and state laws and by school policy.

The term "weapons" includes but is not limited to any knife, cutting instrument, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement used willfully to inflict serious bodily injury.

A student is in possession of a weapon when the weapon is found:

- on the person of the student.
- in the student's locker.
- under the student's control while on school property, on property being used by the school.
- any school function or activity, including any school event held away from the school.
- while the student is on school transportation.

The discovery of any weapon prohibited by the weapons possession policy shall be reported to the student's parents and local law enforcement officials.

The school district shall expel for a period of not less than one (1) year any student who violates the policy on weapons possession. Such expulsion shall be given in conformance with formal due-process proceedings required by law. The District Superintendent may, however, recommend discipline short of expulsion on a case-by-case basis. All incidents relating to expulsions for possession of a weapon shall be reported to the PA Department of Education.

Acts of violence by students in any school building, on school property, or at any school-sponsored activity shall also be reported to the Office of Safe Schools. A reportable act of violence is any deliberate act, serving no legitimate purpose, which causes injury, or which could be expected to cause injury to another person.

- **Consequences**

- *Detention*
Detention may be held any week day(s) for one hour in duration. By order of the School Board, parents will be responsible for seeing that students have a way home after detention. Detention will take precedence over all school, home, and work activities. Detention activities shall include assigned work and/or tasks that are designed to help the student.
- *In-School Suspension (ISS)*
ISS may be assigned for serious offenses or repeated minor offenses and is held in the ISS room. Students may be assigned for partial day, full day, or multiple days (up to ten) in ISS depending on the severity of the discipline offense. Students are expected to complete schoolwork and refrain from talking during their time in ISS. Parents are notified immediately when an ISS is assigned. On the day(s) ISS is assigned, students are not permitted to participate in any school-related activities. An ISS automatically disqualifies a student from the next school-wide assembly or activity. (For complete information on suspensions, reference MWSD Policy 233.)
- *Out-of-School Suspension (OSS)*
OSS may be assigned for more serious offenses that typically involve the health and safety of students and incidents that violate local and/or state laws. For the duration of an OSS, assigned students are not permitted on school property for any reason nor are they permitted to participate in any school-related activities. Parents are notified immediately when an OSS is assigned. An OSS automatically disqualifies a student from the next school-wide assembly or activity. (For complete information on suspensions, reference MWSD Policy 233.)
- *Expulsion*

Expulsion from school is the most severe sanction the District can impose and may occur when an offense is of the most serious type and results in a formal hearing before the School Board. These typically involve weapons and alcohol/drug violations. (For complete information on expulsions, reference MWSD Policy 233.)

For a complete listing of discipline infractions and relevant consequences, please reference the Code of Student Conduct.

18. Grievance Procedures

- **Public Complaints** – [reference MWSD Policy 906](#)

Any parent/guardian, resident or community group shall have the right to present a request, suggestion or complaint concerning District personnel, programs, or operations of the District. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the Board's intent to provide a fair and impartial manner for seeking appropriate remedies.

Any misunderstandings between the public and the School District shall be resolved by informal, direct discussions among the interested parties, following the established organizational structure. Only when informal meetings fail to resolve the differences shall more formal procedures be employed.

Any requests, suggestions or complaints directed to individual Board members and/or the Board shall be referred to the Superintendent for consideration and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with established guidelines

- Matters Regarding A Staff Member

- First Level - A matter specifically directed toward a District staff member shall be addressed initially to the employee concerned, who shall discuss it with the complainant and make every effort to provide a reasonable explanation or take appropriate action within the employee's authority. As appropriate, the staff member shall report the matter and the resolution to the building principal or immediate supervisor.
- Second Level - If the matter cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.
- Third Level - If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent or designee. The principal or supervisor will provide to the Superintendent or designee with a report that includes the specific nature of the complaint, and a brief statement of relevant facts, how the complainant has been affected adversely, the action requested, and the reasons why such action should be taken.
- Fourth Level - Should the matter not be resolved by the Superintendent or designee or is beyond his/her authority and requires Board action, the Superintendent or designee shall provide the Board with a complete report.
- Final Level - The Board, after reviewing all material related to the case, shall provide the complainant with its written decision and may grant a hearing before the Board.
- The complainant shall be advised of the Board's decision, in writing, no more than ten (10) days following the hearing.

- Matters Regarding A Program, Operation or Instructional Materials

- A request, suggestion, or complaint relating to a matter of District or school policy, procedure, program, operation or instructional materials shall be addressed initially to the building principal or the department head who is directly concerned and then brought to higher levels of authority in the manner prescribed in this policy.

- Matters Regarding Student Progress and Well-Being

- In the case of a complaint directed toward this area, the guidelines specified in this policy shall be followed

- **Title IX**

Information on Title IX Compliance for Sexual Harassment complaints can be found in policies 103 and 104.

The districts Title IX Compliance Officer is Superintendent, Joe Stroup. He can be reached at stroup.joe@mwsd.cc or (570) 837-0046 ext. 1101 with questions about this process.

The Midd-West School District administrative team was trained on Title IX process and procedures on July 27, 2023 through the Central Susquehanna Intermediate Unit and Beard Legal Services.

Students will receive a hard copy of this signature and permission page to be returned at the start of the school year.

MIDD-WEST HIGH SCHOOL STUDENT HANDBOOK

This is to acknowledge **RECEIPT OF THE 2025-26 MIDD-WEST HIGH SCHOOL STUDENT HANDBOOK**. I understand that I am responsible for familiarizing myself with all rules, procedures, and contents of the handbook.

Failure to return signed form will result in agreement to these terms.

_____	_____
Parent Signature	Student Signature
_____	_____
Parent Name Printed	Student Name Printed
_____	_____
Date	Grade

THE MIDD-WEST SCHOOL DISTRICT HAS MY PERMISSION (AS PARENT OR LEGAL GUARDIAN) TO USE STUDENT'S PICTURE IN: {PLEASE INITIAL BESIDE EACH ITEM FOR WHICH YOU GRANT PERMISSION.}

Failure to return signed form will result in agreement to these terms.

_____ School yearbook _____ Other School publications (calendar, handbooks, newspaper, etc.)
_____ School website _____ Public newspaper (Snyder County Times, Daily Item, etc.)

FURTHERMORE, I AGREE TO THE TERMS AND CONDITIONS OF THE POLICIES BELOW, AND BY SIGNING, I GRANT PERMISSION FOR THE STUDENT TO USE AND HAVE ACCESS TO THE INTERNET (WORLD WIDE WEB) FOR EDUCATIONAL PURPOSES.

Failure to return signed form will result in agreement to these terms.

Mid-West School District Computer Networks/Acceptable Use of Internet Policy

Parent/Guardian Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Mid-West School District Internet Safety Policy

Parent/Guardian Signature: _____ Date: _____

Student's Signature: _____ Date: _____

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Mid-West High School

STUDENT HANDBOOK APPENDIX

2025-26

Committed to providing a learning environment
and experiences that facilitate a quality
education for ***all*** for life.

540 EAST MAIN STREET
MIDDLEBURG, PA 17842

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FAX: 570-837-5267

www.mwsd.cc/o/mwhs

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MIDD-WEST HIGH SCHOOL

Informational Items

Backpacks/Athletic Bags

Students are permitted to carry small drawstring bags, cinch sacks, or backpacks and are expected to demonstrate responsibility with carrying them. Principals have discretion if individual concerns arise.

Cafeteria Guidelines

The cafeteria features a food court offering hot and cold food items for student selection. Students will enter the cafeteria area, take a seat, and wait to be dismissed to a serving line. Students will then select their breakfast or lunch items, pass through the cashier stations, and return to their seats in the cafeteria area. Please make note of the following informational items:

- Students will continue to use their Student ID numbers at the cashier station.
- Students are permitted to pay cash each day for their meals but are strongly encouraged to keep money in their food account; this will ensure faster service through the lunch line.
 - Student food accounts are managed through myschoolbucks.com
- Students are expected to demonstrate responsible young adult behavior and follow the routines established.
- Breakfast will be served from 7:30-7:50 am; this affords students ample time to eat breakfast and report to first period on time.
- All food and drinks (excluding water) must be consumed in the cafeteria.
- All food purchased outside the school and brought in must be consumed in the cafeteria.

Course Scheduling

Students select courses in the winter of each year for the following school year and receive a schedule before the end of the current school year. All schedule change requests must be made during the summer months via a Microsoft Form posted on the MWHS website. All change requests must be submitted by July 31st. Counselors will have summer hours available for schedule change requests. Students who do not utilize the summer hours risk not being able to make a schedule change request once the school year begins. The building principal must approve extenuating circumstances leading to a schedule change request beyond the summer schedule.

The Career Pathways framework is available to students, enabling them to make purposeful and informed decisions about course selections. This document can be found on the guidance website for parent and student reference. Students are encouraged to utilize their guidance counselors to assist with course selection and ensure that all required coursework and credits are completed for graduation.

Drug Testing

Midd-West School District Policy 227.1 Alcohol, Drugs and Controlled Substances and Voluntary Testing provides families with an opportunity to have their children participate in a voluntary random drug testing program. Families choosing to have their child participate in the program should complete the Voluntary Random Student Drug Testing Consent Form attached to Policy 227.1. The form can be obtained on the district website or by contacting the High School Office. Families must opt-in each school year they choose to participate in the program. Additionally, families who choose to remove a student from the program they initially opted into before the end of the school year must do so in writing and submit it to the high school office.

Electronic Devices

The Board permits possession and appropriate use of electronic media devices with headsets, cellular telephones, and hand-held computer games according to the conditions noted below:

- The use of electronic media devices, as well as hand-held computer games, is permitted before and after school hours, during lunch, and at other times at the teacher's discretion for instructional purposes.

- Cell phone use for 9-12 grade students is permitted before and after school hours, during lunch, between classes, and other times when appropriate for instructional purposes at a teacher's and/or administrator's discretion.
 - Cell phone caddies are provided in each classroom for storage during instructional time to eliminate distractions.
- The use of cameras on cell phones is not permitted without the prior permission of the person being photographed.
- Eighth-grade students are **NOT** permitted to use a cell phone during the school day. They must either leave their phones at home or power them down and store them in their lockers until the end of the day.
- **All earbuds and headphones must be removed during the school day.** These may only be used at a teacher's discretion for instructional purposes.

The Board prohibits possession and use of the following electronic devices on school property, buses, other District-provided vehicles, and District-sponsored activities:

- laser pointers and attachments.

The Board and school employees are not responsible for stolen, lost or damaged items. Students who choose to bring electronic devices on school property and school buses retain full responsibility for their care. Should such devices be used at inappropriate times or become a disturbance to others, the Administration maintains the right to limit their use/availability and adjust guidelines, as necessary. Unauthorized possession or use beyond the scope of this policy of all electronic devices shall result in disciplinary actions as noted in the discipline section of the Handbook.

Students are reminded that they are not permitted to use cell phones or other phones to contact parents about early dismissal regarding illness. The school nurse must initiate the call.

Library Guidelines

- The library is open during school hours and pre-scheduled after-school hours for tutoring.
- Students must be issued a pass to enter the library during class hours.
- Reference materials may be signed out for one night. Other materials may be signed out for a longer period. No new materials may be signed out if previously signed out materials are overdue.
- Library obligations will be assessed at the end of each marking period; any obligations (i.e., cost of lost books/materials, etc.) must be paid to participate in and/or attend designated assemblies/activities.
- A student who does not use the library facility appropriately will be asked to leave.
- Students must pay replacement costs for items that are damaged or lost.

Locker Guidelines

The school district provides lockers for student use, and all students are expected to use the locker assigned to them. It is each student's responsibility to keep the locker clean and in proper order. Students are to keep their lockers locked and shall **not** share their locker combination with others. Students are not permitted to "jam" locks on lockers. Students are not allowed to attach anything to the outside of their assigned locker with any fixture except magnets (i.e. no tape or adhesive of any kind). On occasion, students are celebrated for a particular achievement or encouraged in their participation on a team or in a school-related event. These recognitions are only permitted to be attached with magnetic strips.

Lockers remain the property of the school district and, therefore, are under the control of the District. School employees may search lockers assigned to students at the direction of the building administrator. The building administrator or their designee may search a student's locker without warning in seeking any suspicious or dangerous materials, as the building administrator stands in the place of the parents and is charged with the safety of all students under their care and supervision.

Students are not permitted to use lockers to store tobacco or tobacco products, alcohol, drugs, weapons, water guns, containers, or any other items that are hazardous to the safety of the student or other students. Students are discouraged from keeping personal items of significant value in school lockers. These items should be taken to the building administrator for safekeeping. The school district accepts no responsibility for individual items of value that students choose to bring to school.

Should a student provide a personal lock for a locker and fail to provide the building administrator with a duplicate key or copy of the combination, and an emergency arises that makes it necessary to search that locker, the building administrator is authorized to remove the lock forcibly, and the school district will not be responsible for replacing the lock.

Student Obligations

Sometimes it becomes necessary to withhold privileges when student obligations are not met. Attempts will be made to collect any student debts throughout the year. Students owing obligations (see examples listed below) will not be permitted to participate in designated activities/assemblies throughout the year and after the year. If obligations are not met by the end of the school day prior to the scheduled event, the student will be ineligible to attend except by administrative approval. Seniors may be denied the privilege of walking at Commencement if obligations are not met.

Obligations may include, but are not limited to, payment for lost or damaged books, laptops, materials, and equipment; cafeteria debts; library fines; uniforms; class or club dues; money owed from fundraisers; and office paperwork. Obligations stemming from laptop damage that is not covered by the student's insurance will also result in loss of participation privileges.

Work Permits

Applications for work permits are available in the main office. Evidence of age is required (i.e., driver's license, birth certificate, etc.).

Extra-Curricular Activities

Athletic Guidelines

The athletic program is under the direction of the high school principal and the athletic director. Coaches are responsible to the athletic director. This school is under the sanction of the PIAA and follows all its regulations. All guidelines, rules, and regulations must be adhered to by students to remain eligible for athletic participation.

- All athletes must submit to the athletic director a medical permission slip signed by the examining doctor and the athlete's parents before being allowed to participate in any type of practice or competition.
- Adequate insurance coverage is recommended for participants in the athletic program.
- When school transportation is provided by the District, all participating students shall use the transportation provided. Students may be excused from the transportation provided, with the permission of the teacher/coach responsible for the extracurricular/co-curricular activity and the written permission of the student's parents. Such a student shall be released only to that student's parent or guardian. Students can be released to other adults when written permission is received by the principal or his/her designee prior to the event. A student may not travel with another student or drive him or herself to or from an activity. The principal has discretion in extenuating circumstances when permission is requested in advance. The bus is not expected to make stops at individual homes to or from the event.
- Any athlete or manager who possesses or indulges in the use of tobacco, vaping devices, alcoholic beverages, or other controlled substances will be automatically suspended from competition for **10 days**. During that period, players may only practice with the team but not compete in interscholastic events, including remaining on the sidelines or dressing with the team. Additionally, a player may not travel to an away competition while serving the suspension. A second offense during a sports season will result in the student's disqualification from athletic participation for the remainder of that season. A third violation will result in the student's disqualification from all sports participation for the remainder of the year. All coaches are responsible for enforcing this rule.
- An athlete may not quit one sport and then attempt to compete in another sport after the season has begun without the mutual consent of both coaches.
- A student athlete may participate in multiple in-season sports with administrative permission.
- No Sunday practices/games shall be scheduled.
- No athletes are to be in the gymnasium, auxiliary gym, fitness room, or locker room area before or after practice unless a coach is present. Coaches should not leave the premises until all

athletes have left the school grounds.

- The athletic uniform and school-issued equipment should not be worn for general use. The athletic uniform and school-issued equipment may only be worn during the school day for spirit days and pep rally activities.
- No students shall participate in interscholastic athletics if any of the following conditions exist:
 - o Attended more than eight semesters beyond eighth grade
 - o Played six seasons beyond the sixth grade in any one sport
 - o Completed the work of all high school grades (9, 10, 11, and 12)
 - o Reached the age of 19 prior to July 1
 - o Passed fewer than five credits

Cheerleaders and managers are subject to the same rules as athletes. Cheerleaders must be accompanied by the advisor to and from a contest. The high school administration must approve any exceptions to this.

Students involved in extracurricular activities may be suspended from the activity for the remainder of the season for violating the rules. Such a suspension may be invoked only by school administrators and only after an informal hearing.

Eligibility

To be eligible to participate in activities such as athletics, cheerleading, clubs, plays, musicals, marching band, class trips, dances, and any other events that are held after school and may place demands on the student's time, all students in grades 8-12 participating in extracurricular activities must meet the academic and attendance requirements noted below. Managers for athletic teams and members of the marching band shall be subject to eligibility requirements. Concert band and chorus (which are scheduled for credit) activities are co-curricular activities and are not subject to these eligibility guidelines.

Any athlete declared ineligible for a fall sport may practice during the pre-season but not participate in any games or official scrimmages. Beginning on the first day of school, the athlete will be ineligible for practices and games until he/she meets the necessary requirements. Any student who is declared ineligible will not be permitted to miss school to attend games or practices, nor will they be permitted to travel to away games.

- Academics
 - o A student may be failing no more than one (1) required course or a total of two (2) or more courses (to include electives) to be eligible.
 - o Students determined to be ineligible remain so until attaining a written statement from the relevant teacher(s), indicating that the student is passing.
- Attendance
 - o Students must attend school all day to participate in athletic competitions, practices, performances, rehearsals, dances, etc., on that same day. Exception: a medical excuse or administrative approval may permit participation.
 - o A student who is tardy to school can be required to attend practice but not participate in practice.
 - o Students who accumulate three (3) tardy for school infractions in one marking period will be ineligible to participate in extra-curricular events for one (1) school day for the first offense. Subsequent tardies will result in ineligibility in extra-curricular events for five (5) school days unless otherwise ruled by building administration.
 - o Students with 5 or more absences in a marking period not issued by a physician will be ineligible to participate in extracurricular events for five (5) school days unless otherwise ruled by building administration.

Students involved in extracurricular activities may be suspended from the activity for the remainder of the season for violating rules. This suspension may be invoked only by school administrators and only after an informal hearing.

Any student who is age-eligible to attend the school prom, senior trip, or any other club-sponsored events, including dances, will not be eligible to attend if they accumulate ten (10) or more unlawful or unexcused absences.

Any student involved in extracurricular activities who possesses or indulges in the use of tobacco, vaping devices, alcoholic beverages, or other controlled substances will be automatically suspended from that activity for 10 days. Possession or use of alcoholic beverages and other controlled substances is referenced in Policy 227.1. During that period, students may only practice with the extra-curricular group but not perform in events. Additionally, a student may not travel to events while serving their suspension. A second offense during participation in an extra-curricular activity will disqualify the student from participation for the remainder of that activity/season. A third violation will disqualify the student from all extra-curricular involvement for the remainder of the year. All advisors are responsible for enforcing this rule.

Students who have been assigned to in-school suspension may *attend* practice but are ineligible to participate in practice, games and/or events on the day of the assigned in-school suspension.

It shall be understood that the Administration shall exercise final discretion in determining student eligibility and may waive the above requirements if conditions exist that could result in great economic loss or extreme hardship for the school.

Fundraising

To ensure that every student has equal opportunity to participate in clubs, organizations, and class trips, and to protect the parents and friends of the school from over-solicitation, the following rules shall govern fundraising activities:

- Monies may be earned to pay all costs of club trips (including lodging, meals, transportation, admissions, entrance fees, etc.). The advisors and Administration shall determine the amount for meals.
- Classes, clubs, and organizations may establish individual accounts as a general practice.
- When a student's membership in a club, organization, or class, etc., is terminated, or if the student chooses not to participate in the trip, all monies earned shall become the property of that club, organization, or class.
- If a student earns more than the cost of the trip, all excess monies shall become part of the general treasury of the class, club, or organization sponsoring the trip unless specifically raised for individual use toward future trips.
- Only those students who are members of the class, club, organization, etc., may participate in the trip at the school's group rates.
- School personnel serving as chaperones shall have their trip expenses paid.
- Student fundraising activities by school organizations shall be pre-approved by the principal.
- The raising of funds in school, on school property, or at any school-sponsored event by a student for personal benefit is prohibited.
- At the time of graduation, any leftover senior class funds are not permitted to be spent for personal purposes or be divided up among class members. It is recommended that any unspent senior class funds be donated to a worthy cause that benefits the high school with the approval of the class advisors. If a cause is not designated, the funds will be transferred into the student activity account.

Dance Guidelines

- Classes/clubs may sponsor dances, provided that the class/club advisors will serve as head chaperones at the scheduled dance.
- Upon approval by the Administration, one student guest may be admitted to dances. Guests must be pre-approved via the appropriate guest request form. Guests are held to the same behavioral expectations as MWHHS students.
- All school policies are in effect for dance attendees, including the use of tobacco, alcohol, drugs, vapes, conduct, etc.
- Students who have been assigned or served in-school suspension on the day of a dance may not attend the dance.
- Students may not have 10 or more unlawful/unexcused absences to attend any dance.

- Students who receive a discipline consequence for bringing a vape device to school or using a vape device at school will be ineligible for the next scheduled dance they are eligible to attend, including Prom, for the first offense. Students will be ineligible for all remaining dances for additional violations.
- Any severe infractions or the accumulation of multiple discipline infractions may result in a student being ineligible to attend a dance or Prom.
- Administration shall exercise final discretion in determining student eligibility for all school dances, including the Prom.

Prom Guidelines

The prom is restricted to eleventh and twelfth grade students; however, MWHS guests may be in tenth, eleventh, or twelfth grade. Guests who are not MWHS students and are under the age of Twenty-one may attend only with administrative approval. Officers from the sophomore class may also attend. No one will be excused for hair appointments, to pick up flowers, suits, etc., in preparation for the prom. Should prom be scheduled on a Friday evening, anyone leaving school early on the day of the prom will not be permitted to attend the Prom.

Any student who is eligible to attend the school prom will not be eligible to attend if they accumulate ten (10) or more unlawful or unexcused absences.

Student Activities

Activities & Clubs

MWHS offers a wide variety of clubs and activities for student involvement during and beyond the school day. Students will schedule two clubs per semester; scheduling will take place in the early part of the school year. Clubs will meet weekly on Fridays.

Class Congress

The Class Congress for Grades 9 – 12 shall consist of ten (10) representatives from the class. The function of the Class Congress is to conduct class business in a true representative and democratic style. The representatives should keep the class informed and be guided by their opinions.

Student Council

The Student Council is an organization that promotes the best interests of the school, provides representation for the student body, and strives to uphold high standards of citizenship and school pride among the student body.

Student Performance

Grading and Reporting Systems

Grading and reporting systems are outlined in the district-wide section of the handbook.

Course Weighting

Based on the curriculum, academic rigor, and the MWSD's ability to evaluate the course and instruction offered, the following courses will be weighted accordingly.

- MWHS AP Courses – weighted at 1.03
- CUEC & Susquehanna University Courses – weighted at 1.02
- MWHS Honors Courses – weighted at 1.02

Semester Examinations

No marking period examinations and/or other major class assignments shall be scheduled during the semester (mid-term) and final examination period, unless serving as the mid-term or final exam.

Mid-term and final exams are comprehensive assessments, either in the form of a test or a major project and shall be administered as per the syllabus in grades 9, 10, 11, and 12. Each mid-term and final exam shall constitute 10% of the semester grade. The final grade for a course shall be the average of the two semester grades.

Honor Rolls

Students whose academic success merits recognition shall be listed on a distinguished honor roll or honor roll. Students must carry 6.5 credits to be eligible for honor roll recognition. Dual enrollment students are eligible to count both semesters' credits to meet the total credit requirement.

Students who obtain a grade point average of 94.0 or higher will be listed on the Distinguished Honor Roll, and an average of 88.0 to 93.99 will qualify a student for Honor Roll designation. Averages shall be determined by multiplying the grades earned by the credit value of the course. These products shall be added together, and the sum divided by the total credits attempted each marking period. The result is the grade average expressed in decimal form. Honor roll designation shall be determined by analyzing regular marking period grades only.

No student who fails any course or receives an incomplete grade shall be included on the honor rolls. When incomplete grades are resolved, students who qualify for the honor rolls will be notified accordingly.

There shall be two honor rolls established at the high school: one for students attending that school and one for students attending the SUN Area Technical Institute. Both honor rolls shall be established as separate entities.

Class Rank

Class rank is a means of comparing one student's academic achievement against all other students in the same grade level. All courses in grades 9, 10, 11, and 12 shall be used to determine class rank. Rank shall be determined by using the final course grade of each school year. Class ranks will be determined by using grades recorded as percentages. The final grade shall be multiplied by the credit earned for that course, and the sum of these products shall be determined. The sum is divided by the number of credits attempted to determine a grade point average (GPA), which is recorded as a percentage.

A cumulative GPA is calculated across a student's high school years and is determined by adding the products of the percent grades attempted for each year and dividing by the total credits attempted.

Courses weighted greater than 1.0 impact GPA accordingly. Advanced Placement (AP) courses, for example, are weighted 1.03. This weighting does not appear in the course grades awarded but is calculated throughout the year as part of the GPA calculation process.

Any students who enroll in Mid-West High School from another district that uses a four-point grade average system will have their GPA converted to a numerical score using the formula approved by the School Board in December 1983. Conversions will be made on a year-to-year basis. End-of-year academic awards are determined after the third marking period each year, except for Valedictorian and Salutatorian. Valedictorian and Salutatorian will be determined after all senior class grades are entered at the end of the school year. In the event of an academic tie, the Administration will determine the award winner by participation in extracurricular activities. If students have the same GPA and participated in the same number of extra-curricular activities, attendance will be used to break the tie.

Course failures may be eliminated by remedial work in an approved summer course, tutorial work, a correspondence course, or by examination. The grade earned shall replace one marking period grade of the same failed course on school records and shall be used in the determination of final course grades and computation of class rank.

Summer School Program

The purpose of summer school shall be for academic enrichment and/or to eliminate academic deficiencies, under the following conditions:

- Courses taken during summer school for academic enrichment or interest only shall be awarded

no academic grade or credit value.

- Courses taken during summer school for academic progression shall be awarded an academic grade and credit value. These courses must be completed in full by a predetermined deadline.
- Final grades earned in remedial summer school courses may only be used to replace a failing grade during any one previous marking period of the same failed course; marking period/semester grades for that course will then be recalculated to determine an overall final course grade.

Students who fail to meet promotion requirements shall be permitted to earn a maximum of two (2) credits through summer school. Alternative methods of making up deficiencies may be used only when the summer school program does not offer the course(s) necessary to fulfill promotion requirements. A \$50.00 course fee is issued to all students enrolled in the summer school program. Upon successful completion of the summer school credits, as defined by earning the required score needed to pass the course for the year, the \$50.00 will be reimbursed.

Graduation Requirements

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program, appropriate to the student's interests and needs, by awarding a diploma.

Graduation requirements mandated by the state as outlined in Chapter 4 regulations and as included in the Mid-West School District's Strategic Plan are:

- Satisfactory course completion representing the instruction program assigned to grades nine (9) through twelve (12) as approved by the Board (see program credit requirements below)
- To graduate, students graduating in 2023 and each cohort after shall demonstrate proficiency on the Algebra, Literature, and Biology Keystone Exams or an alternative graduation pathway according to PA Legislative Act 158.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by the Board and/or the student's Individualized Education Program (IEP). The diploma shall be awarded only to those students who complete the requirements in the Mid-West School District or, with prior approval, complete the requirements by correspondence or summer school, provided that such methods are consistent with the requirements of the Mid-West School District and have been pre-approved by the high school principal.

Anyone who qualifies for a diploma through any other means may acquire the Commonwealth Secondary School Diploma (G.E.D.) from the State.

There shall be only one (1) diploma awarded by this District, and no distinctions shall be made between various programs of instruction.

Course Completion Requirements:

- Three (3) planned courses in mathematics in grades 9-12 to include one in algebra and two (2) other mathematics credits. The requirements may be completed prior to 9th grade if taking courses on an accelerated plan.
- Three (3) planned courses in science in grades 9-12 to include general science, biology and one (1) other science credit. (General science may be waived when students are accelerated to Biology prior to 10th grade). The requirements may be completed prior to 9th grade if taking courses on an accelerated plan.
- Three (3) planned courses in social studies in grades 9-12 to include one in world history, one in American history and one in American government.
- Four (4) planned courses in English in grades 9-12, consisting of one planned course each year, with the exception of students enrolled full-time at SUN Tech during their senior year.
- A planned course in health education.
- A planned course in physical education for each year with the exception of students who are enrolled full-time at SUN Area Technical Institute or an approved off-site program during their senior year.
- Two (2) planned courses in arts and humanities.
- Planned courses in approved electives as needed to meet the total number of credits required for graduation.

Note: One planned course is defined by at least 120 hours of planned instruction for the school year.

Grade level status shall be determined by the number of credits completed:

- Grade 10 6 credits
- Grade 11 13 credits
- Grade 12 19 credits
- Required for Graduation 27 credits

Students must schedule a minimum of seven (7) credits during their senior year, unless approved by the school principal. Students must earn a minimum of five and one-half (5.5) credits during their senior year, unless waived by the student's Individual Education Plan (IEP) and/or approved by the Board of School Directors prior to the Start of the year.

Participation in graduation ceremonies shall be limited to those students who have met all requirements for graduation or those students who have submitted a plan for completion of unfulfilled requirements and received approval of the plan from the high school principal. Additionally, students who have unmet obligations may be denied the right to participate in graduation ceremonies. No student who has completed the requirements shall be denied a diploma as a disciplinary measure, but he/she may be denied participation in the graduation ceremony.

Requirements for Graduating with Honors

Students who meet the criteria below in grades 9-12 will graduate with honors. Students who qualify will be recognized at the senior awards ceremony and will be awarded a medallion to wear as part of their graduation regalia.

- Summa Cum Laude – “With the Highest Honor” - 98-100% weighted GPA
- Magna Cum Laude – “With Great Honor” - 95-97.99% weighted GPA
- Cum Laude – “With Praise” - 92 – 94.99% weighted GPA

National Honor Society

The objectives of the National Honor Society are to develop character, to create enthusiasm for scholarship, to promote worthy leadership, and to stimulate a desire to render service.

To be admitted to the organization, students must be members of the sophomore, junior, or senior class and must meet the following criteria:

- Achieve a cumulative average of 92% or higher from the beginning of the ninth grade.
- Participate in at least two extra-curricular activities each year.
- Meet Chapter requirement hours for community service.

An induction ceremony is conducted each fall. To determine the eligibility of new members, cumulative averages are computed at the end of the fourth marking period of the previous school year.

Membership is relinquished if any of the following criteria are compromised:

- Cumulative average falls below 90% at any semester end.
- Community service hours are not met.

Eligibility can be restored when the criteria are met again.

Student Recognition

SOAR Excellence Program

The SOAR Excellence Program (Students Owning and Reaching Excellence) encourages and rewards students who meet high academic and behavioral expectations. By meeting the criteria listed below, Seniors and Juniors with a 1st period study hall are permitted to arrive at school by 8:35 am (Activity

Schedule by 8:30 am). Those with a last period supervised study are permitted to leave school starting at 2:15 pm, which is either the start of Supervised Study or during Activity Period. When scheduling appointments or employment, students should consider that various assemblies are mandatory and may impact their ability to SOAR. Additionally, ineligibility to SOAR can occur if the criteria are not maintained.

Students are expected to stay in the building for school-wide assemblies and pep rallies during SOAR periods. Also, if there is a 2-hour delay, SOAR will begin at the start of Supervised Study.

Applications to SOAR will only be accepted through the interim of the third marking period.

Academic Performance:

- Ongoing grade of “C” or above in all classes.
- *100% completion* of homework, make-up work, tests, quizzes, and assignments for *ALL* marking periods, including the Fitness Center and Band/Vocal Lessons.
 - Proficient in at least one Keystone Exams – Algebra, Biology, and Literature, and Basic or higher in the other exams.
 - Must have a total combined score of 4452 points or higher if three exams are completed.
 - If exempted from an exam, must have a score of 2939 or higher on two exams.

Discipline:

- No more than two (2) discipline referrals/incidents per marking period.
- No ISS per marking period, if ISS should be a consequence, then the student will be ineligible for 9 weeks.
- No OSS consequences – OSS will eliminate a student from eligibility for the remainder of the school year.

Attendance:

- No more than two (2) unexcused absences per marking period, and no more than three (3) total for the year.
- No more than two (2) tardy to class or two (2) tardy to school per marking period.

Other:

- All student obligations must be met (financial and otherwise).

Monitoring Benchmarks:

- Interim date for each marking period
- End of marking period
- Random checks, if warranted, may occur between monitoring benchmarks.
- SOAR can be revoked at any time if the criteria are no longer met (*student will be notified*)
- SOAR can be restored when the criteria are met again (*student is responsible for notifying the office*)

Process:

- Students submit an application with signed parent permission.
- Students are notified of eligibility upon receipt of a signed permission form, verification of eligibility, verbal confirmation by a parent, and a meeting with a Principal.
- Students are required to sign in upon arrival to school by 8:35 am (Activity Schedule by 8:30 am) and sign out in the office starting at 2:15 pm, the start of Supervised Study, and during an Activity Schedule.
- *Once signed out, students must leave school property and are not permitted to return during the regular school day.*
- The school district does not provide transportation; it is suggested that parents set clear rules for their child regarding transportation involving other students.

Seniors who participated in SOAR as a junior may start SOAR at the beginning of their senior year under the following conditions:

- Submit a new SOAR application by the last day of school of their junior year.
- Eligibility to start SOAR at the beginning of the new school year will be based on the final grades and other criteria from the previous school year.
- Students will be notified by email over the summer of approval or denial to SOAR.

- A meeting will be held with the building principal on the first day of school during Supervised Study. SOAR will begin on the second day of school for eligible seniors.
- If any criteria for eligibility are changed, the changes will be applied during the new school year.

The office will contact students who become ineligible for SOAR, and ineligibility to participate in the program will continue until further notice.

Student of the Month

Faculty and staff nominate and vote on students each month who represent MWHS well through their academic and/or extra-curricular endeavors and good citizenship. Students receiving the award are recognized at the time of the award presentation and receive a certificate at the year-end awards assembly.

Leader of the HERD

Faculty and staff nominate and vote on students each month who demonstrate daily leadership in some form or serve as a positive role model to their peers at MWHS. Students receiving the award are recognized at the time of the award presentation and receive a certificate at the year-end awards assembly.

Young American Award

The Young American Award, sponsored by the Greater Susquehanna Valley Chamber of Commerce, shall be given to a senior student who possesses the qualities of loyalty, integrity, and honesty, and excels in scholarship, citizenship, leadership, Americanism, and school and community activities.

During each month of the school year, a senior student will be chosen by the faculty to receive the Young American Award. Near the end of the school year, these students will be honored at a leadership seminar and a special banquet hosted by the Greater Susquehanna Valley Chamber of Commerce.

Student Trips

School-Sponsored Field Trip Guidelines

- Behavior guidelines apply for curriculum-related field trips; determination of eligibility to participate is at the discretion of the Administration.
- Student eligibility for field trips sponsored by student clubs, organizations, or grade-level classes requires meeting the same criteria as athletic and extra-curricular activity participation.

Teachers or advisors conducting a trip or out-of-class activity must notify the athletic director, attendance secretary, and the assistant principal at least five (5) school days prior to the trip, specifying which students plan to attend, so that eligibility can be determined. The teacher or advisor conducting the field trip is responsible for notifying ineligible students as soon as possible.

Students attending a school-sponsored field trip that occurs during a scheduled school day are required to collect missing assignments from all teachers in advance of the trip. The assignments are to be recorded on the *Field Trip Make-up Assignments Form* and initialed by each teacher of the classes being missed. Assignments are to be completed upon return the next school day immediately following the trip, unless otherwise stated by the course teacher. When a trip consists of more than one day, the student and teacher shall establish the due date for the assignments and record the date on the form.

Visiting Institutions of Higher Education

Juniors and seniors who are planning to attend an institution of higher education or college are encouraged to visit the campuses of those schools. Many institutions sponsor open houses in the fall and spring, usually on weekends. Students and parents can meet with representatives from admissions, financial aid, housing, academic department heads, student life, and athletic coaches. Open house dates are posted on the bulletin board at the guidance office.

- **Seniors** are permitted to be absent from school to visit a college or other institution of higher learning. A maximum of four (4) days will be considered excused, provided the College Visit Form is submitted to the office three (3) school days before the scheduled visit. Written verification signed by a college official must be returned within three (3) school days of the visit for the absence to be considered excused.
- **Juniors** are permitted two college visits in the second semester of the junior year, and must follow the guidelines listed above for the college visit form and verification. Exceptions are at the discretion of the administration.

With timely notification and adequate planning time, the guidance office will assist the student in planning a college visit. Students visiting an institution during a school day without a parent or guardian must submit a parent/guardian permission slip to the guidance office before the visit. These forms are available in the guidance office.

Senior Year Educational Programs

Dual Enrollment Opportunities

Students can attend the Commonwealth University Early College (CUEC) program for a full-time college experience in place of their senior year by applying for admission to the CUEC program through the principal's office. Students attending the CUEC program are still required to schedule and maintain seven (7) credits during their senior year.

Students can also enroll in college courses at Susquehanna University while attending high school. Interested students should consult their guidance counselor during their sophomore or junior year to obtain information and ensure they are on track to meet the requirements for these advanced experiences. Both are excellent opportunities for students to get a head start on their college careers!

CUEC/SU scale for GPA calculation if the participating university does not submit a percentage grade:
 A = 100%, A- = 95%, B+ = 91%, B = 88%, B- = 83%, C+ = 82%, C = 78%, C- = 74%, D+ = 72%, D = 69%,
 D- = 65%, F = 64%

SUN Area Technical Institute

Mid-West High School students can apply to attend the SUN Area Technical Institute in New Berlin during their senior year to enhance their educational experience by acquiring the knowledge and skills of a career trade. The application process begins during the winter months, and students are informed of the timeline via school announcements. Enrollment at Sun-Tech is limited, and the number of seats allocated for each program is established by Sun-Tech. When more students apply than the number of seats available, students will be awarded a seat based on a competitive ranking system that includes Cumulative Weighted GPA, attendance, discipline, completing the application on time, and academic performance related to the program of study.

When enrolled, students attend the SUN Area Technical Institute for a full day for the entire school year. Bus transportation is available from the high school to SUN Tech. Permission for students to drive to SUN Tech or ride with other students must be obtained from a SUN Tech administrator. Except for the first day of school, students traveling to SUN Tech by private transportation will not need to report to the high school at the start of the day. The SUN Tech school day for MWHS students is from 8:05 to 2:35.

Students are subject to the high school regulations when at the high school and when traveling to and from SUN Tech. While on the premises of SUN Tech, students are subject to SUN Tech's rules and policies. Rules violations and academic performance at Sun-Tech will apply to a student's eligibility to participate in Mid-West High School activities and athletics.

As a reminder, the student insurance available through the SUN Area Career and Technology Center does not cover injuries incurred while participating in interscholastic athletics.

Transportation by Students and Parents

The student parking lot is located off Shuman Street and to the west of the main entrance of the high school. When each parking spot in the student lot is assigned, additional spots will be assigned in the lower tier of the faculty/staff lot adjacent to Route 522. Students are not permitted to park in the spots on Wagenseller or Shuman Streets, in the Middleburg Elementary School lot, or at the stadium.

Parents who drive their children to school must follow the designated route for dropping off and picking up students; students can be dropped off at the main high school entrance off Shuman Street, adhering to the one-way entrance and exit. Parents who transport their children to school are encouraged to consider heavy work and school traffic in the morning to ensure that students arrive at school on time.

Midd-West High School Philosophy of Discipline

To achieve the goal of a democratic society, the staff, students, parents/guardians, and community must work cooperatively. A positive school-wide behavior approach, combined with a clearly defined code of conduct, has the best chance of producing the desired outcomes consistent with this goal. In addition to the regular curriculum, principles and practices of good citizenship and self-discipline must be taught and demonstrated. This includes an appreciation for the rights of others.

The rights of an individual are preserved only by the protection and preservation of the rights of others. Students are responsible for exercising their rights responsibly, and they must accept the consequences of their actions. Each exercise of an individual's rights must demonstrate respect for the rights of others.

At Midd-West High School, various activities and privileges are offered throughout the school year to encourage students to exhibit appropriate school behavior. Students who maintain an acceptable disciplinary record will be permitted to participate in these activities and enjoy these privileges. Activities in the past have included attendance at dances, pep rallies, assemblies, and school carnivals, as well as special lunch seating and other privileges or rewards. Student discipline records are evaluated from one special activity to the next. Three "strikes" (minor offenses), one ISS, or one OSS disqualify a student from participating in the next scheduled school-wide assembly or activity. However, once that missed activity passes, students are given the opportunity for a clean slate for the next scheduled activity.

Students who fail to adhere to school rules and local/state laws can face an array of consequences depending on the seriousness of the offense, to include warnings, lunch detention, after-school detention, creative consequences, in-school suspension, out-of-school suspension, loss of privileges (attending dances, non-mandatory assemblies, pep rallies, carnival, assigned seating, etc.), arrest, and/or expulsion.

Description of Consequences

- **Warnings** are typically given by the classroom teacher prior to a referral to Administration. When it is determined that warnings have not had the desired effect, consequences will be implemented.
- **After-School Detention** is held on assigned days for one hour following school dismissal. Students must bring their school assignments with them; otherwise, the proctor will assign alternative assignments. Students may not talk to other students during detention, nor may they use their cell phones. Parents are responsible for transporting their children from school after detention. Students who skip after-school detention will be assigned Lunch/Supervised Study Detention until their original detention is served. The same rules apply for **Morning Detention**, which can be scheduled from 7:20 – 8:00 AM prior to the start of school. Morning detention is provided as a courtesy when extenuating circumstances warrant it.
- **Lunch/Supervised Study Detention** will be assigned as warranted. Assigned students report to the office and will be directed when they are to get their lunch. Students are to bring work with them. Silence is expected, and students are not permitted to use cell phones or personal electronic devices during this time. However, school-issued laptops may be used for instructional purposes. Teachers may also assign morning, lunch, or after-school detentions to be served in their rooms

under their supervision.

- **Creative Consequences** may be mutually agreed upon by Administration and parents when appropriate to the offense(s). Examples include community service, school service, and Saturday detention.
- **Denial of Privileges** may occur for improper behavior or unmet obligations. The length of the denial depends on the nature of the infraction and the student's previous behavior record. Students who receive multiple infractions that require the consequence of owing time may be excluded from non-mandatory events such as dances, assemblies, pep rallies, and the school carnival.
- **In-School Suspension (ISS)**
ISS may be assigned for serious offenses or repeated minor offenses and is held in the ISS room. Students may be assigned to ISS for a partial day, a full day, or multiple days (up to ten), depending on the severity of the discipline offense. Students are expected to complete schoolwork and refrain from talking during their time in ISS. Parents are notified immediately when an ISS is assigned. On the day(s) ISS is assigned, students are not permitted to participate in any school-related activities. An ISS automatically disqualifies a student from the next school-wide assembly or activity. (For complete information on suspensions, reference MWSD Policy 233.)
- **Out-of-School Suspension (OSS)**
OSS may be assigned for more serious offenses that typically involve the health and safety of students, as well as incidents that violate local and/or state laws. For the duration of an OSS, assigned students are not permitted on school property for any reason, nor are they allowed to participate in any school-related activities. Parents are notified immediately when an OSS is assigned. An OSS automatically disqualifies a student from the next school-wide assembly or activity. (For complete information on suspensions, reference MWSD Policy 233.)
- **Expulsion**
Expulsion from school is the most severe sanction the District can impose and may occur when an offense is of the most serious type and results in a formal hearing before the School Board. These typically involve weapons and alcohol/drug violations. (For complete information on expulsions, reference MWSD Policy 233.)

Discipline Infractions

In addition to the infractions listed in the MWSD Student Handbook, the following infractions will result in consequences at the high school:

- **Cheating/Plagiarism**
Students are expected to demonstrate their own knowledge, understanding, and ability to complete assigned tasks so the teacher can provide necessary feedback and grade accordingly. Submitting someone else's work, including the use of AI-generated products, whether it is a homework assignment, answers to a test question, or a writing task, is an act of dishonesty and falsely represents a student's knowledge and understanding. Unfortunately, assigning students a zero in this situation is rarely effective. Instead, students will be required to redo the assignment in a supervised setting. The teacher will have the option of creating a new/different assignment that measures the same learning objectives and put measures in place (i.e., seating arrangement, removal from group work, specific notetaking structure, etc.) to ensure that cheating or plagiarism does not occur again. The best way for students to avoid these sanctions is to submit their own work in the first place and maintain the teachers' initial trust!
- **Dress Code Violations**
Dress Guidelines are imposed to ensure a productive, safe, and healthy school environment that is free from interruptions to the learning process. Student attire and accessories must:
 - Be free of endorsements through text or graphics that promote drugs, alcohol, and tobacco products or activities that pose a threat to the safety of self or others.

- Be free of vulgar language, sexual innuendo, and statements that are designed to purposefully offend individuals or groups.
- Be free of gang-related symbols or associations.
- Be free of any adornment that poses a safety issue or presents the appearance of items inappropriate for the school environment; chains, spikes, other sharp objects, look-alike bullets, restraints, etc., are forbidden.
- Be free of head coverings or sunglasses when inside the building unless special permission is granted based on extenuating circumstances.
- Adequately and responsibly cover the student from their shoulders to their thighs.
- Appropriate necklines and hemlines.
- Clothing that is free of holes in the buttocks or groin area. There may be no skin or undergarments exposed in the lower torso area.
- Conceal all undergarments.
- Cover the soles of feet according to state health regulations.

When referred for a violation of the dress guidelines, students will be given the opportunity to change or eliminate the item(s) in violation. Refusal to do so will result in an imposed consequence, as will repeated violations. The above guidelines apply to the school day as well as on bus transportation to and from school, and any after-school events/practice, and/or school-sponsored field trips.

- **Electronic Device Violation**

1st Offense: Confiscate device. The student may retrieve the device from the office at the end of the school day.

2nd Offense: Confiscate device. The parent must pick up the device from the office at the end of the school day. Device privileges are revoked for two (2) weeks.

3rd Offense: Confiscate device. Parent notification and device privileges are revoked for 30 days.

4th Offense: Confiscate device, notify parents, and device privileges are revoked for the remainder of the school year. Insubordination resulting from a cell phone offense will heighten the consequences noted above.

- **Hall Pass Violations**

It is the responsibility of school personnel to account for the whereabouts of students throughout the school day. Students must utilize a pass for the following:

- To move from one location in the building to another during class time.
- To go to the restroom and/or get a drink of water during class time.

Students are required to use Securely Hall Pass to sign out and sign in to a classroom. Students shall report to their classroom first, then ask to sign out to use the restroom at the beginning of a class period. Cell phones shall be left in the classroom when students sign out to use the restroom.

Failure to follow the sign out and sign in procedures will result in a discipline referral and consequences. After a warning, students may be assigned after-school or lunch detentions for repeated hall pass violations. Habitual hall pass violations or an observed pattern in an extraordinary number of requests to leave class may result in placing students on a restricted pass that limits the number of times students may leave the classroom during each day.

Cutting class will result in a discipline referral and immediate consequences that may include hall pass restrictions, detention, or ISS.

- **Tardy to Class**

Students who report to class late and do not have a written excuse from a teacher will be recorded as tardy. The following consequences may be applied.

- Warning from teacher for first offense.
- Discipline referral for subsequent offenses.
- Conference with a principal and parent notification.
- Detention and/or extracurricular activity restrictions or exclusions.
- Consideration of ISS for continued offenses.