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Millersburg Area School District

STUDENT HANDBOOK



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Inspiring.

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Learning.

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Every day.

www.mlbgsd.k12.pa.us

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Mr. Joshua Eggleston, Vice President

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Mr. Elijah Shutt

Mr. Dean Hershey

Mr. Jason Enders

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Mr. Tim Peterson

Millersburg Area School District

Address:

799 Center Street
Millersburg, PA 17061

Phone: 717-692-2108

Website: www.mlbgd.k12.pa.us

District Colors:

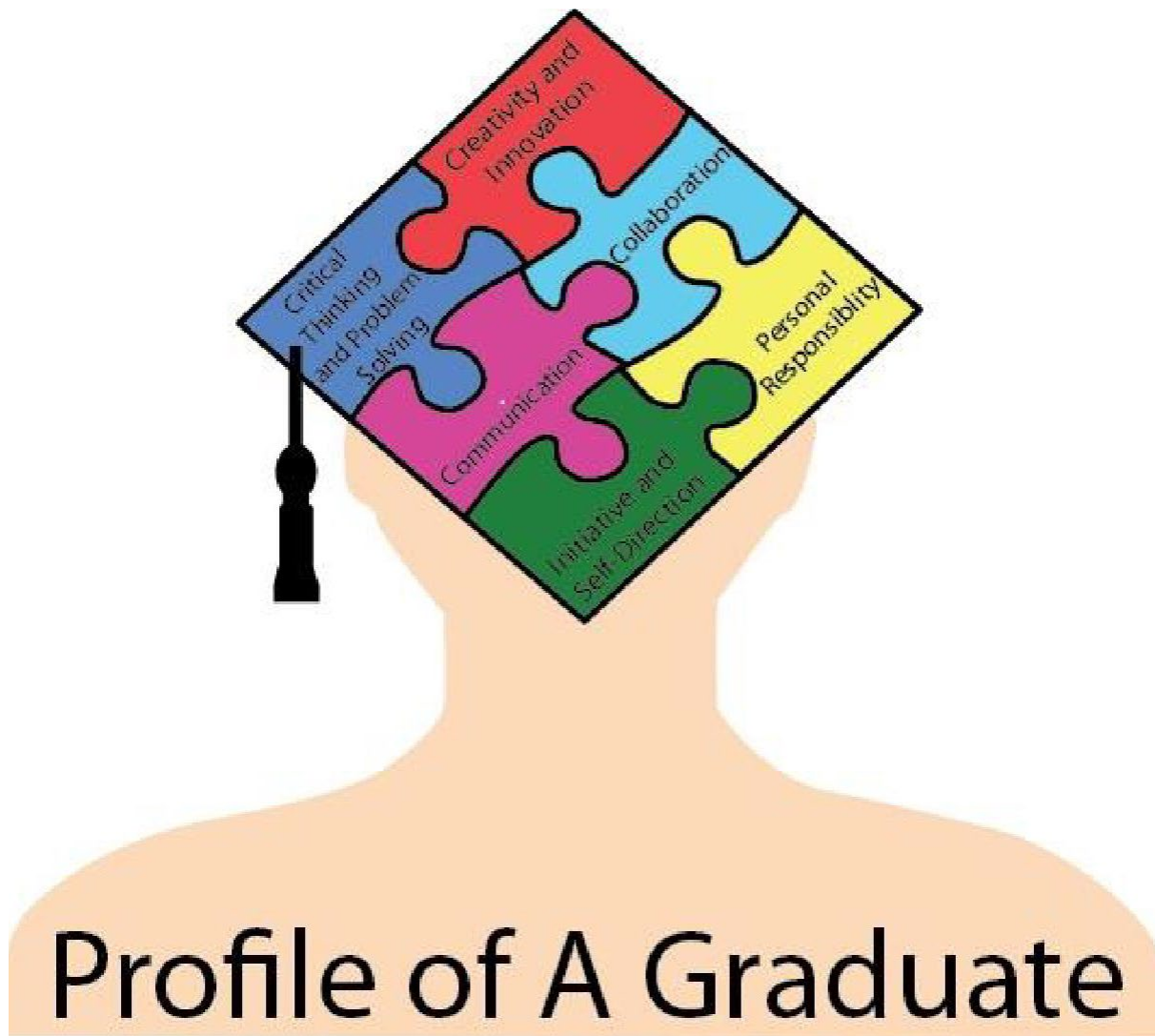
Maroon and Gold

District Mascot:

Indians

VISION

Empowering 21st Century learners, one student at a time



MISSION

Inspiring. Learning. Everyday

Academic Information



ELEMENTARY REPORT CARD INFORMATION

Kindergarten, Grades 1 & 2

Progress will be reported in the following manner:

S = Standard met at this time

P = Progressing towards meeting grade level standard

N = Needs more time, practice, or support to meet grade level standard

-- = Standard not assessed at this time

Grade 3

Traditional grades (A thru F) will be used to report progress for the following subjects: Reading, Math, Spelling/Writing and English, Social Studies and Science/Health

Grade 4

Traditional grades (A thru F) will be used to report progress for the following subjects: Reading, Math, Spelling/Writing, English, Social Studies and Science/Health

ELEMENTARY REQUIREMENTS FOR PROMOTION

A student will be promoted when they have successfully:

- Completed the course requirements at their current level.
- Met the academic standards for their current level, based on their teachers' professional judgment and assessment results.
- Shown proficiency to advance to the next educational level.
- Demonstrated the necessary social, emotional, and physical maturation for successful learning at the next level.

The classroom teacher's recommendation is required for a student's promotion or retention. Parents will be notified well in advance if retention is a possibility. The final decision on promotion or retention lies with the building principal.

MIDDLE SCHOOL REQUIREMENTS FOR PROMOTION

A middle school student will be retained in their current grade level if they fail two (2) major subjects in an academic year; fail one (1) major subject and two (2) minor subjects in an academic year; or fail three (3) minor subjects in an academic year.

Middle School Major Courses:

- Language Arts
- Mathematics
- Science
- Social Studies

Middle School Minor Courses:

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

The administration reserves the right to evaluate each student individually, considering age, social adjustment, and medical needs before determining placement for the next academic year.

HIGH SCHOOL REQUIREMENTS FOR PROMOTION

Grade 9 to 10	successful completion of at least 5.75 credits
Grade 10 to 11	successful completion of at least 11.75 credits
Grade 11 to 12	successful completion of at least 18.5 credits
To Graduate	successful completion of 26.5 credits

In addition to credit requirements, the following criteria must be fulfilled for graduation:

- A Community Service Project requirement.
 - To graduate from Millersburg Area High School, all students must complete the High School Community Service Project. Each student will be assigned a faculty advisor to monitor their progress until the project is finished.
 - The due date for the senior class's community service project is the 135th day of school. If the project is not submitted by this date, the student will lose all school extra-curricular privileges, including parking privileges, until the project is completed.
- Meet the requirements of Act 158 of the Pennsylvania School Code.

To be eligible for graduation, students must also meet the requirements of Act 158 of the Pennsylvania School Code. This Act provides several options:

 - **Option 1:** Pass all three Keystone exams.
 - **Option 2:** Attempt all three Keystone exams. If any are not passed, enroll in and pass the corresponding Keystone Remediation course(s) and re-take the Keystone exam(s) at the end of the course(s).
 - **Option 3:** Attempt all three Keystone exams. If at least one is passed and a "Basic" score is earned on the others, combine the scores. The total must meet the state minimum of 4,452 points set by the PA Department of Education.
 - **Option 4:** Attempt all three Keystone exams. If any are not passed but the corresponding course is passed, substitute a passing score from another approved test for the failed Keystone exam(s). Approved tests and their minimum scores include:
 - National Occupational Competency Testing Institute (NOCTI) test (for vocational program completers)
 - PSAT (minimum score set by PDE)
 - SAT (minimum score set by PDE)
 - ACT (minimum score set by PDE)
 - ASVAB (minimum score set by PDE)

Completion of an IEP

A student with an Individualized Education Program (IEP) who satisfactorily completes the goals established by their IEP Team will be granted a regular high school diploma by the

district. This applies even if the student's special education program does not meet the Millersburg Area School District's standard graduation requirements. Any decisions regarding graduation for a student with an IEP must be made by the student's IEP Team.

Language Instruction for Limited English Proficient and Immigrant Students

The Millersburg Area School District provides a program for students whose dominant language is not English, to facilitate their achievement of English proficiency and to meet graduation requirements.

MINIMUM ATTENDANCE STANDARDS FOR PROMOTION OR GRADUATION

To be eligible for promotion and/or graduation, a student must attend at least 8/9ths of the school term unless there are extenuating circumstances. If such circumstances exist, the superintendent may waive this attendance requirement based on the principal's recommendation. Eight-ninths of the school year equals 161 days.

HIGH SCHOOL GRADUATION REQUIREMENTS

English	4 Credits
Math	3 Credits
Science	3 Credits
Social Studies	4 Credits
Health	.5 Credit
Physical Education	3 Credits
Freshman Seminar	.25 Credit
Microsoft Apps	.25 Credit
Electives	8.5 Credits

Total 26.5 Credits

- To be awarded credit, a student must complete a course with a minimum final average of 65% or higher.
- Students can earn graduation credit by completing online courses through the district's Millersburg Academy or approved dual enrollment higher education courses. Students are responsible for any associated coursework costs. Contact the School Counselor for details.

COURSE SCORING GUIDELINES

The scoring of traditional high school courses follows the guidelines in the annually updated and Board-approved student handbook. The Millersburg Area School District recognizes that online or dual enrollment courses may not align with these guidelines. Therefore, grades for these courses will be recorded as follows:

Reported as a Letter Grade:

- | | | |
|-----------|-----------|-----------|
| • A = 97% | • C = 80% | • F = 64% |
| • B = 89% | • D = 70% | |

Reported as a Scaled Grade:

- | | | |
|--------------|--------------|--------------|
| • 4.0 = 97% | • 3.5 = 93% | • 3.0 = 89% |
| • 3.75 = 95% | • 3.25 = 91% | • 2.75 = 87% |

- 2.5 = 85%
- 2.25 = 83%
- 2.0 = 80%
- 1.75 = 77%
- 1.5 = 75%
- 1.25 = 72%
- 1.0 = 70%
- <1.0 = 64%

HIGH SCHOOL COURSE WEIGHTING GUIDELINES

The Millersburg Area School District recognizes the varying rigor of high school courses. To encourage students to take more challenging courses and reward their efforts, the district will weight these courses when calculating grades, cumulative GPA, and class rank. The guidelines for course weighting are as follows:

1. **Non-weighted Courses:** All courses not designated as "Honors" or "Advanced Placement" (AP) in the course selection guide are non-weighted and will have a multiplier of 1.0.
2. **Honors Courses:** Courses labeled as "Honors" in the course selection guide are weighted with a multiplier of 1.05. To qualify for an Honors course the following year, students must achieve a minimum final grade of 90% in their current course.
3. **Advanced Placement Courses:** Courses labeled as "Advanced Placement" in the course selection guide are weighted with a multiplier of 1.10.
4. **External Courses:** Core area courses (Language Arts, Mathematics, Science, or Social Studies) taken from online providers or colleges/universities may be eligible for weighting. If the course is similar to a weighted course offered at the high school, the appropriate multiplier (1.05 or 1.10) will be applied. If there is no clear comparison, the course will not be weighted unless the student requests it.
To request weighting for an external course, the student must provide evidence of the course's content and rigor to the Course Weighting Committee, which includes the High School/Middle School Principal, High School Guidance Counselor, and the Director of Curriculum, Instruction, and Assessment. If a committee member has a conflict of interest, the Superintendent will assign a replacement.

The Course Weighting Committee will evaluate the course based on various criteria, such as course syllabus, program description, advanced standing, or prerequisite testing. The Committee's decision is final and not subject to review.

DUAL ENROLLMENT ADMISSION GUIDELINES

Students can take dual enrollment college courses to earn both high school and college credits simultaneously. To receive high school credit, the course must be approved by the High School Principal. Students are responsible for the cost of the coursework. For more information, contact the Guidance Office.

STANDARDIZED TESTS

High School

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

Middle School

- | | |
|-----------------------------|------------|
| • iReady Diagnostic Tool | Grades 5-8 |
| • Classroom Diagnostic Tool | Grades 6-8 |

- | | |
|--|------------|
| • Star 360 Reading & Math Diagnostic Tool | Grades 6-8 |
| • PSSA English/Language Arts & Math Assessment | Grades 5-8 |
| • PSSA Science Assessment | Grade 8 |

Elementary

- | | |
|--|------------------|
| • ABC Readiness | Pre-Kindergarten |
| • PSSA English/Language Arts & Math Assessment | Grades 3-4 |
| • PSSA Science Assessment | Grade 4 |

COLLEGE ENTRANCE REQUIREMENTS

Admission to college is increasingly competitive. Start planning by the eighth grade to ensure serious consideration. Colleges typically emphasize the following factors for admission:

- a. Four-year high school academic record
- b. Class rank
- c. SAT or ACT scores
- d. School recommendations
- e. Standardized test results showing mental ability and aptitude
- f. Extracurricular activities, leadership roles, and school service

Many colleges require the SAT, which measures critical reading, writing, and math skills. Students should take the SAT in the spring of their junior year and again in their senior year. Some colleges or community colleges require the ACT for admission or placement. For more information about college entrance requirements, contact the Counselor's Office.

GRADING SYSTEM MIDDLE & HIGH SCHOOL

Grades are recorded as percentages. They have the following significance

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

HOMEWORK

It is the student's responsibility to complete homework assignments on time. If a student anticipates being absent for a day or two, they should arrange to obtain assignments from their teachers in advance. The district encourages parents to pick up homework for absent students. To allow teachers sufficient time to prepare the assignments without disrupting classes, parents may email teachers directly. Homework can be picked up between 3:00 and 3:30 PM in the respective office.

HONOR ROLL DETERMINATION

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

High School

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

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

Middle School

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

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

DAUPHIN COUNTY TECHNICAL SCHOOL POLICY AND STATEMENT

The Millersburg Area School District is a non-member district of the Dauphin County Technical Schol (DCTS). For students residing in non-member districts, applicants to DCTS must come through the school district counselor's office.

The application and parental registration must be filled out completely and returned to your school counselor. The school counselor will collect the other information and prepare the packet to be sent to the technical school. All applications must be received by the due date for admissions for the next school year. Student applications for non-member districts are accepted for grades 10-12 and are dependent on the spaces available in the applicants first or second choice of career and technical programs because students from member districts will be given priority in programs selection.

As per the DCTS Joint Operating Committee policy, all non-member district applications are subject to review by the Administrative Director of the DCTS. All applicants should be in good academic standing, have good attendance, and demonstrate appropriate behavior.

CURRICULUM REVIEW BY PARENTS AND STUDENTS

The Millersburg Area School District allows parents and students to review instructional materials and access curriculum information, including academic standards and assessment techniques.

- Parents of students under 18 and students 18 or older have this right.

- Upon request, the district will provide information about the curriculum, academic standards, instructional materials, and assessment techniques.
- Only one request per semester can be made for each enrolled child.

EXEMPTION FROM INSTRUCTION/ASSESSMENTS

Parents/guardians can request their children be excused from specific instruction or assessments that conflict with their religious beliefs under these conditions:

- Submit a written request detailing the specific instruction/assessment to be excused.
- Send the written request to the building principal. Copies will be kept in the student's permanent records, with the principal, and given to the teacher.
- The student must request permission to leave class during the instruction/assessment. The teacher will excuse the student if the written request is on file and describes the specific instruction/assessment.
- The written request must state that the instruction/assessment conflicts with religious beliefs.
- Parents/guardians or students may request replacement educational activities. These activities must align with course goals and not require extra resources from the district.
- The principal will decide where the student should report during the excused time.
- Excused students must still meet the academic standards required for graduation.

INCOMPLETE WORK AND GRADES DUE TO ABSENCE FROM SCHOOL

A student must complete any missed assignments and tests within five (5) school days of returning to school. Failure to satisfactorily complete the required coursework within this time frame will result in a grade of "0" (zero) for the assignment, which may lead to a failing grade for the course.

A student will not be allowed to make up any missed homework, classwork, tests, or quizzes if the absence was illegal.

END OF GRADING PERIOD AND SEMESTER INCOMPLETE WORK AND GRADES

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

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

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

Attendance Information

See Board Policy 204 for more information regarding student attendance.



DEFINITION OF A SCHOOL DAY

6:30 a.m. – 7:40 a.m.	Exterior doors remain locked
7:40 a.m.	Students enter using main entrances for their respective building
8:00 a.m.	Exterior doors locked for the remainder of the day

*Coaches must tend Door #20 (rear of Manning Gym), to allow students entry prior to 7:30 a. m. Exterior doors should not be propped open.

For attendance purposes the following will be observed:

- A full day of attendance is from Middle/ High 8:00 a.m. - 3:00 p.m. Elementary 8:05 a.m. – 2:50 p.m.
- A student arriving at school between 8:00 a.m. and 8:35 a.m. is tardy.
- A student arriving at school after 8:35 a.m. is marked absent for the AM session.
- A student arriving at school after 11:00 a.m. is marked absent for a full day. This student may not participate in any school activities that day unless student has an excuse signed by a licensed physician.
- A student leaving school before 11:00 a.m. and not returning is marked absent for a full day.
- A student leaving school after 11:00 a.m. is marked absent for the PM session

ARRIVAL

Official School Day:

Elementary: 8:05 a.m. - 2:50 p.m.

Middle/High: 8:00 a.m. - 3:00 p.m.

Doors will open at 7:40 a.m. Parents should drop students at the designated drop off location. No vehicles should enter the bus circle. Students arriving prior to 7:55 a.m. will report to the designated area for their grade level. Students may not be in the halls or classrooms without prior permission from the principal.

High School- Report to the auditorium or the cafeteria for breakfast

Middle School- Report to the auditorium or the cafeteria for breakfast

Elementary- Report to breakfast or designated location based on grade level

TARDINESS

Students arriving after the tardy bell (8:00) must go directly to the school office. Accumulating more than three (3) tardies per semester may result in loss of privileges, such as parking. Students with five (5) or more unexcused tardies will be referred to the Check & Connect Program. For tardiness to an individual class, students should also report to the school office. Only doctor's or dental

appointments will be considered excused tardies. Tardiness, whether to school or a class, will not be tolerated.

Detention will be assigned the third and each subsequent time a student is tardy.

1st - 2nd Offenses - Excused

3rd - 6th Offenses - Each offense will be one hour after school detention.

7th + Offenses - Suspension and/or loss of school privileges.

ABSENCES

These guidelines are designed to support students and ensure their success in school.

- Parents will be notified when a student reaches ten (10) days of absence, regardless of the reason. The student may also be referred to the Check and Connect Program, which helps students stay on track with their attendance.
- For each additional absence after the tenth day, parents must call the school by 10:00 a.m. and submit a written excuse when the student returns. It's the student's responsibility to deliver the excuse to the office.
- Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.
- When a student reaches 15 cumulative, excused, health-related absences, a note from a certified physician is required. For any reason, reaching 15 absences triggers referral to the Check & Connect Program. By the 21st day of absence, each absence must be supported by a note from a certified physician, or it will be considered unlawful.
- Students who were absent cannot participate in after-school activities unless arrangements are made beforehand with the office or a special excuse is issued.
- Parents will be notified if their child has unexcused or unlawful absences. A letter will be sent after three (3) such absences. When a student reaches three (3) illegal absences, they will be referred to the Check & Connect Program. If a student accumulates at least six (6) illegal absences, the principal will take required legal actions.
- See Board Policy 204 for more information.

EARLY DISMISSALS

If a student must be dismissed early from school, they must bring a note from a parent or guardian to the office, or an electronic Student Absence and Tardy form should be submitted the morning of the early dismissal. Parent/Guardian must sign their student out in the office. High School students who provided a note prior to their dismissal may sign themselves out. If they did not provide a note parent must come to the office to sign them out. In case of emergency or sudden illness, contact should be made with the school office. If a student leaves 45 minutes to 3.5 hours early that equals half day absence PM.

Early dismissals will be excused for the following reasons:

1. Physician's appointment (verification by physician required)
2. Court appearances (official verification required)
3. Death in the family
4. Religious observances
5. School-related activities approved by administration

6. Other urgent or emergency situations authorized by the principal

DISMISSAL

Middle/High 2:59 p.m.

Elementary 2:50 p.m.

Please follow parking lot signage

EDUCATIONAL TRIPS

For non-school sponsored educational trips, students must submit a Planned Absence Request Form, available in the office and on the school website. The form must be signed by a parent/guardian and all teachers one week before the first anticipated absence date. Upon return, students are responsible for completing missed assignments within five (5) school days.

Non-school sponsored educational trips are not approved during CDT Testing, Senior English Interviews/Exams, PSSA Exams, Keystone Exams, Mid-Terms, or Finals. Refer to the Planned Absence Request form for details.

Students are permitted to take no more than (5) cumulative days of planned absences during any school year. The principal reserves the right to deny a request for education trips for any student who has excessive absences.

The district allows students to be excused for religious instruction/retreats, as specified by PA Public School Code Section 1546. Parents should submit a written request to the Superintendent at least one week before the event and provide confirmation to the principal afterward confirming the student's attendance. The request must detail the nature of the instruction, including dates and hours of the absence. Following each absence, parents must provide a written statement to the Superintendent confirming the student's attendance and specifying the dates and hours of instruction attended.

HABITUALLY TRUANT STUDENTS

In addition to required legal measures, the Millersburg Area School District is committed to collaborating with families of habitually truant students to address this issue. When a student accumulates three (3) unlawful absences in a school year, a letter will be sent to the parent/guardian. A Student Attendance Improvement Conference must then be scheduled involving the student, parent, and district personnel to develop a Student Attendance Improvement Plan (SAIP). During this meeting, the student will also be offered the option to participate in our Student Assistance Program.

After six (6) unlawful absences, depending on the student's age, the district may file a complaint with the Magisterial District Judge, or make a referral to Children and Youth services.

*****Any student in grades 5 –12 may be retained in the current grade level if he/she is absent 20 or more days or has not attended at least 8/9ths of the school term (161 days), unless extenuating circumstances can be medically provided to school officials.**

CHANGE OF ADDRESS/PHONE NUMBER

If you change your telephone number or address within the Millersburg Area School District, please report it immediately to the school office at 717-692-2108 to update our records. Students transferring to another district must obtain withdrawal papers from the district office. Records will be sent to the new district once all property is returned, and financial obligations are met.

COLLEGE VISITATION FOR STUDENTS

- Juniors and seniors may have excused absences to visit college campuses, but only after their parents/guardians have given permission to the high school office.
- The Planned Absence Request Form is required and must be signed by the school counselor.
- The student must provide a letter from the college, on their official stationery, stating the visit date. It's the student's responsibility to deliver the excuse to the office.

SCHOOL CLOSINGS

Efforts will be made to adhere to the school calendar. However, in cases of inclement weather, the school may close or delay opening.

- Please refrain from calling the school, administrators, or teachers.
- Notifications will be sent via School Messenger to all individuals on the MLBG list, and announcements will also be posted on the MLBG Facebook page and shared with local radio and television stations.

STUDENT ADMISSION POLICY

Before a student can be admitted to the Millersburg Area School District, the parent, guardian, or person responsible for the student must provide a sworn statement or affirmation during registration. This statement should indicate whether the student was previously or is currently suspended or expelled from any public or private school within the Commonwealth or any other state for offenses involving weapons, alcohol, drugs, the willful infliction of injury, or any act of violence on school property. This registration will be part of the student's disciplinary record. Parents and guardians will be informed that any willful false statements made under this section will be considered a third-degree misdemeanor.

To verify residency in the Millersburg Area School District, parents or guardians must provide:

1. A notarized statement from a landlord or homeowner if residing with another resident

or
2. Provide One* of the following documents showing an address within the MASD in the parent's/guardian's name:

- Deed, lease, or rent receipt
- Mortgage settlement papers
- Property tax bill
- Most recent utility bills (phone, gas, electric)
- Deposit receipt for gas, electric, or phone service start-up
- Current credit card bill
- Driver's license
- Vehicle registration
- PennDOT identification card
- Current active bank account checkbook with name and address imprinted

*MASD reserves the right to request a second form of address verification to confirm residency.

Falsifying any information or documents required for this verification will result in the revocation of the student's registration.

When a student transfers to the district, a certified copy of their disciplinary record will be requested and obtained from the previous school. This record will be maintained as part of the student's permanent disciplinary record and will be available for inspection as required by law.

TRANSFERRING TO ANOTHER SCHOOL DISTRICT

The school laws of Pennsylvania mandate that accurate records are maintained for all students. Achieving this requires full cooperation from parents and guardians. Please promptly report:

1. Any change of address within the school system.
2. The date of withdrawal if the family is moving out of the district.

This information is important to report during both the school term and the summer vacation period.

WITHDRAWING FROM SCHOOL

Before withdrawing from school prior to graduation or the age of eighteen (18), a student must obtain a General Employment Certificate, a Farm Permit, or a Domestic Permit. These forms are issued by the office and are valid once properly processed. Before permanently leaving school, except for graduation, a conference must be held with the guidance counselor and/or high school principal.

When a student is withdrawing due to a move from the district, parents should provide the school with the exact date of withdrawal, the new address, and the name of the new school district.

Students aged eighteen or older who wish to withdraw from high school for, reasons unrelated to residency within the District, must have an exit interview with the guidance counselor or principal before leaving. They must also complete the necessary withdrawal forms and return all books and materials belonging to the district.

Student Conduct and Activities



VISITORS/SECURED ENTRANCES

- All visitors must report to the main office to get a visitor's badge.
- Unauthorized entry may result in trespass action.
- To keep our buildings secure, students from other schools are not allowed on campus while school is in session.
- All student visitor requests need approval from building administrators.
- Students and staff must not open locked doors for anyone. Discipline referrals may result from violations.
- Everyone must enter through secure entrances and report to the office.
- Parents are encouraged to visit the school, meet teachers, and attend classes. To arrange visits, call the guidance office or principal.
- Visitors must register at the office, wear a visitor's badge, and return to the office to sign out before leaving.

CAFETERIA PROCEDURES

- **Breakfast:** Served at 7:40 a.m. Free for students
- **Lunch Prices:** Student lunch costs \$2.30 for elementary students and \$2.55 for MS/HS students (subject to change).
- **Power Lunch:** A cashless lunch system for tracking lunch money.
 - Send money in a sealed envelope with the student's name, ID#, and amount.
 - Make checks payable to MASD FOOD SERVICE FUND.
 - Drop off envelopes at the cafeteria in the morning.
- **Cafeteria Rules:**
 1. Go directly to the cafeteria without running.
 2. Keep tables, chairs, and floors clean.
 3. Use good table manners.
 4. Do not take food or drinks to classrooms or corridors.
 5. Return trays and dispose of trash properly.
 6. Push chairs in when leaving.
 7. Behave responsibly; misbehavior will result in disciplinary action.
 8. All students must eat at school; no leaving for lunch or ordering take-out.

- 9. Breakfast is served at 7:40 a.m.
- **Negative Lunch Balances:**
 - No student will be refused food due to insufficient funds.
 - Negative balance emails will be sent weekly
 - Balances over \$-50.00: Letter sent home and possible legal action.
 - Students with negative balances cannot buy a la carte items.
- **My School Bucks:** An online service for paying for meals.
 - Set up automatic payments.
 - Track meal history.
 - Get low balance alerts.
 - Make payments via mobile app.

Technology

SCHOOL ISSUED DEVICES

Students in grades 3-12 will receive a Chromebook and a Google account for educational use. Personal computers are not allowed at school. Students must log in using their school-issued Chromebook. The district can monitor students' online activity when logged into their accounts. Any attempts to bypass the district's safeguards and monitoring systems will lead to disciplinary action in accordance with the district's acceptable use policy, Policy 815 (Acceptable Use of Internet, Computers and Network Resources).

- I will use and care for my district provided Chromebook responsibly as described in the Acceptable Use Policy while at school and at home.
- I understand that the Chromebook is subject to inspection at any time without notice and remains the property of the Millersburg Area School District.
- I will not let anyone else use the Chromebook other than my teachers, administrators, or parents/guardians.
- I will never leave the Chromebook unsecured or unattended, and I am responsible for knowing the location of the Chromebook at all times.
- I will cooperate in the filing of a police report in the event of theft, vandalism, or other acts covered by insurance and inform my building administrators.
- I will keep food and beverages away from the Chromebook.
- I will not disassemble any part of the Chromebook or attempt any repairs.
- I will not remove or deface the serial number or other identification labels on the Chromebook.
- I will not remove the protective hardshell case installed on the Chromebook and will report any case breakages to the Main Offices.
- I understand I will be fully responsible for any damage done to the Chromebook if any part of the case is removed or missing.
- I will not use stickers, markers, etc., on the Chromebook or do anything to permanently alter the Chromebook.
- I will clean the Chromebook's screen with a soft, anti-static cloth only, using no cleaners.
- I will charge the Chromebook's battery daily and arrive at school with the Chromebook charged.
- I agree to return the Chromebook and power cords in good working condition.

OPTIONAL DEVICE INSURANCE

Parents and students can purchase insurance to cover repair costs for devices. The insurance form is included in the information packet sent home on the first day of school.

Coverage Includes:

- Liquid spills on the device
- Drops, falls, and collisions
- Electrical surges
- Broken LCD screens due to drops or falls

The insurance covers up to two repairs or one replacement per school year (August 1 to July 31). Additional repairs will be the responsibility of the parent/guardian.

Not Covered:

- Damage from fire
- Intentional damage (e.g., hammer marks)
- Cosmetic damage (unless it affects functionality)
- Theft

*Students should charge their Chromebooks overnight and bring them to school fully charged each day.

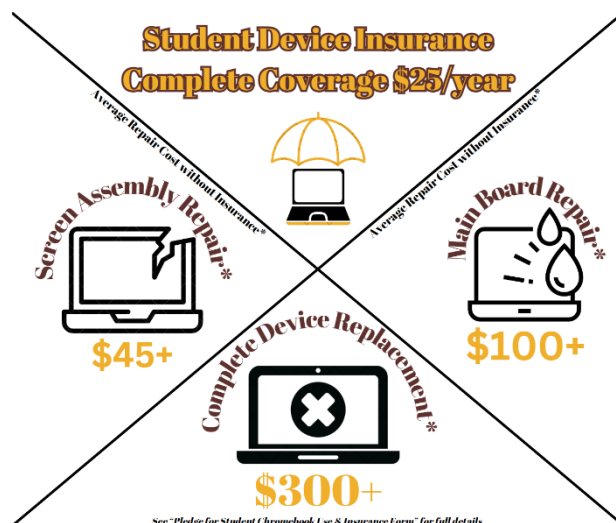
CELL PHONES AND NON-SCHOOL ISSUED ELECTRONIC DEVICES

Earbuds: Beginning with the 2026–2027 school year, school students will not be permitted to use wireless earbuds (such as AirPods or similar devices) during the school day. All headphones or earbuds used in school must be corded (wired).

General Policy: Cell phones and non-school-issued electronic devices (e.g., tablets, smartwatches, air pods, earbuds) must be turned off or set to silent mode during school hours unless explicitly permitted by school staff.

During Class Time:

- **Permitted Use:** Devices may only be used if a teacher grants permission for educational purposes.



- **Prohibited Use:** Unauthorized use, including texting, calling, or accessing social media, is not allowed.

Hallways and Common Areas:

- **Lunch:** High school students may use cell phones during lunch in the cafeteria. This privilege can be revoked by the principal at any time.
- **Other Areas:** Cell phone use in hallways, bathrooms, or other common areas is prohibited.

Consequences for Misuse:

- **First Offense:** The device will be confiscated by the office and returned at the end of the school day. The incident will be recorded, parent will be notified, and the student will receive a lunch detention.
- **Second Offense:** The device will be confiscated, incident will be recorded, a parent or guardian must retrieve it, and the student will serve after school detention.
- **Third/Repeated Offenses:** Further disciplinary action may be taken, including restrictions on device use on school grounds.

Confiscation and Return: Devices will be confiscated if misused. They will be stored securely and returned based on the severity of the infraction and school policies.

Privacy and Security: Students should be aware that personal electronic devices do not guarantee privacy. The school may review device content if policy violations are suspected.

Exceptions: Accommodations for medical or educational needs must be arranged with school administration in advance. Documentation from a healthcare provider or educational professional may be required.

By following these guidelines, students contribute to a focused and respectful learning environment.

*Changes can be made at any time by the principal

SCHOOL-WIDE HALL PASS PROCEDURES

We will be using a digital pass system.

Our Digital Hall Pass system logs each pass electronically, whether issued by a teacher or created by a student and enforces automatic restrictions. Passes can be automatically approved or require teacher approval. Student self-service options help minimize class interruptions.

Teachers can request that a student visit a specific building or room at a certain date and time.

Notifications are sent to teachers, detailing where and when to send the student.

This system saves time, improves reporting, enforces restrictions, and allows administration to view all active and past hall passes.

1. **Classroom Attendance:** Students must be in their assigned classroom unless the teacher grants permission to leave.
2. **Office Visits:** If called to the guidance office or main office, or if given a pass by an administrator, counselor, teacher, or nurse, students must first check with their classroom teacher.

3. **Field Trips and Other Activities:** Students scheduled for field trips, band sectionals, or driving must inform their classroom teacher before leaving.
4. **Pass Use:** From 8:05 a.m. to 2:55 p.m., students must use the school-wide pass when outside their classroom. Each classroom will have a Chromebook where students can sign in and out on the electronic pass system.
5. **Pass Completion:** Students must complete the pass by closing it out once they reach their destination or return from short pass locations such as restroom. Failure to do so will result in a meeting with the principal to determine consequences.

POWER SCHOOL

Parents and students can access the PowerSchool computer grading and attendance program from any Internet connection. The PowerSchool App is also available for download on smartphones. This program is an excellent resource for parents to track their student's progress, and it is highly recommended that parents utilize this valuable tool.

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

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

SCHOOL MESSENGER

The Millersburg Area School District uses School Messenger to communicate with students and parents/guardians via telephone. This system provides updates on changes affecting the school day and relays important information throughout the school year.

STUDENT OBLIGATIONS

Students must return all issued supplies and equipment and pay for any library fines or damage to equipment. Charges will be based on current replacement costs for lost or damaged books and school property. Students with outstanding obligations will not receive report cards and may be barred from extra-curricular activities, athletics, clubs, and parking privileges.

STUDENT ORGANIZATIONS AND ACTIVITIES

1. **Eligibility:** All student activities are governed by the Eligibility Policy (see section 57).
2. **Available Activities:** Students can participate in various extracurricular activities based on interest and available supervision. For field trips related to these activities, fill out a Trip Permission Form and get signatures from teachers for each class period missed. Activities include:
 - Athletics
 - Art Club
 - Cheerleading
 - Conservation Club
 - Drama Club

- Big Brother, Big Sister
 - National Honor Society
 - Archery Club
 - Student Council
 - SADD
 - Tatler
 - Yearbook
 - Ski Club
 - Jump Start Café
 - GSA Club
 - FBLA
3. **Scheduling Activities:** Organizations must get approval from their advisor(s) and schedule through the high school principal to avoid conflicts. Activities require adult supervision and chaperones, who may be faculty, parents, or approved adults. The organization is responsible for any expenses, including cleaning costs. All adult chaperones and volunteers must obtain the required background checks and clearances and be approved by the district administration.
4. **Finances:** All funds for school activities should go into the student activity account. Deposits and expenditures must be managed through this central fund. The high school secretary is the treasurer. Only approved vouchers can authorize spending. Typically, checks are issued on Fridays, so plan for funding requests.
5. **Awards:**
- **Scholastic Awards:** Given to students who achieve honor roll status four times in the school year. Seniors receive their pins at graduation or class night; underclassmen receive theirs at the next year's assembly.
 - **Distinguished Honors:** Average of 93%–100% in all subjects.
 - **Honors:** Average of 85%–100% in all subjects.
 - **Varsity Letters (Varsity “M”):** Awarded based on participation:
 - Soccer: 18 halves
 - Football: ½ of quarters
 - Basketball: ½ of quarters
 - Volleyball: ½ of games
 - Wrestling: ½ of matches
 - Softball/Baseball: ½ of innings (except pitcher)
 - Golf: Majority of matches
 - Track: 20 points (varies by grade)
 - Competitive Spirit: Full participation in fall and winter seasons
 - Band and Band Front: Active for the entire year
 - Chorus: Active for the entire year
 - Tatler and Yearbook: For seniors active for 3 years or 2 years respectively
 - Students receive a chenille letter or pins for additional achievements.

ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY PARTICIPATION

Participation Requirements:

- To join athletics, a student must submit an athletic/activity contract and pay a \$40.00 fee to their coach or advisor.

- The Millersburg Area High School sports program follows rules set by the Board of School Directors and the Pennsylvania Interscholastic Athletic Association (PIAA). The school is part of the Tri-Valley Athletic Association and the Twin Valley Division of the Eastern Conference Football League.

Eligibility Rules:

High School Students:

- A student must pass an equivalent of five and one-quarter (5 1/4) credits and may not be failing more than two (2) subjects.

Middle School Students:

- Ineligible if failing two or more core subjects or one core and two minor subjects.

Eligibility Checks:

- Eligibility is assessed weekly based on grades from the start of each nine-week period.
- Students on the ineligible list cannot participate in practices or activities from Sunday through the following Saturday.
- Conduct and attendance affect eligibility. Students on suspension cannot participate in any activities until their suspension is over.

Attendance Requirements:

- **Day of the Contest:** Must attend school the day of or at least half of the previous school day.
 - Arriving late after 8:35 a.m. requires a parent or doctor's excuse.
 - Leaving early requires a doctor's excuse.
- **Pre-arranged Absences:** Excused with approval from the Building Principal or a note from a licensed physician.
- **Extended Absences:** If absent for 20+ days in a semester, a student must attend for 60 days and complete at least 10 practices before participating in contests.

Day After a Contest:

- Must attend all classes unless excused for valid reasons. Repeated absences following contests may lead to disciplinary actions.

Early Dismissal Policy:

- To participate in an event, a student must be present at least part of the school day.
- Absences due to illness require a physician's note for participation in events.
- Students absent on Friday need a doctor's note to participate in Saturday events and must have attended at least part of Friday. Regular attendance on the day after a contest is required to avoid suspension from future contests.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) recognizes students who excel in Scholarship, Service, Leadership, and Character. There is no limit on the number of students accepted each year or class.

To be eligible, students must:

- Be in their junior or senior year.
- Have a cumulative grade of at least 90% for 5 of the 7 semesters before acceptance.
- Meet standards for character, leadership, and service.
- Complete 20 hours of volunteer work for a non-profit organization.

Students elected in their junior year continue their membership in their senior year unless there is a valid reason for dismissal.

END OF YEAR FIELD TRIPS/ ACTIVITIES

To participate in end-of-year field trips, club trips, or other planned absences, students must meet the following criteria:

1. **Attendance:** Students who miss more than 20 school days, unless the absences are due to illness verified by a medical professional, are not eligible.
2. **Discipline:** Students with more than 6 hours of detention or Saturday work/study assignments, or those who have had 1 day of in-school or out-of-school suspension and/or 4 or more hours of detention, are not eligible.

Students who are ineligible must attend school on the day of the trip and will be given assignments by their teachers to complete.

PARKING LOT REGULATIONS

At Millersburg Area High School, students can drive to school with special permission from the administration. To do so, they need written consent from a parent or guardian and proof of liability insurance. Students must park in designated spots, head-in, and display a visible parking tag on their rear-view mirror. Each student will be assigned a specific parking space.

Parking Guidelines:

- **Responsibility:** Car trouble is not an excuse for being late. Students must arrive on time. After parking, remove your keys, lock your car, and enter the building. Loitering or leaving school property after parking is prohibited.
- **Registration:** Parking spaces are assigned on a first-come basis. **SPACES ARE LIMITED** To obtain a space, students need a valid Pennsylvania license, current owner's card, proof of insurance, a completed registration card, and a \$10 fee. Replacement tags cost \$15.
- **Discipline:** Students who park without a permit will receive a warning. Repeated offenses, such as careless driving, truancy, tardiness (3 times in a marking period), or detention (5 or more times), may result in losing parking privileges.
- **Speed Limit:** The speed limit on school property is 15 MPH. The school is not liable for damage or injury resulting from speeding or reckless driving.

Applying for a Parking Permit:

1. Get an application form from the high school office.
2. Complete the form and the drug/alcohol testing form. Obtain signatures from the student, parent/guardian, and principal, then return the form.
3. Provide the insurance card and owner's card.
4. If approved, return to the office within two days to receive your permit.
5. Registration is valid for one year.
6. Attend a drug testing information meeting with both the parent and student.

Parking Rules:

1. Follow all traffic rules, including speed limits and stop signs.
2. Park only in assigned spaces with your permit visible through the front window.
3. Park between the lines; no angle parking.

4. Students should not access the parking lot during school hours unless authorized by the office.
5. Unauthorized persons and students are not allowed in the parking lot or in parked cars during school hours without permission.
6. No parking or driving on the grass.
7. Students cannot use or access their vehicles during school hours without administrative permission.

*Violations of these rules may result in revoked parking privileges or suspension.

PERSONAL CONDUCT AT SCHOOL EVENTS

The Millersburg Area School District wants to ensure the safety and good behavior of students and spectators at school events. Please follow these rules:

1. During the National Anthem, everyone should either participate or be respectful if not participating.
2. Avoid disruptive behavior, including:
 - Profane or abusive language.
 - Obscene gestures.
 - Fighting or provoking fights.
 - Unsportsmanlike conduct.
3. Alcohol and controlled substances are not allowed on school property.
4. Smoking/ Vaping is prohibited anywhere on school property.
5. Weapons, including guns and knives, are not allowed. Do not use any object to harm or disturb others.
6. Follow directions from police or school staff.
7. Do not disturb others or create risks of injury or property damage.
8. Abide by all School District policies and laws.

Violations may result in removal from the event without a refund. Severe or repeated violations may lead to a ban from future events. Legal violations will be reported to authorities, and students may face school disciplinary action. These rules can be enforced by police, fire police, school administrators, or faculty members.

SCHOOL BUS REGULATIONS

Transportation is provided as per Pennsylvania School Code. Be at your designated stop on time and wait until the bus has stopped before crossing the road. Always walk in front of the bus to be visible to the driver. Remain seated while on the bus and follow the driver's seating assignments. Misconduct may lead to loss of bus privileges.

To leave school with someone else, go home with other students, or ride a different bus, you need written permission from a parent/guardian processed through the office.

USE OF OFFICE/CLASSROOM TELEPHONES

Students may only use school phones for emergencies or under school personnel supervision. For private or personal calls, go to the middle/high school office. Official school business calls need prior approval from school staff.

STUDENT ATHLETE TRANSFERS DURING CONCURRENT SEASONS

Students who wish to transfer between athletic programs during the same season are allowed to do so. However, to ensure their mental and physical well-being, there will be a 20-school-day waiting period before they can compete in their new sport. Transfers require written permission from both parents and the coach of the new sport.

SURVEILLANCE CAMERAS

Cameras are installed around the elementary, middle, and high school complex to provide evidence of inappropriate behavior. They are not monitored continuously, so students and the public should not rely on them for constant security.

DISCIPLINARY ACTION

The school's primary goal is to help students correct undesirable behavior. School officials will work with students, parents, guardians, and community resources to encourage better behavior. The administration has developed specific measures for each level of offense to ensure uniform disciplinary action. Serious cases may be referred to the Superintendent or Board of School Directors.

Detention

- Held Monday through Thursday from 3:05 to 4:05 p.m.
- Notice sent to parents/guardians.
- Rescheduled if school closes early or if student is absent.

Suspension

- In-school (ISS) or out-of-school (OSS).
- ISS: Complete Student Independent Learning Plan; failure to do assignments results in zeros.
- OSS: No school property access or after-school functions during suspension.
- Students can make up missed assignments; parents can request assignments by calling the office.

This streamlined schedule ensures fair and consistent disciplinary action for all students.

Exclusion from School Functions

1. **Suspension:** A suspension of up to ten days will result in exclusion from school functions such as prom, class trips, field trips, graduation ceremonies, dances, and athletic events.
2. **Graduation Ceremony:** Permission to attend the graduation ceremony is at the principal's discretion.



MILLERSBURG AREA SCHOOL DISTRICT

SCHOOL BEHAVIOR FLOW CHART

FOR TEACHERS, STAFF, STUDENTS, AND COMMUNITY

LEVEL 1 (MINOR)

BEHAVIORS

-  Insubordination/defiance
-  Disruptive behavior
-  Abusive/obscene/profane language or gestures
-  Academic misconduct
-  Inappropriate school behavior (outside of injury)
-  Personal electronic devices (any use of)
-  Dress code violations
-  Inappropriate use of school-issued electronic devices
-  Messaging rules and expectations

DEFINITIONS (WHAT IT MEANS)

- Insubordination/Defiance:** Refusal to follow reasonable staff direction; willful failure to meet expectations.
- Disruptive Behavior:** Actions that interrupt teaching, learning, school activities, or the educational environment.
- Abusive/Obscene/Profane Language or Gestures:** Use of inappropriate, offensive, vulgar, or disrespectful language, symbols, or gestures.
- Academic misconduct:** Dishonoring, cheating, plagiarism, falsifying tests, or other dishonest academic behaviors.
- Inappropriate school behavior (outside of injury):** Behavior that violates school expectations and negatively impacts the learning environment.
- Personal electronic devices (any use of):** Unauthorized possession, use, or display of personal electronic devices during prohibited times or locations.
- Dress code violations:** Failure to comply with school dress code expectations.
- Inappropriate use of school-issued electronic devices:** Using school devices in a manner inconsistent with educational purposes, school policy, or expectations.
- Messaging rules and expectations:** Failure to comply with classroom, school, or district messaging expectations.

TOOLBOX/INTERVENTIONS - STAFF MANAGED STRATEGIES

- Complete a Behavior Log**
-  Affective statement/Impromptu conversation
-  Restorative Conversations
-  Phone call home
-  Email home
-  Loss of class privilege
-  TRIBE lessons/Restorative Circles

LEVEL 2 (MODERATE)

BEHAVIORS

-  Continued Unmodified Level 1 misbehavior
-  Unacceptable behavior disrupting education or posing health/safety threats
-  Harassment (with no threat)
-  Minor physical behavior
-  Peer conflict

DEFINITIONS (WHAT IT MEANS)

- Continued Unmodified Level 1 Misbehavior:** 3 or more Level 1 behaviors that continue despite interventions and supports.
- Unacceptable Behavior Disrupting Education or Posing Health/Safety Hazards:** Behavior that interferes with instruction or creates unsafe/health risks.
- Harassment (With No Threat):** Physical, verbal, and/or written contact or actions without intent to harm but may disrupt the environment or cause safety concerns.
- Minor Physical Behavior:** Physical contact or actions not intended to cause harm (e.g., pushing, tripping, playful contact).
- Peer Conflict:** Inappropriate peer interactions or disagreements causing disruption, discomfort, or distress.

TOOLBOX/INTERVENTIONS - STAFF & ADMIN MANAGED STRATEGIES

- Complete a Behavior Log**
-  3 Level 1 Infractions
-  Think Sheet
-  Detention(s): lunch, after school
-  Restorative Conversations
-  Restorative Agreements
-  Student Assistance Program (SAP) Referral

LEVEL 3 (MAJOR)

BEHAVIORS

-  Continued Unmodified Level 2 misbehavior
-  Behaviors that cause school property damage
-  Harassment (sexual, bullying, intimidation, racial intimidation, or threats)
-  Fighting, with a weapon
-  Physical and verbal aggression (including extreme behavior)
-  Health or life-threatening behavior and threats
-  Use, intent, or possession of tobacco/vaping products, inhalants/drug paraphernalia, or alcohol
-  Acts punishable under Crimes Code

DEFINITIONS (WHAT IT MEANS)

- Continued Unmodified Level 2 Misbehavior:** 2 or more Level 2 behaviors that continue despite interventions and supports.
- Behaviors that Cause School Property Damage:** Intentional damage, destruction, or misuse of school property or resources.
- Harassment (Sexual, Bullying, Intimidation, Racial Intimidation, or Threats):** Conduct, gestures, or language targeting race, gender, sexual orientation, or other protected status that creates a hostile environment.
- Major Disruptive Behaviors:** Serious actions that significantly interfere with education, safety, or school operations (e.g., severe threats of harm, walkouts, classroom disruption, threats, or incidents that require staff intervention).
- Physical and Verbal Aggression:** Actions or statements intended to threaten, intimidate, or cause harm to others.
- Health or Life-Threatening Behavior and Threats:** Actions or statements that could reasonably be expected to cause harm.
- Use, Intent, or Possession of Tobacco/Vaping Products, Inhalants, Drug Paraphernalia, or Alcohol:** Use of possession of such substances or related paraphernalia in violation of policy or at school-related activities.
- Acts Punishable Under Crimes Code:** Any behavior that falls under applicable laws.

TOOLBOX/INTERVENTIONS - ADMIN MANAGED STRATEGIES

- Complete a Behavior Log**
-  2 Level 2 Infractions
-  Saturday detention (2 → 4 hours)
-  Suspension (half-day ISS/OSS, full-day ISS/OSS)
-  Expulsion
-  Possible school board hearing
-  Law enforcement involvement as deemed appropriate
-  Restorative Conversations + Reintegration Meeting
-  Student Assistance Program (SAP) Referral

PLEASE REFER TO STUDENT HANDBOOK FOR FURTHER DETAILS

TRUSTWORTHY RESPECTFUL INVEST BE SAFE EXCELLENCE

Expulsion

1. **Definition:** Expulsion means exclusion from school for more than ten consecutive days and may result in permanent removal from the school.
2. **Process:** Expulsion proceedings follow District policy. See Board Policy 233 for details.

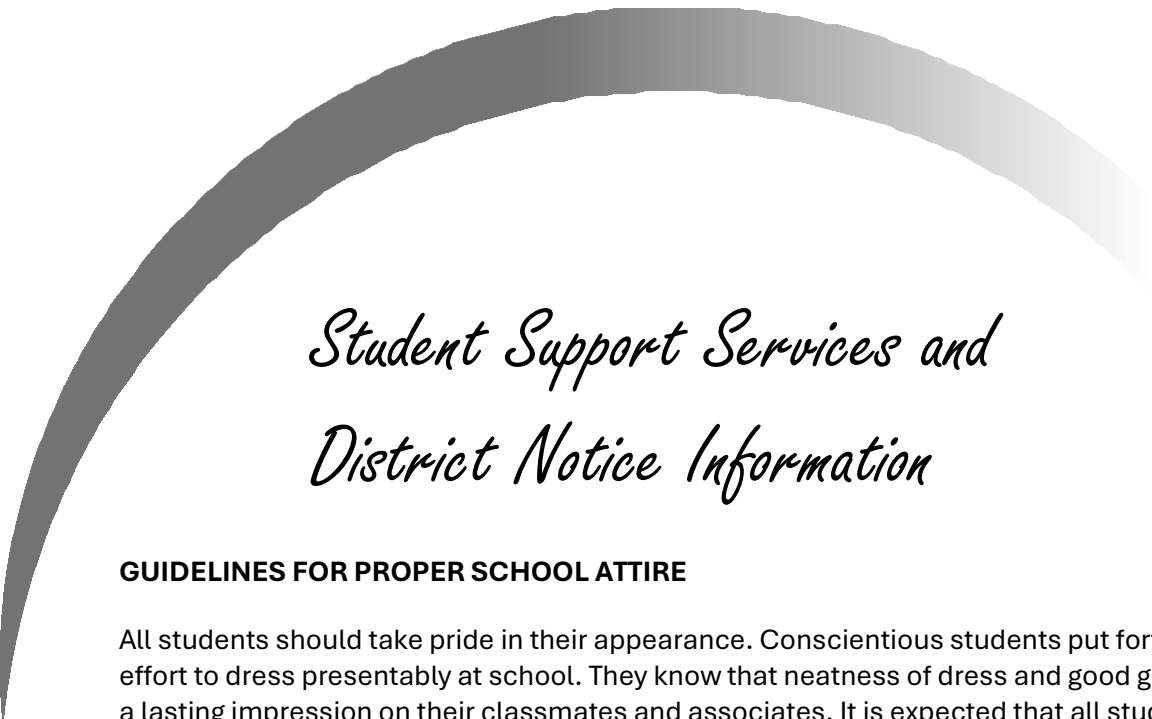
Contact with Law Enforcement

The Board has a policy for involving law enforcement in school discipline matters. Police will be called if:

- A trespasser refuses to leave the premises.
- Someone creates a disturbance and does not stop when asked.
- There is a threat to the health, safety, or welfare of anyone.
- A dangerous weapon is found in the possession of someone other than police officers.
- Identification of substances or investigation of drug-related violations is needed.
- There is verbal or physical assault or a violation of local, state, or federal law, depending on the severity.

Victims of violations can file charges independently of school discipline. The school cannot file charges but will report incidents to the police or District Attorney, who will decide on further action.

*** All possible actions will be decided by the building administration.**



Student Support Services and District Notice Information

GUIDELINES FOR PROPER SCHOOL ATTIRE

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



Millersburg Area School District

Dress Code

Students should take pride in their education and arrive to school dressed appropriately and prepared to learn. Appropriate dress is that which is not offensive or does not present a safety hazard or disruption to the learning environment. Clothing which advertises or promotes the use of drugs, alcohol, tobacco products, sexual innuendos, weapons, or violence is not permitted.



To help ensure the safety and security of all students, students' faces must remain clearly visible at all times during the school day. Hoods, brimmed hats, and sunglasses may NOT be worn during the school day.



Spaghetti straps, halter tops, strapless shirts, camisoles, tank tops, muscle shirts, bare midriff shirts are NOT permitted. Shirts must cover cleavage, the back and torso.



Clothing with holes that expose skin above mid-thigh is NOT permitted.



The length of shorts, skirts, or dresses, may NOT be excessively short and MUST extend to mid-thigh.

Pajamas (tops and/or bottoms) are NOT permitted



Sagging pants or see-through garments that expose undergarments are NOT permitted.

Footwear with wheels or slippers is NOT permitted.



Students in violation of the dress code will be immediately required to change to appropriate attire. Repeated violations of the dress code and defiance of administrative directives will be dealt with according to the Student Code of Conduct.

BOOK BAGS/BACKPACKS/GYM BAGS/WATER BOTTLES

Middle and High School Students – Book bags/backpacks/gym bags and the like will be permitted only for transporting materials to and from school. Once in school, they must remain in the student's locker. High School Students – Students are permitted to carry book bags to and from classes throughout the school day. This privilege may be revoked at any time at the discretion of the administration. Students are permitted to have water bottles in the classroom. Student's water bottles are subject to alcohol testing by administration when the administration has reasonable suspicion to believe the contents of the water bottle violate a state or federal law or school rule.

LOCKERS, PERSONAL AND SCHOOL PROPERTY

All lockers remain the property of the district, and students should not expect privacy in them. Periodic random locker searches using canines (dogs) may occur.

Searches:

1. **With Reasonable Suspicion:** School authorities may search a student's locker and seize illegal materials if they suspect the locker contains items that violate laws or school rules. These materials may be used as evidence in disciplinary actions. The student will be notified and may be present during the search.
2. **Without Prior Notification:** If there is reasonable suspicion that a locker contains items threatening the health, safety, or welfare of students, it may be searched without prior notice or the student being present.
3. **Personal Search:** If a student is suspected of possessing illegal materials, they will be referred to the principal or assistant principal for a private search. This may include using a "wand." If the student resists, the police may be called.

At the beginning of the school year, students will be assigned lockers. They are responsible for keeping their lockers neat and clean. Lockers should be used for storing books, clothing, lunch, and other school-related items only. Food, drink, and personal pictures are not allowed. Students must use only their assigned lockers and are not permitted to share or use others' lockers. Lockers must be kept locked at all times. Any damage to or problems with locks due to tampering will result in repair or replacement costs being charged to the student.

Students with lockers that use keys must return them at the end of the school year. A lost or damaged key will incur a \$15 replacement fee.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) requires schools to annually notify parents of students in attendance of their rights. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend

the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Student Privacy Policy Office regarding and alleged failure by a school to comply with FERPA. A complaint concerning alleged failures by the district to comply with the requirements of FERPA may be made to the: Student Privacy Policy Office, U.S. Department of Education, 4090 Maryland Avenue, SW, Washington D.C. 20202-4605. The district will, upon request, disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

The school district may disclose, without consent, "directory" information. However, at the beginning of each school year, parents and eligible students may request that the school not disclose directory information about them.

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

The term "directory information" does not include:

1. A student's Social Security Number; or
2. Student identification (I.D.) number, except that directory information may include a student I.D. number, user I.D., or other unique personal identifier displayed on a student I.D. card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

NOTIFICATION OF SPECIAL EDUCATION SERVICES AND PROGRAMS

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate, and evaluate all children who need special education programs and services due to a disability. This notice aims to help find these children, aid parents, and describe parents' rights regarding the confidentiality of information obtained during this process. This notice is written in English. If anyone does not understand any part of it, they should contact the school district (see Special Education Contacts) and request an explanation.

Identification Activity

Child Find is an initiative by public education agencies to identify, locate, and evaluate children suspected of having disabilities, including those in private schools. The goal is to ensure these children receive a free appropriate public education (FAPE).

Who It Applies To:

- Children with disabilities like autism, emotional disturbances, hearing impairments, intellectual disabilities, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech/language impairments, traumatic brain injuries, and visual impairments, including blindness.
- Preschool-age children with developmental delays in cognitive, communicative, physical, social/emotional, and self-help areas.

Developmental Delay Criteria:

- A child under school age and at least 3 years old may be considered to have a developmental delay if:
 - A developmental assessment shows a 25% delay in one or more areas.
 - Standardized tests show performance 1.5 standard deviations below the mean in one or more areas.

Identification Activities:

- Annual notices are provided by each school district, outlining these activities and confidentiality procedures.
- Activities include data review, hearing and vision screening, academic assessments, behavioral observations, and evaluating responses to remediation. Parental input is also considered.
- Once a child is suspected of having a disability, parental permission is required for further evaluation.
- Parents can request an evaluation at any time by writing to the school's Special Education Contact Person.

Confidentiality

If a disability is identified after screening and with your permission, your child will be evaluated. The results are recorded in an education record, which is maintained by the school district and contains personally identifiable information such as your child's name, family names, address, and other details that can trace the child's identity.

The school district collects information about your child's physical, mental, emotional, and health status through testing, assessment, and observation, as well as from records provided by your child's physician and other service providers. To protect this information's confidentiality, the school district assigns a responsible official, trains all users of the information, and maintains a list of employees who can access the records. The school district will inform you when this information is no longer needed and will destroy it upon your request, except for basic information like your child's name, address, phone number, grades, attendance, and classes attended, which may be kept indefinitely.

As a parent, you have the right to:

- Inspect and review your child's education records without unnecessary delay, especially before any IEP meeting or hearing, and within 45 days of your request.
- Get explanations and interpretations of the records.
- Receive copies of the records if not providing them would prevent you from exercising your right to review them.
- Have a representative inspect and review the records.
- Request a list of the types and locations of the records.
- Request amendments to records you believe are inaccurate, misleading, or violate your child's rights. If the school district refuses, you have the right to a hearing.

Your consent is required before the school district discloses personally identifiable information from your child's records, except to school officials with legitimate educational interests or to another school district where your child seeks or intends to enroll.

When your child turns 18, the rights regarding their records transfer to them.

If you believe these rights have been violated, you can file a written complaint with:

Pennsylvania Department of Education
Bureau of Special Education
Division of Compliance
333 Market Street
Harrisburg, PA 17126-0333

The Department of Education will investigate and issue a report within 60 days.

Complaints about confidentiality can also be filed with:

Student Privacy Policy Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

For ongoing screening services or questions, contact:

Brandi Witmer
799 Center Street
Millersburg, PA 17061
(717) 692-2108

Early Intervention Identification

In Pennsylvania, a child between 3 years old and the age to start school who has a developmental delay, or a listed physical or mental condition is considered eligible for special services. The parents of these children have the same rights as described above. The Pennsylvania Department of Education provides programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. Screening for preschool children is available from the Capital Area Intermediate Unit (CAIU). To schedule an appointment for screening or get more information, please call the CAIU Preschool Program Supervisor at 717-732-8400 ext. 8619.

Chapter 15 Services for Protected Handicapped Students

Students who do not qualify for special education programs may still be considered protected handicapped students and are covered by federal and state anti-discrimination laws. The school district must ensure these students have equal opportunities to participate in school programs and extracurricular activities as appropriate for each student.

In compliance with the law, the school district will provide necessary aids, services, or accommodations to each protected handicapped student without discrimination or cost. This ensures they can fully participate in and benefit from school programs and extracurricular activities of their abilities.

To qualify as a protected handicapped student, the child must be of school age and have a physical or mental disability that substantially limits or prevents participation in some aspect of the school program. These protections and services differ from those for students receiving special education. The school district or the parent can initiate an evaluation if they believe a student is a protected handicapped student. For more information on evaluation procedures and services, parents should contact the Special Education Office at 717-692-2108 ext. 3156..

Notice of Services for Gifted Students

The Pennsylvania State Board of Education's regulations as set forth in Chapter 16, Special Education for Gifted Students, provide that gifted students are considered to be children with exceptionalities and are in need of specially designed instruction. Under Chapter 16, each school district shall conduct public awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs. These awareness activities shall be designed to reach parents of students enrolled in the public schools and parents of children not enrolled in public schools. Requests for testing under Chapter 16 can be made in writing to the Pupil Services Office or orally by calling [phone number].

RIGHTS OF STUDENTS EXPERIENCING HOMELESSNESS

The Millersburg Area School District (MASD) participates in the McKinney-Vento Homeless Education Assistance Program, which provides additional rights and support for homeless students. Students from preschool to 12th grade may qualify for protections under this program if they live in any of the following situations:

- In a shelter
- In a motel or campground due to lack of adequate accommodation
- In a car, park, abandoned building, or bus/train station
- Doubled up with others due to housing loss or economic hardship
- With non-custodial relatives or friends
- In substandard housing without running water or adequate heating

Under the McKinney-Vento Act, eligible students have the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even without the usual documents (e.g., school records, IEP, birth certificate, immunization records, proof of address)
- Attend school while the school gathers the needed documents
- Enroll in the local school or continue at their school of origin, if preferred and feasible
- Receive transportation to and from the school of origin upon request
- Receive educational services comparable to those provided to other students, based on their needs

For questions, contact the Homeless Liaison, Bobbie Prouse, at 717-692-2108.

PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS

As a parent of a student at district, you have the right to know the professional qualifications of the classroom teacher who instructs your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. If you would like further information on this topic, please contact the Superintendent's Office at [phone number].

ESL INSTRUCTION

For students whose primary home language is not English, testing and instruction in English as a Second Language is required, dependent upon proficiency. The instruction will be delivered utilizing classroom pull-out and co-teaching instruction in core-academic instruction.

STUDENT ASSISTANCE PROGRAM (SAP)

A group of teachers and professional staff are available to help students with serious problems through the SAP (Student Assistance Program) Team. Students can refer themselves or their peers to the SAP Team for issues like depression, emotional problems, poor academic performance, unusual behavior, and substance use or dependency. The SAP Team keeps all referrals confidential and focuses on helping students become productive members of the school community by connecting them with appropriate resources. The SAP Team does not provide therapy or discipline. Students will not be punished for being referred to the SAP Team; they will be supported.

EQUAL EDUCATIONAL, EMPLOYMENT, AND NONDISCRIMINATION POLICY

The Millersburg Area School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, Section 504, and the Americans with Disabilities Act. For information regarding 1) civil rights, 2) grievance procedures, 3) service, activities, and facilities that are accessible to and usable by disabled persons, or 4) employee or participant complaints of harassment or discrimination, Title IX (Sex Equity) issues contact MASD's Title IX Coordinator:

Mr. Charlie Hunsinger

717-692-2108

799 Center Street, Millersburg, PA 17061

The Federal Drug-Free Workplace Act requires that our workplace be totally free of illegal use of drugs and that we issue the following statement: No one is allowed to use, make, sell, distribute, or have in his/her possession any illegal drugs. Any violation of the Act will lead to severe disciplinary action, which will normally include dismissal.

NURSING SERVICES

Excusal from School Activities

Any student who needs to be excused from physical education or other school activities will be required to obtain an excuse from a physician, which needs to be submitted to the school nurse.

Illness/Accidents

Students who become ill during school hours:

1. Acquire a pass from their teacher to be admitted to the nurse's office.
2. The nurse will acknowledge the pass and record the time if the student is sent back to class.
3. Arrangements for students remaining in the nurse's office will be made by the nurse.
4. Arrangements for students sent home due to illness will be made by the nurse.

The nurse will only excuse a student to go home early if a parent/guardian can be contacted by phone to pick up the student. If a parent/guardian cannot be contacted authorized persons on the Emergency Card will be contacted. Arrangements to leave school made prior to the consent of the school nurse will be recorded as unexcused. All accidents occurring during school hours or during school-related activities must be reported to the nurse immediately so that a record can be maintained. In emergency situations, the student will be transferred to the hospital and the parent/guardian will be contacted. *Please Note: The district makes available to students an insurance program each fall at a nominal fee. This plan covers accidents to and from school as well as accidents that may occur during school hours. For more information, please contact the District Office.

Medication

1. Any medication brought to school by a parent or student is to be brought directly to the nurse's office.
2. All medication will be dispensed through the nurse's office. No student shall possess prescription or non-prescription medication, except for asthma inhalers and epinephrine auto-injectors. Compliance with Board Policy 210.1 is required for any such use or possession..
3. All medication must be in the original container.
4. Medication will only be given when accompanied by a written order from the prescribing physician and a note from the parent/guardian authorizing the nurse to dispense the medication. A new order must be obtained each school year.
5. Students are to take home any remaining medication at the end of the school year. Any medication not taken home at that time will be disposed of.

Non-prescription Medication

Non-prescription medication will only be given in accordance with the protocols established by the school's health care provider, Board Policy 210, and written consent from the parent/guardian. Nursing discretion will be used when administering non-prescription medication.

Screenings

PA School Health Law requires a physical examination for all students in grade 6. This examination may be completed by the student's family physician up to a year prior to the 6th grade, or by the school physician during 6th grade with a signed permission from a parent or guardian.

PA School Health Law requires a dental examination for all students in Grade 7. This examination may be completed by the student's family dentist up to a year prior to the 7th grade, or by the school dentist during 7th grade with a signed permission from a parent or guardian. Following the dental exam, a referral will be sent home if the dentist should find any cavities, etc.

Board Policies Overview

Some Board policies are detailed in this handbook, but we encourage you to review all policies on the District website. Signing the Confirmation of Review page means you understand these policies.

Use/Possession of Tobacco – Policy 222

Students are not allowed to use or possess tobacco or nicotine products, including cigarettes, cigars, e-cigarettes, and smokeless tobacco. The consequences are:

- **First Offense:** 1-day suspension, complaint filed, and referral to the Student Assistance Program.
- **Second Offense:** 3-day suspension.
- **Third and Subsequent Offenses:** 5-day suspension.

Discrimination/Title IX Sexual Harassment Affecting Students– Policy 103

The District is committed to a discrimination and harassment-free environment.

Please refer to Policy 103 for more information. The District will promptly address and investigate any claims. Contact Mr. Charlie Hunsinger, Title IX Coordinator, for assistance.

Hazing – Policy 247

Hazing involves causing students to engage in harmful or humiliating activities for initiation or membership in an organization. This includes:

- Breaking laws
- Consuming harmful substances
- Physical or mental brutality
- Sexual brutality

Bullying/Cyberbullying – Policy 249

Bullying, including cyberbullying, means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

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

Report bullying incidents to the principal, and they will be investigated. Disciplinary actions can include:

- Parental conferences

- Loss of privileges
- Detention
- Suspension

Student Records

Policy 216

Parents have the right to review their child’s educational records and request corrections if the information is inaccurate. Students 18 or older and emancipated students have the same rights.

The District may release student information to post-secondary institutions and military recruiters unless parents opt out. “Directory information” such as names and contact details may also be disclosed.

Weapons Policy – Policy 218.1

Students bringing weapons to school will face expulsion for at least one year. The Superintendent can recommend alternative discipline on a case-by-case basis. Weapons include firearms, knives, and explosive materials. Law enforcement will be notified of weapon incidents.

Other Important Policies

- **Health Examinations/Screenings – Policy 209:** Students must have health and dental exams at specific grade levels. Private exams are acceptable.
- **Student Accident Insurance – Policy 211:** The District provides insurance for accidents during school and activities.
- **School Wellness – Policy 246:** The District promotes student wellness, nutrition, and physical activity.
- **Use of Medications – Policy 210:** Prescribed medications can be administered during school hours if necessary.
- **Asthma Inhalers/Epinephrine Auto-Injectors – Policy 210.1:** Students may carry and use these medications with proper authorization.
- **Integrated Pest Management – Policy 716:** The District manages pests using methods that minimize hazards.
- **Controlled Substances/Paraphernalia – Policy 227:** The District aims to prevent substance abuse.

DISCLAIMER

The information contained in this handbook was accurate at the time of printing. Policies and procedures are subject to periodic review and change. The current versions of all school policies are maintained in the school office and are available for review upon request. Additional notices are available on the district website at <https://www.mlbgd.k12.pa.us/>.

