

## New Student Information

We hope you find the following information helpful.

For your convenience, the following Table of Contents has been included to allow you to reference items of particular interest to you as the date approaches.

Thank you and we look forward to seeing you at MBIT!

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## **What time does school begin on the first day for new students?**

7:40 AM Morning session students should report to class.

7:45 AM Morning session begins at 7:45 am.

10:20 AM Morning session ends. Dismissal for all students.

11:25 AM Afternoon session students report to class.

11:30 AM Afternoon session classes begin.

2:00 PM New Hope-Solebury dismissed.

2:10 PM Afternoon session ends. Dismissal for all students.

## **Driving Student to School or Picking Up after school at MBIT**

If you must drive your student to MBIT, please drop them off before school starts at the bus circle by the flagpole. Please have your student quickly exit the vehicle and safely move onto the platform away from traffic. When picking up your student, please do NOT drive/park in the bus circle, especially when buses are parked awaiting dismissal. You may park anywhere in the visitor/staff parking area out front. Your student may walk over to the area to be picked up using the walkways.

## **What do students do if they arrive late to school?**

Students arriving late should report to the main office for a late pass and must give that pass to their teacher.

## **How do I report my student's absence, tardy, or early dismissal?**

Daily attendance is recorded for all students. If a student is absent from class, they will be marked unexcused, unless notification is given prior to the date of the absence.

This can be provided in any of the following forms: a written note, a fax to 215-343-8626, an email to [Absent@mbit.org](mailto:Absent@mbit.org), completion of the attendance form on the school's website, or via telephone to 215-343-2480, extension 107. Please note that excuse notes or calls to the home school are not forwarded to our attendance office, therefore Middle Bucks must be notified separately.

For further information regarding our Attendance policy, you may refer to this year's Student Handbook & Parent Guide. The Handbook will be available on our PowerSchool Information Registration System along with a section for parents and students to agree that they have read and understand the Student Handbook & Parent Guide. The Handbook is always available on our website as well. Please do not hesitate to contact us if you have questions or concerns after reviewing the policy.

## **What are students expected to bring with them the first day?**

Students should bring a notebook/paper and pens/pencils. Books will be given out during the first week of school. Book policies and supply needs are set by individual teachers/departments.

## **What are students expected to wear on their first day of school since they have not received their uniform?**

Students may wear school appropriate clothing. If you ordered a uniform from the MBIT School Store, it will be delivered to their classroom. Teachers will advise students of uniform expectations.

Uniforms may be ordered from [www.mbitschoolstore.com](http://www.mbitschoolstore.com). Culinary Arts & Sciences, Dental Occupations, and Medical and Health Occupations students received special uniform ordering instructions.

## **What if a student must be picked up at school?**

Students are not permitted to leave school on their own before the end of their session. You should send an email to [absent@mbit.org](mailto:absent@mbit.org), you must be listed as a contact for the email to be considered valid. You may call the main office; however, you must be listed as an emergency contact. All persons picking up children must enter the building at the Main Office Entrance (by the flagpole) and present valid, government issued photo identification. Please be advised, the school cannot release students to persons without a photo ID. Only people listed in the student's emergency contact information may sign a student out for dismissal. To minimize disruptions to instruction, meeting times should be in conjunction with the bell schedule.

## **Address Changes/Contact Information Changes**

If you have any changes to your contact information such as address, phone number or email address, please send an email to [studentservices@mbit.org](mailto:studentservices@mbit.org). We will confirm the changes to the email address on record and the new email address.

## **Online forms – Student getting into the Lab**

Parents/Guardians must have completed the online PowerSchool Registration Information System which will electronically sign the necessary forms to allow a student to enter the lab. Those questions/forms are for health history, media/technology permissions, and [Student/Parent Handbook](#) agreement.

If you have not received your "Snapcode" to log into the PowerSchool Registration Information System by August 31st, please contact us at [studentservices@mbit.org](mailto:studentservices@mbit.org) or stop by the main office during the New Student Orientation night. We will be happy to assist you.

## **Program Fees**

The fees for your child's program may be paid via the PowerSchool Registration Information System. You may also send cash, money order or check (payable to MBIT) to the main office with your child. You may also call the main office at 215-343-2480 to pay via credit card over the phone.

## **[Link to our Parent/Student Handbook](#)**

## **Who do I contact about concerns with grades?**

The first line of communication should be the program's instructor. Whether you have a question about a student's grade or a day they were marked absent, the program instructor inputs this information and will be the best source for clarification.

*For grading;* we strongly encourage all parents to check [PowerSchool](#) often to keep an eye on your child's grades, attendance, and discipline. If you notice your child's grades slipping, reach out to the instructor promptly. The information to create your PowerSchool Parent Portal account will be sent to you during the second week of school.

## **If MBIT is open on a day that my school is closed, do I have to attend MBIT?**

If your sending high school is closed to students for the day, however MBIT classes are in session, you are expected to attend MBIT. The high school should still be providing bus transportation. Please check your home school's transportation website for additional information/instructions.

This may occur due to inclement weather and should your home school be closed and not provide bus transportation to MBIT. MBIT will mark your student's absence as ADM (Administrative Absence) this will not count against your student. We must account for students in the building and those who are not present that day.

## **Inclement Weather**

Please know that MBIT announces weather related school closings, late starts, early dismissals in several ways.

1. Email/Text/Phone calls to addresses/phone numbers registered with us.
2. Main website and all MBIT Social Media
3. Many TV channels, including NBC10, ABC6, CBS3, FOX29, carry scrolling lists of school closings and late starts or early closings during inclement weather.

Delayed Opening: Morning session students would not be transported via buses to MBIT. Should this occur, MBIT will mark students as ADM (Administrative Absence) and they are excused from MBIT. Students should follow their home school's procedures for the day.

Early Dismissal: Home Schools will coordinate with MBIT regarding bus transportation for your student to get them home safely.

## **Communications**

- Newsletter
- Social Media - Facebook, Instagram, X, TikTok
- Website ([www.mbit.org](http://www.mbit.org))

## **Google Classroom**

Our instructors will be using Google Classroom for communication, assignments, and resources. During the first week of school, teachers will guide students through the platform to ensure everyone is comfortable and ready to use it effectively.

## **Why are you taking a photo of my student?**

Every student will have their photo taken which allows for enhanced safety and security. Should the need arise during an emergency, we can easily provide identification to staff and emergency personnel.

## **School Nurse/Medication**

It is important for you to complete the health/medical information via the PowerSchool Registration Information System regarding your child's medical conditions.

We understand health changes arise during the school year. If you feel the nurse needs to know about any changes, please reach out to the nurse's office.

If your child needs to take medication during the school day, please reach out to the nurse at [swebber@mbit.org](mailto:swebber@mbit.org).

## **Special Education/Instructional Support Services**

The Special Education staff at MBIT provides assistance for any student who may have barriers to learning. The Special Education staff consists of a team of Special Education Teachers and a number of instructional assistants. The staff attempts to:

- Assist in the implementation of a student's Individualized Education Plan (IEP), which is developed by the sending school district.
- Provide direct assistance in the laboratory by reinforcing the development of specific occupational skills and safety.
- Adapt, develop, or acquire additional related career/technical instructional materials.
- Assist teachers in developing methods necessary to work effectively with students who are experiencing barriers to learning.
- Provide academic services to students who require help with reading, writing, and math.
- Make arrangements for peer tutoring.
- Perform assessments of identified students to determine their appropriate placement in an approved career or technical program.

Teachers may refer students to a Special Education Teacher whenever it is deemed that one of the above services may be needed by a student to have a successful educational experience. Students are expected to request additional assistance when needed as well.

## **Career and Technical Student Organizations**

Middle Bucks Institute of Technology expects all of its students to participate in SkillsUSA, a national organization for career and technical students. Students may also participate in additional student organizations such as HOSA (Health Occupations Students of America), PBA (Pennsylvania Builders Association), and FFA (Future Farmers of America). CTSOs promote leadership, professional development, and awareness of democratic processes.

The CTSOs hold social events, participate in community projects, and assist in school-sponsored activities. The organizations also hold local, state, and national competitions in all of the career and technical areas. Students who are active members have the potential of earning scholarships or other financial awards. Each program at Middle Bucks elects class representatives who may become an elected officer. These students have the opportunity to run as state or national officers. The annual activity fee for students is \$30.00, which includes membership in SkillsUSA.

All students participating in CTSO sponsored trips must travel to and from the destination on school-provided transportation unless pre-approved by the administration. Students are not permitted to drive their own vehicle on CTSO sponsored trips. Costs related to trips are the responsibility of the student. Students must complete the appropriate permission form and receive written approval from their parent/guardian in order to participate in a trip.

The administration approves all permission forms based on the following criteria:

Academic standing - minimum of a C average

1. Attendance - unexcused and excused absences not to exceed 10% of total enrollment days as of the due date of the permission form.
2. No Out of School Suspensions
3. No outstanding financial obligations owed to MBIT

In addition, MBIT has a chapter of the National Technical Honor Society (NTHS). Students can be nominated by his/her teacher once they are a 200 level student and meet all of the criteria for induction.

**Still have questions? Please contact us at [studentservices@mbit.org](mailto:studentservices@mbit.org).**