

# Mifflinburg Elementary School

115 Shipton Street Mifflinburg, PA 17844

Phone: (570) 966-8320

Karen Shaffer  
*Elementary Principal*



Dear Parent/Guardian:

After reviewing this year's Family Handbook with your child, please sign this form to acknowledge receipt of the 2019 - 2020 Mifflinburg Area Elementary Family Handbook and have your child **return it to their teacher by Friday, September 6, 2019.**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher

I understand that I am responsible for familiarizing myself with the contents of the Mifflinburg Area Elementary School Family Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**2019-2020**  
**Mifflinburg Elementary School**  
**Family Handbook**

115 Shipton Street  
Mifflinburg, PA 17844  
Phone: (570) 966-8320



Principal ~ Mrs. Karen Shaffer  
School Counselor ~ Mrs. Laura Kerstetter  
R.O.A.R Coach – Mr. Tom Church  
Mrs. Christine Hackenberg  
Mrs. Ashley Furman



***DISTRICT OFFICE***

178 Maple Street  
Mifflinburg, Pennsylvania 17844  
Phone: 966-8200  
Superintendent – Mr. Daniel Lichtel

***MIFFLINBURG ELEMENTARY SCHOOL***

115 Shipton Street  
Mifflinburg, Pennsylvania 17844  
Phone: 966-8320  
Elementary Principal – Mrs. Karen Shaffer

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*A message from the principal:*

Dear Parents/Guardians:

Welcome to the Mifflinburg Area Elementary School. We hope that this year, as in the past, we continue to work together to provide the finest educational opportunities for our children. Please take time to read your family handbook. It contains many of the answers to questions you may have during the year.

At Mifflinburg Elementary School we strive to foster a warm and caring learning environment that encourages the social and academic development of our students. We endeavor to provide all students with a solid educational program of studies that will enable them to learn to the full extent of their abilities. The faculty and staff are a team dedicated to working in partnership with the families and the communities in the Mifflinburg Area School District to provide our students with opportunities that will challenge them to work to their utmost potential.

Each child enters the Mifflinburg Area Elementary School with unique abilities and I encourage you to become involved in your child's education. A partnership between the home and school enables children to recognize and develop the full potential of their abilities. Opportunities abound for you to visit and volunteer in the classroom. We recommend that you keep in mind three great ways to participate is to attend regularly scheduled conferences with your child's teacher; accept our open invitation to have lunch with your child; and request an informal visit with teachers and/or principal when questions arise. Additionally, our parent organization meets monthly and offers many activities to be involved in the school community. Working together we will provide an even better educational program for your children.

We look forward to each and every day with your children and are honored that you entrust us with their education. On behalf of the faculty and staff, it is my pleasure to welcome you to the Mifflinburg Elementary School family, where a good mind and a good heart always make a great combination.

Please feel free to contact us at any time if you have questions or concerns.

Sincerely,

Mrs. Karen Shaffer  
Elementary Principal

*The Mifflinburg Elementary School believes in inspiring our students through professional support and encouragement to become independent life long learners while providing instruction which will meet each child's individual need in order for them to reach their academic, social, emotional and physical potential within our community.*



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# GENERAL SCHOOL INFORMATION AND GUIDELINES

## SCHOOL HOURS

### Academic Hours

The instructional day for Mifflinburg Area Elementary School is 8:45 a.m. to 3:30 p.m. Students arriving after 8:45 a.m. are considered late and should be escorted by an adult to the office to be signed in and provide their lunch choice. Dismissal is at 3:30 p.m.

### Early Arrival

The Elementary School will be open before the instructional hours stated above. Starting on the second day of school, students may arrive at the Laney Street entrance doors as early as 7:35 a.m. Those students arriving early will be given a quiet and safe location where they can read or do school work. We hope these hours are helpful to parents whose work schedules conflict with the school schedule.

## TRAVELING TO AND FROM SCHOOL

Children who walk to and from school should be accompanied by an adult and take the safest route possible. Students are encouraged to stay on the sidewalk when possible. Students will not be permitted to walk along the road that leads up to the Elementary School from the intersection of Shipton and Mabel Streets as this is an extremely busy area that poses a safety risk. Parents are asked to escort their children to and from the Elementary School. Safe travel to and from school can reduce a great deal of stress that students feel about school. Parents should discuss with their children what to do if a problem arises or if they are not there to escort them.

If your child is to go home with someone else or travel on a different bus on a particular day, we must have written permission from you. This is for your child's safety. If you cannot send a note, please call the school at 570-966-8325 with the message. Do not rely on your child to give us the message; it can easily be lost, forgotten, or misunderstood.

**We kindly request that all changes in dismissal routines for your child be communicated with the school before 2:30 p.m. to allow time to notify appropriate personnel.**

Bus students will arrive and depart through the lobby doors at the front of the school. Those who are dropped off or picked up by parents will enter and exit the building at the Laney Street entrance. This arrangement provides separation of bus traffic from carpool traffic as a safety precaution.

Students should not enter or exit through the north (office) entrance of the Elementary School unless they arrive after 8:45 a.m. or leave with parents prior to 3:30 p.m. Traffic patterns are not arranged to accommodate this as an effective student entrance.

### Parent Traffic Circle Procedures

The parent traffic circle for drop-off and pick-up is at the Laney Street entrance and may become quite congested at arrival and dismissal times. Teachers will help unload and load students as quickly as possible; however, you should anticipate a delay.

For the safety of our students when you use the parent drop-off/pick-up lane, you are asked to:

1. Remain in line.
2. Pull up as far as possible when it is your turn.
3. If you must leave your car, do not park it in line. Parking space is available in the parking lot.
4. Be patient, we are working with children and ensuring their safety.

### Bicycles

To help insure student safety, students should not ride bicycles to school. This is due to the hectic traffic patterns around the school campus in the morning and at dismissal time.

## DISTRICT TRANSPORTATION

Transportation is a vital part of our total school program. Each child requiring district transportation is given a bus assignment including bus number, designated stop, and approximate time the bus will arrive. The bus stops are located

as conveniently and safely as possible for all concerned. **No child/children will be permitted to ride a bus other than their assigned bus unless they have a parental permission slip signed by their parent and/or guardian.**

### Bus Regulations

Children who ride the bus should know the safety and conduct rules. School bus transportation is a privilege and convenience. Student responsibility and parent cooperation are essential for everyone's safety. Persistent disregard of school bus rules will result in a student losing the privilege of riding the bus. Should a student lose this privilege, it becomes the responsibility of the parent or guardian to provide transportation. **In an effort to maintain safety on buses, cameras are installed to monitor behavior. Parents should be advised that the video and audio obtained from the bus cameras may be used to determine appropriate consequences for behavior on the bus.**

Please discuss the following rules with your child:

1. Children are to ride only the bus to which they have been assigned unless school permission has been granted to do otherwise. Children will not be permitted to make phone calls home during the school day to get parent permission to go on another bus or to a different destination. These plans should be made in advance and proper notes written to school staff.
2. Children should go to their seats and remain there until they reach their stop.
3. Students should keep head and arms inside the bus—not sticking out the windows.
4. Students may not bring animals, beverages, water guns, squirt bottles, glass containers, or firearms and explosives, etc. on the bus.
5. Students should keep hands and feet to themselves at all times on the bus including while standing in line or when getting on and off the bus.
6. Students should use a quiet voice while riding the bus and while waiting in the bus line.
7. Older students should be considerate of younger children at all times.
8. When entering the bus, students should let it come to a full stop before entering.
9. Misbehavior will not be tolerated and will be handled accordingly. Proper discipline will be maintained by the driver, transportation director and/or principal. Remember, riding the bus is a privilege, and as such, it can be taken away.
10. If a child is denied bus-riding privileges, it is the parent's responsibility to ensure the child gets to school. Failure to bring the child to school may result in an unlawful absence.
11. Depending upon the weather and/or traffic, buses should arrive at their scheduled stops with little variation in time. Children must be at the bus stop at the assigned time.

Any changes or questions regarding busing within the district are to be directed to Mr. David Oberlin at 966-8250.

### ATTENDANCE/ABSENCES

In order to assure continuous success in class work, regular attendance is very important. By law, the following reasons for absence are considered excused:

1. Illness/Medical Appointments
2. Death in the immediate family
3. Quarantine
4. Reasons of urgent or emergency nature

All other reasons will be considered unexcused. **When students return to school from an absence, they must bring a note signed by the parent/guardian giving a reason for their absence. We ask that this note be returned no later than 3 school days after the absence.** Generally, students will be given one day to make-up work for each day of absence. Note: Excuse slips are no longer sent home after each absence for the parents to complete. It is the parent's responsibility to provide a handwritten/typed and signed excuse or a Dr.'s slip to excuse a child's absence. **Excuse slips are provided at the back of the handbook for your convenience.**

If a student has a medical appointment in the morning, she/he is expected to return to school in the afternoon. Likewise, for an afternoon appointment, a student is expected to attend school in the morning. **Only a half-day of**

**absence is given to a student for a medical appointment unless there are circumstances supporting the need for the student to be out of school for the entire day.**

Parents are expected to arrange for a child to get to school. If a child misses school due to appointments or situations of other family members, the absence will be unexcused.

Students are credited with a half-day of absence on a regular school day if they miss more than 2 hours and 15 minutes of school. Any student who misses 5 hours or more is credited with a full day of absence.

In cases of chronic absence or irregular attendance without a sound reason, the school may require an excuse from a certified physician for any future absence.

After three days of unlawful or unexcused absence, a letter of warning is issued to the parent or guardian. Any additional unlawful absence beyond the warning will result in legal action. After the third illegal absence, parents will be asked to meet with a school administrator to develop a Student Attendance Improvement Plan. Chronic truancy will be referred to the proper agency for further legal action.

Students will be excused only for those holidays now recognized by the Department of Education. Students wishing to be excused for religious holidays and/or instruction should contact the principal. Students must be present during the school day in order to attend or participate in after-school activities.

Tardiness can also disrupt the order of the school day. Students are to be in their classrooms by 8:45 a.m. A note explaining the reason why the student is late may excuse a tardy student. Tardy time is cumulative and can result in half- or full-days of absence showing up on a student's school record. When bringing a child to school late, please do not drop off the child at the office door. The parent or guardian must come into the school to sign the child in to ensure the child will be marked as present.

After arriving at school, no student will be permitted to leave school property during the day without a written excuse and/or permission from the office

#### Student Sign-out Procedures

1. Please make sure you have a legitimate reason for taking your child out of school. Doctor and dentist appointments during school hours are permitted however; we encourage you to schedule them outside of school hours if at all possible.
2. When picking your child up from school prior to the regular dismissal time you need to sign your child out in the office. Since we are responsible for your children, it is imperative that we know who is taking your child and when.
3. Do not put your child on the spot. In cases of family separation where custody has not been awarded to one parent by the courts, we cannot legally prevent either parent from picking up the child. Please do not ask us to do so.
4. Please note the following: If any person other than the parent or guardian is to pick up the child, the school should have a **written** statement from the parent or guardian specifying the necessary information.

#### Educational Trips

The form requesting an absence for an educational experience outside the classroom is available in each school office or on the district website. The form should be submitted at least one week prior to the absence.

Educational trips will normally be limited to one per school year. It is reasonable to expect that students should make up missed assignments. Family vacations often do not meet the criteria for educational trips unless there is a portion of the trip that relates to an educational experience. Parents are discouraged from scheduling vacations during the last two weeks of school as well as during scheduled standardized tests.

## **EMERGENCY DISMISSAL AND CANCELLATION OF SCHOOL**

If weather conditions or some other unusual circumstances cause a need for delayed opening, early dismissal or cancellation, administration will notify you through our global connect system. Also, the following radio & TV stations will make announcements:

### **FM STATIONS**

**WWBE 98.3**

**WLGL 92.3**

**WQKX 94.1**

**WKSJ 102.7**

**WILQ 105.1**

### **AM STATIONS**

**WPGM 1570**

**WMLP 1380**

**WKOK 1070**

**WYGL 1240**

**WRAK 1400**

### **TV STATIONS**

**WBRE Channel 28**

**WNEP Channel 16**

**WYOU Channel 22**

Please use these sources of information instead of tying up school lines by calling the schools.

Periodically throughout the school year we will have scheduled early dismissals. The dates of these early dismissals are found on the school calendar.

## **EMERGENCY CARDS**

During the first week of the school year, your child will receive an Emergency Card from his/her teacher. This card should be kept up-to-date throughout the year. Please make certain that all portions of the card are completed. Contact the school as soon as possible when there is a change in address, telephone number, or parental status. **PLEASE RETURN THIS CARD IMMEDIATELY.**

In accordance with board policy #238, pupils should be released from school only to the parent of record, unless prior arrangements have been approved by the parent of record. Parents must state **in writing** to whom their child is to be released (**adult**) for any purpose, i.e., appointments, going home with another student, etc. The office may need to call the parent of record to verify arrangements if someone not listed on the student's emergency card attempts to pick up the child.

## **CONFIDENTIAL INFORMATION AND COMMUNICATIONS**

Confidential information and communications involving students and school personnel will be governed by district policies 216, 216.1 and 216.2 adopted by the school board as approved by the Pennsylvania Department of Education. Information received in confidence from a student may be revealed to the student's parents or guardian, school administrators, or other appropriate authority where the health, welfare, or safety of the student or another person is in jeopardy.

Certain parts of the student record are of a permanent nature and contain information that will remain in the school district files indefinitely. Others are of a temporary nature and their usefulness terminates at specific levels of instruction.

The Board of School Directors has primary responsibility in this district for the completion, maintenance, access to and security of pupil records. Only records mandated by the Commonwealth or federal government, or specifically permitted by this Board, may be compiled by the staff.

Please note that you have the right to review your child's educational record. In doing so, you have the right to seek amendment to any educational records that are misleading, inaccurate, or violate your child's privacy. You have the right to consent to disclosures of personally identifiable information of your child. You also have the right to file a complaint with the U.S. Department of Education concerning failure by the school district to meet the regulations of the Family Educational Rights and Privacy Act. A parent who wishes to review his/her child's record shall make this request known in writing to the principal. A professional employee will then be made available to explain items in the records.

More detailed information regarding student records, as well as district policies 216, 216.1 and 216.2, is available for your review. This information is available on the district website or may be obtained through the school office.

## **VISITORS/STUDENT SAFETY**

Parents and interested community members, are welcomed and encouraged to visit our school. Individuals who would like to visit are asked to contact the school (either the teacher or office) beforehand which will allow visits to be scheduled at a time convenient for the class.

Please note that for student safety our school policy governing visitations in our school will be strictly enforced. All visitors are required to register at the building office. No unauthorized persons will be permitted to enter the school building and/or grounds. Visitors may be asked to provide photo I.D. or some other proof of identification. The north entrance leads directly to the office where visitors are to register. All visitors should park in the parking lot in the front of the building.

Student safety is a primary concern of the faculty and staff. To ensure student safety, there will be limited access to the building. All outside doors will remain locked throughout the day. All visitors should use the main entrance at the north end of the Elementary School, where a doorbell and intercom system is installed to monitor building access.

Students should not bring younger brothers and sisters to school with them nor have friends visit from other schools. Prior permission must be received from the principal for unusual visitation circumstances. In an effort to make Elementary School activities that occur during the school day special for the students, **these activities are closed to siblings and students from other schools.**

To protect the privacy of students, **no photographs or videos may be taken of children on school property.** The exception to this rule is for a picture to be taken of a child by their own visiting family member. This picture may include the child's teacher or other adult staff members, if they consent. However, no other children should be in the picture.

## **PARENT/GRANDPARENT LUNCHESES**

Beginning the third week of school, parents or grandparents are invited to visit our school and enjoy a lunch with their child or grandchild. Please communicate with the school office by 9:30 a.m. on the day you plan to visit during lunch so the office can notify the kitchen staff of your lunch choice. Parents and grandparents are welcome to visit during lunch more than once. The cost for an adult lunch is \$3.60. To ensure that students get the most out of their instructional time, we kindly ask that you arrive no earlier than five (5) minutes before your child's scheduled lunch time and after you sign in at the office, you will receive a complimentary escort to and from the cafeteria to meet your child.

## **PARENT VOLUNTEERS**

Pennsylvania now requires school volunteers to have various clearances. Any parent/guardian or community member who volunteers in the building must complete a Mifflinburg Area School District Volunteer/Visitor Application and have the necessary clearances. The application along with the necessary clearances can be found on the district website and once completed should be turned in to the office where they will be filed.

## **FIELD TRIPS**

Field trips can provide a valuable and worthwhile extension of our curriculum. In most instances, a few parents may be asked to accompany the students as chaperones, in such cases any adult acting as a chaperone must have their clearances on file. Parental permission slips allowing a student to participate must be signed and returned to the school prior to the trip.

## **CLASSROOM PARTIES**

The Home and School Association of the elementary school sponsors two parties each year; Holiday and Valentine's Day. Other celebrations for special events require the approval of both the classroom teacher and the elementary principal. It is requested that parents dropping off food, drinks or supplies for a celebration should do so in the office before 12:00 p.m. and someone from the office or a classroom aide will deliver the items to the class. To maximize instructional time, we respectfully limit parents from delivering items to the classroom unless approved by the teacher and/or during the celebration time. Quite often, a celebration is scheduled during the holidays. On these occasions, parents and students are asked to not provide gifts for teachers and other school personnel.

### Student Birthday Celebrations

Birthdays are a special day for your child. If you would like to have a short class birthday acknowledgement for your child, please speak with your child's teacher to make arrangements. Parents should be mindful of the district's nutritional policy as well as the dietary restrictions of students in the classroom. These birthday recognitions are short (ten minutes or less) and limited to the classroom community. All treats should be individually wrapped and should not require scooping or cutting. We kindly ask that parents **drop off the treats in the main office by noon and they will be delivered to the classroom** (unless other arrangements have been made with the teacher) and distributed at a time that is convenient to instructional breaks as determined by the teacher.

Additionally, we want to make all students feel welcome in our community. Therefore, if you are having a birthday party for your child, **please mail the invitations or phone parents unless you are inviting the whole class.** This request is intended to help promote and foster the idea that everyone belongs and is a part of our school community. We want to make every student feel included and avoid hurt feelings on the part of anyone in the class who may not be invited to the party. Thank you for your kindness and consideration in following this request.

### CAFETERIA

The cafeterias of the district endeavor to offer well-balanced meals to all children at a nominal cost. To ensure proper record keeping the Mifflinburg Area Elementary School cafeteria will be using a permanent meal account for every student.

Parents can prepay for their child's meals and/or milk for more than one week at a time. Most parents choose to prepay for two or three weeks. Please note that you do not need to calculate the total number of milk and meals for the week. You may submit an amount that you feel comfortable with for the period you choose. The computer will deduct only the amount of each meal or milk that your child selects. The balance will remain until the next purchase made by your child. The cashiers will remind your child when the remaining balance becomes low and you will then need to send in additional funds. If you wish to send in a lunch payment, the safest way is by check. This will help prevent lost money and will provide you with a written record of payment. Checks can be made payable to MASD Cafeteria. Note: Payments to your child's lunch account may also be made electronically. See the district website for instructions to set this up.

Students who carry their lunches from home may purchase milk at school. Children who are allergic to milk will be served another beverage with their meal; e.g., orange, apple, or grape juice. Please provide a doctor's note for the milk allergy. We recommend that water or low sugar drinks be packed in lunches to encourage healthy eating. Students wishing to eat breakfast are to go directly to the cafeteria upon arriving at school.

Free and reduced price meals are available to those who qualify. Information about how to apply for free and reduced lunches is sent home on the first day of school. Applying for free and reduced lunches is a reasonably simple process done online. Paper applications are available in the school office. **Families of students who previously received free or reduced price meals must reapply each year. Please do this as soon as possible after the start of the school year.**

The cost of a student meal is as follows:

Breakfast	\$ .30 reduced
	\$1.40 full paid
Lunch	\$ .40 reduced
	\$2.40 full paid

Parents may apply at any time during the school year for free/reduced lunches. Apply online at [www.paschoolmeals.com](http://www.paschoolmeals.com). No student will be denied a meal but the parents/guardians are responsible for any debt incurred by the student.

### RECESS

All children are expected to go outside for recess during appropriate weather. We realize that on a rare occasion it may be necessary for your child to stay inside for medical reasons. If this situation occurs please send:

1. a note requesting that your child remain inside for recess, and
2. an activity such as a book or puzzle to do to keep themselves occupied.

If staying inside at recess becomes habitual with a child, we will require a doctor's excuse.



On days when the weather does not permit outside recess (excessive cold, rain, etc.) modified recesses will be held indoors. Please be assured that during the winter months, weather conditions are monitored by the school staff. Recess is only held outside when weather conditions will not jeopardize a child's health. Likewise, students should be dressed for cold weather conditions with a warm coat, hat, gloves, and boots.

#### Playground Guidelines

1. Students should remain on school property at all times.
2. Students are expected to be respectful and cooperative with others.
3. Fighting or aggressive play is prohibited.
4. Rough play is not permitted.
5. Students should practice safety rules on all playground equipment.

### **DISTRIBUTION OF NON-SCHOOL RELATED DOCUMENTS OR INFORMATION**

No club, organization, or individual is permitted to distribute materials, programs, etc. in the elementary school without administrative approval.

### **SELLING / SOLICITING**

No club, organization, or individual is permitted to distribute or sell merchandise, materials, programs, etc. in the elementary or elementary schools without administrative approval.

### **CELL PHONES AND ELECTRONIC DEVICES**

It is understood that cell phones are an important tool for students and parents to communicate after school. It is our recommendation that cell phones, iPods, iPads, and other electronic devices be kept at home. If they are brought to school, students will be asked to keep the device in their backpacks, please note the school and the district are not responsible for lost or stolen electronic devices. If an electronic device or cell phone is confiscated due to inappropriate usage or usage during the school day, it will be returned to the child at the end of the day. If a second incident occurs, the device may be taken and kept in the school office for the parent to pick up at a later time. Cell phones should not go with students on field trips unless otherwise approved.

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

It is the responsibility of every student to show proper respect for our country and flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal or religious belief or conviction. In refraining from these activities, they are expected to respect and not interfere with the rights of other students to participate.

### **OVERDUE LIBRARY BOOKS**

When a library book is overdue:

1. The student will be made aware of the overdue library book at the point of approximately one week overdue.
2. The district librarian or designee will call the student's parents or guardians when the library book is approximately two weeks overdue.
3. When the library book is approximately three weeks overdue, the business office will send a bill to the student's parents or guardians. The cost of the replacement book will be determined by the established publisher's list price. Parents or guardians may, however, purchase the same book or materials in acceptable condition from another source and present the book to the district office if they wish to do so.
4. If a parent or guardian has paid for books or materials and the books or materials are found and returned to the library at a later date in acceptable condition, the district librarian or designee will contact the parent or guardian to determine if the parent or guardian would like to be reimbursed at 50% of the dollar amount paid.

Students are allowed to check out two books from the library at a time. If a book becomes overdue, students may still check out one book. If both books have become overdue and have not been returned to the library, other arrangements may be made with the student, teacher and parents to ensure the student continues to have access to reading material from the library.

## **ACADEMIC INFORMATION**

### **CURRICULUM**

It is necessary for the school district to meet the minimum curriculum standards directed by the Pennsylvania Department of Education. We constantly strive to offer educational opportunities beyond the minimum requirements and provide every child with the opportunity to reach his/her academic potential.

The following subjects are offered in an attempt to prepare your child for the academic and social world of his/her future.

*English/Language Arts (Reading, Writing, Spelling)*

*Mathematics*

*Science*

*Social Studies*

*Art*

*Music*

*Physical Education/Health*

### **KINDERGARTEN**

The goal of the Kindergarten program is to learn to live, share, work and play well with other children, develop physically, emotionally, intellectually and socially. To learn to listen and follow directions. To achieve a level of readiness for first grade. To learn that school can be a very happy place – school is what we make it. To acquire a love of learning!

#### **A Guide for Readiness**

The following characteristics of pre-school children should help families to determine the readiness level of their own children. The children should be able to:

1. Play and share with other children of their own age.
2. Rely on themselves for making simple decisions.
3. Express good manners and be courteous.
4. Win or lose with sportsmanship.
5. Respect others and their personal belongings.
6. Dress themselves in boots, coats, etc.
7. Use lavatory facilities independently.
8. Recite their full name, address and telephone number.
9. Return toys to the proper storage areas.
10. Be able to sit and listen to a story for ten minutes.

#### **Admissions**

To enter kindergarten a child must be five (5) years of age, or become five (5) before September 1 and be able to successfully participate in our kindergarten screening program.

### **UNIFIED ARTS, TECHNOLOGY, AND LIBRARY CLASSES**

#### **Physical Education**

Students have physical education class twice a cycle for approximately 30 minutes. The safety of our students is paramount during physical education classes. Proper footwear (sneakers) is important for students to realize their maximum potential during physical activity. It is also a safety concern depending upon the activity and the surface upon which the activity is taking place (carpet, gym floor, blacktop, grass, etc.) Therefore, parents are encouraged to see that their children wear sneakers on gym day. During inclement weather when boots are appropriate, sneakers can be placed in backpacks for the child's convenience.

Earrings pose another potential hazard, "hoops" and "dangles" can easily be caught on clothing or hair and even equipment during physical activity. As with sneakers, we ask parents to monitor their children wearing these types of earrings on gym day, we encourage "stud" earrings which do not pose significant safety concerns.

### Music

Students have music class twice a cycle for approximately 30 minutes. While in music students will work to meet the following benchmarks:

Kindergarten:

- Demonstrates steady beat
- Demonstrates singing voice – pitch matching
- Moves appropriately to music
- Participates regularly

First Grade:

- Demonstrates steady beat/rhythm skills
- Demonstrates singing voice-pitch matching
- Plays classroom instruments appropriately
- Participates regularly

Second Grade:

- Demonstrates steady beat/rhythm skills
- Demonstrates music reading and singing skills
- Recognizes band instruments visually and aurally
- Participates regularly

### Art

Students have art education class twice a cycle for approximately 30 minutes. At all levels, students strive to meet the following benchmarks in art:

- Demonstrates appropriate use of vocabulary, materials and techniques while producing artwork.
- Explain, relate, analyze and/or identify individual works of art through history/culture.
- Uses constructive criticism when discussing personal or others artwork.
- Uses best effort and follows a step by step process in order to achieve project completion in a timely manner.

### Technology

Technology skills are taught to students once per cycle for approximately 30 minutes. During technology students engage in learning various aspects of computer use.

### Library

Library skills are taught to students once per cycle for approximately 30 minutes. During library time students engage in learning various aspects of how to use the library and develop their research skills.

## **GRADING / REPORT CARDS**

Our grading program attempts to recognize the different levels of student achievement and accurately communicate this achievement to parents. Report cards are issued at the end of each marking period. The dates on which report cards will be issued are found on the school calendar.

Teachers will indicate your child's progress on his/her report card as follows:

A	92-100	Excellent
B	84-91	Above Average
C	76-83	Average
D	70-75	Below Average
E	69-Below	Failing
I	Incomplete*	

\*Incompletes are issued for students who have missed work. A maximum of two weeks is provided for students to make up this work.

## **ACCESSING YOUR CHILD'S GRADES**

All teachers in the Mifflinburg Area School District use an electronic program called eSchooldata to record and track student grades in all subjects. Parents will be able to access these grades online with a special code that the district will provide in a letter sent out after the start of the school year. If you have any difficulty navigating the website, please feel free to contact the school. Grades should be posted no later than a week after assessments have been given.

## **READING AND MATH SUPPORT**

Mifflinburg Elementary School is a school-wide Title One building. This designation allows for remedial reading and math services to be offered to students as part of the Federal E.S.E.A. Title I Program. All students in the building are eligible to receive academic support through Title One. Students may be identified for academic support based on local or state assessments. Academic support may be provided within the child's classroom or occur as pull-out sessions in another room of the school.

## **HOMEWORK**

Children may be assigned a reasonable amount of homework to reinforce skills that have been taught and to foster the development of responsibility on their part. Should your child struggle or you have concerns about homework, please contact their teacher to discuss strategies for helping your child succeed.

## **HELPING YOUR CHILD'S PROGRESS**

Children need the security of routine schedules as they organize and make sense of their world. Home life should include going to bed, getting up, resting, playing and eating routines. Furthermore, academic success is enhanced when children are well rested and fed before coming to school. Parents should always expect and insist upon appropriate behavior of their children just as teachers do. A parental show of interest in student work with attendant praise for accomplishments will increase the chances for continued student academic gains. We believe a partnership between school and home is essential for building a strong community of learners.

The home and school must have mutual involvement if your child is to achieve to his/her ability. The following suggestions will help your child's educational progress:

1. Send your child to school ready for the work of the day after a wholesome and adequate breakfast. Be sure the child has an adequate lunch whether buying or packing.
2. A growing body needs plenty of rest. Insist that a daily schedule be followed. It is suggested that children ages 5-9 have 10-12 hours of sleep. Elementary children do not commonly recognize a need for relaxation and are easily over stimulated. Prevent stimulating influences directly before bedtime. Even though the radio and television are important, your child's health should come first. Be sure such influences do not deprive your child of proper rest.
3. Children need to feel secure. Please try to avoid involving your child in adult problems, and other emotional tensions. These are usually reflected in the child's behavior in school. Your child needs the love, confidence and understanding that only a home can give.
4. Your child's school day is his working day. Athletics, piano, dancing, club meetings, etc. are important and should be balanced with the opportunity for adequate relaxation and play. When your child has homework, see that he has proper equipment and a place to work free from distracting influences, such as radio, television or a little brother or sister.
5. When homework gets to the point that your child becomes frustrated and possibly sheds tears, stop immediately. The only thing being accomplished at this point is distaste for school and school work. Please contact your child's teacher in order to address this problem immediately and in a cooperative, constructive manner.
6. Demonstrate to your child a genuine interest in his/her school activities. If you are concerned with some phase of your child's development, contact his teacher and arrange for an opportunity for you to meet and discuss your concerns.

## **PARENT CONFERENCES**

Parent-teacher conferences will be scheduled at the end of the first and third marking periods. A notice will be sent home with each child which will allow you to schedule a convenient time to meet with your child's teacher. Please note, in the case of divided families, we highly recommend and encourage both parents be present at the same conference so that the messages and information being shared about the student is done in a manner that is consistent and heard equally by all parties involved. Teachers will only schedule one conference per child, unless approval for separate conferences is granted by the principal.

Throughout the year you may arrange additional conferences with teachers and/or the principal. These conferences can be easily scheduled anytime during the school year by calling the school. We prefer to arrange these conferences within the school day (during a teacher's preparation period), or shortly after school if possible. Evening conferences are difficult to arrange, however, every effort will be made to meet your needs.

Through the course of any school year, concerns may arise on your behalf concerning your child's school experience. If this happens, you should contact your child's teacher as soon as possible. Your concern will be properly addressed by making this contact. In the event that your concern is not addressed to your satisfaction, you should then contact the principal.

## **SPECIAL EDUCATION SERVICES**

Mifflinburg Area School District is dedicated to offering opportunities that help all students reach their full academic potential. Special education services, designed to meet this goal, include the following areas of specially designed instruction:

**Academics** - Services for students whose primary need is assistance with classroom learning.

**Life Skills** - Services for students whose primary need is learning independent living skills.

**Emotional** - Services for students whose primary need is emotional support and structure.

**Speech and Language** - Services for students with speech and language impairments.

**Sensory** - Services for students with vision or hearing loss affecting educational performance.

**Physical** - Services for students who have physical disabilities. Both physical and occupational therapy are provided to enable students to benefit from educational programs.

### **GIFTED EDUCATION**

Students identified as Gifted receive specific instructional programming designed to develop, enrich, and accelerate their identified areas of academic strength.

More information on any aspect of special education is available from Linda Kline, Supervisor of Special Education at 570-966-8280.

### **REFERRAL**

Parents who believe their child needs special education services should call the appropriate building principal or the special education office at 570-966-8280 to request screening and/or evaluation. Parents who believe their pre-school children have special needs should inform the school when they make an appointment for kindergarten registration. Screening for kindergarten is conducted in early spring.

Other screening activities are ongoing and include:

- teachers' observations of students.
- academic assessments.
- vision and hearing screenings.
- review of cumulative files—including attendance records, health reports and report card grades.
- speech/language screenings.
- support and monitoring from building teams.

Requests for evaluation by a multidisciplinary team must be made in writing. A request form (Permission to Evaluate [PTE]-Request Form) is available from the District Special Education Office.

Before an evaluation can be conducted, a parent must grant permission in writing on a Permission to Evaluate [PTE]-Consent Form. Teachers and other school personnel, as well as parents, may refer a child for evaluation.

Parents are told:

- Who referred their child for evaluation.
- Why the child was referred.
- How they can review their child's school records.
- What procedures and types of evaluation will be used.
- That their involvement in the evaluation process is encouraged.
- The schedule for the evaluation process.
- Their rights regarding consent for evaluation. A parent who does not consent to an evaluation may be asked to attend a conference with the teacher, principal, psychologist and possibly other special education staff.

### ***EVALUATION***

A multidisciplinary team evaluates a child to determine whether or not a student exhibits a disability as defined under federal and state special education regulations. The team may include a special education teacher and supervisor, speech therapist, counselor and/or school psychologist in addition to the parent, a teacher and school principal. The team reviews the results of the evaluation contained in an evaluation report (ER) and determines if special education services are needed.

If parents disagree with the results of the psychoeducational evaluation, they have a right to access an outside evaluation of their child. The Mifflinburg Area School District complies with all federal and state regulations and requirements regarding access to and provision of independent educational evaluations.

If a special education placement is recommended, the parents will be part of the team that develops an Individual Educational Program (IEP) for their child. The district will provide to each student with a disability a free, appropriate public education.

Children may be determined to need special education due to the following conditions:

- Autism
- Blindness or deaf
- Deafness
- Emotional disturbance
- Hearing impaired
- Intellectual disability
- Multiple disabilities
- Orthopedic impairment
- Other health impairments
- Traumatic brain injury
- Visual impairment
- Specific learning disability
- Speech and language impairment

### ***DUE PROCESS***

Due process is a series of steps to ensure students a free, appropriate public education. At each step in determining a child's needs for special education services, the parent has the right to disagree with the team's decisions. These decisions may be reviewed in a due process hearing if parents and school personnel cannot reach agreement.

### ***IEP/Norep***

IEP: Every student receiving special education services must have an IEP, a written individualized education plan. IEPs are developed by the team members at the IEP meeting. Special education, related services and any regular education programs or activities in which the child participates are described in the IEP.

To ensure that a child's IEP is appropriate for continued growth, the plan is reviewed when major changes must be made (if goals are met more quickly or slowly than expected, or if a child's needs change), and at least once a year.

Parents should keep a copy of the IEP to follow their child's progress, and contact the child's teacher if they have questions.

NOREP: Before an IEP can be implemented, the parent is asked to give approval for special education placement by signing a Notice of Recommended Educational Placement (NOREP). This legal document notes the type of program in which the child is to be enrolled.

A child's NOREP is reissued whenever programming is changed. Parents should keep the NOREP with the child's IEP in a safe place.

## **STUDENT EXPECTATIONS**

### **GENERAL SCHOOL EXPECTATIONS**

At the start of the school year, please take time to review the following expectations with your child(ren):

1. Each morning upon arrival before 8:45 a.m., all children are to go directly to the LGI (Grade 2) or gym (Grades K & 1) area in the school. Children arriving after 8:45 a.m. should report to the office. They are not to leave the school property once they arrive.
2. Any student arriving after 8:45 a.m. will be marked tardy. Excuses will be required for tardiness.
3. Due to approximately 90% carpeting in the elementary school, the chewing of gum by students will not be permitted.
4. Students should move through the halls as quietly as possible at all times and always keep to the right.
5. Eating is limited to the cafeteria area unless otherwise specified.
6. In an attempt to foster respect and proper etiquette, headwear in any form; i.e., hats, caps, etc. should be removed when entering the school building and kept off until recesses or dismissal time.
7. Students are expected to dress in clothing that facilitates personal health and safety in the classroom and on the playground. Students who come to school dressed in a manner that poses harm to their personal health or safety, or that distracts from the educational process, may be temporarily excluded from regularly assigned activities or programs. Flip-flops and strapless sandals have proven to lead to foot injuries on the playground, for these reasons these types of shoes should not be worn. Closed-toed sneakers or shoes are highly recommended for each and every school day.
  - a. Summer shorts may be worn only during the 1<sup>st</sup> and 4<sup>th</sup> marking periods.
8. In your child's best interest he/she should bring a paint shirt or smock to be kept in school. The shirt or smock should be labeled with your child's name and should be large enough to protect your child's clothes.
9. Please do not send valuables and excess money to school with your child. The school is not responsible for lost, damaged, or stolen items.
10. Students should not bring toys or electronic devices to school except as directed by the teacher. Please do not send valuables and excess money to school with your child. The school cannot be responsible for missing or damaged items.

### **STUDENT EXPECTATIONS, SCHOOL-WIDE POSITIVE BEHAVIOR, AND BULLYING PREVENTION**

The Mifflinburg Area School District believes all students are capable of learning and following school expectations. We value treating all students in a respectful and equitable manner. Through shared decision making and promotion of leadership, we believe all students can function independently with a community of learners. By teaching our school-wide expectations, supporting academic needs and consistently acknowledging independence, we will strive for the success of all students.

We have instituted a School-Wide Positive Behavior Program, called R.O.A.R., to teach students how to behave in school and have positive interactions with adults and peers. The school staff will explicitly show students how to be **Respectful, Organize themselves, Act safely and be Responsible** throughout the school and on the bus.

Each day, teachers and staff will look for students who are following behavioral expectations. If "caught," students receive a recognition card. As these cards accumulate, students have the chance to have their name placed on a R.O.A.R. recognition board in the office. Periodically, as the board fills up, some random students may receive a small prize.

In conjunction with the R.O.A.R. Program, our school has adopted a Bullying-Prevention Plan. Teachers and staff are trained how to identify bullying behaviors and intervene when they occur. Teachers will hold class discussions with students once a cycle to provide students with strategies to recognize and respond to bullying when they see it.

### School Rules

Respect Everyone and Everything

Organize Yourself

Act Safely

Remember to be Responsible

We will not bully others.

We will try to help students who are bullied

We will tell an adult when someone is being bullied

We will try to include students who are left out

### **SCHOOL BOARD POLICY ON BULLYING/CYBERBULLING**

School Board Policy No. 249 was reviewed June 9, 2015. This policy is attached as Appendix B.

### **STUDENT DISCIPLINE**

The Mifflinburg Area School District faculty and staff believe that students learn best in an atmosphere of fair, firm, and consistent discipline. We hope that parents feel the same way.

Students are taught how to follow basic rules in school and on the bus. We have identified “hot spots” where poor behavior is prone to happen. From the first week of school, and then frequently throughout the school year, expected behaviors at these “hot spots” are taught and retaught to better ensure that students have a positive experience in school.

With the help of parents, we at school will provide a positive school environment that will have significant positive effects on all our students. When a student has difficulty adhering to a school rule, a teacher may note this situation on a minor or major incident report.

MASD Board Policy #218 specifies that teachers and school authorities may use reasonable force in order to “quell a disturbance, to obtain possession of weapons or dangerous objects, for the purpose of self-defense or for the protection of persons or property.”

In each district building, a team of teachers and staff are trained annually on the subject of de-escalating and managing student crisis situations. Physical intervention is used as a last resort (when de-escalation strategies have proven unsuccessful), when students are unsafe to others or unsafe to themselves. Physical intervention techniques are designed to keep all individuals safe.

When a student requires physical intervention, a follow-up exam will be given by district nursing staff and parents/guardians will be notified by administrators, so that appropriate behavioral planning and medical or mental health care can be determined. If you have any questions, please contact your child’s building administration.

### **CARE OF PERSONAL AND SCHOOL PROPERTY**

We are proud of the fine facilities that have been provided for learning. Students are expected to show respect for the building and equipment at all times. It is important that children take proper care of their belongings. This includes school materials, specifically textbooks, workbooks, and library books, as well as personal belongings. In the event that a student damages, destroys, or loses school property, his/her parents will be assessed the cost of the property.

### **DRUG AND ALCOHOL POLICY**

No student, regardless of age, may possess, consume, or exchange with another person drug substances or alcohol while at the bus stop, on the bus, in school, on school property, or during any school sponsored activity, regardless of its location. A drug or drug substance is any chemical agent that causes physical, emotional, or mental change in body function and performance. Drug substances include, but are not limited to prescription medications, marijuana, amphetamines, barbiturates, tranquilizers, narcotics, cocaine, hallucinogenic, and volatile chemicals (e.g. glue and other inhalants).

No student may possess, consume, or supply to others any non-drug substance that is being represented as a drug (i.e. so-called look-alike drugs). No student may possess, make at school, or supply to others any paraphernalia that may be typically used for drug consumption.



Students in violation of these provisions, or reporting to school or to school-sponsored activities under the influence of drugs or alcohol, will be disciplined according to district policy guidelines.

### **SMOKING**

The Mifflinburg Area School District Board of Directors recognizes that smoking presents a health hazard that can have serious consequences for the smoker and the nonsmoker. Consequently, smoking and or the use of tobacco or the possession thereof in any form is strictly prohibited on the property of the Mifflinburg Area School District, as provided by district policy number 222 entitled "Smoking". This policy is available for your review on the district website or can be made upon request. Please note that violation of this policy may subject individuals to severe penalties.

### **SEARCHES**

School officials have a right and responsibility to search a student's desk, handbag, book bag, coat, or person upon a reasonable suspicion and seize items believed to be stolen, illegal, or prohibited objects and materials. Items seized may be used as evidence against the student in disciplinary or criminal proceedings (District policy #226).

The student shall be notified of and given opportunity to be present when a desk, handbag, book bag, or coat is searched. However, if there is reasonable suspicion that the desk, handbag, book bag, or coat may contain objects or materials that may endanger the health, welfare, or safety of students, or staff, searches may proceed without prior notice.

### **WEAPONS**

As per Act 26 of 1995, it is the policy of the School Board that possession of a weapon by students is prohibited on school property or on any public conveyance providing transportation to a school or school sponsored activity. This policy shall apply to students when walking to or from school and from the school bus.

"Weapon" shall mean any instrument or implement for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose. This includes, but is not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nunchaku stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, laser, shocker or stun gun, any explosive device, firearm, (including pellet guns and B.B. guns), slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapons which is not loaded or which lacks a component or device necessary to render it immediately operable. The term "weapon" shall include "weapon look-alikes", including any instrument or implement designed to look like a weapon.

PA Act 26 also provides that a school district or area vocational-technical school shall expel, for a period of not less than one (1) year, any student who is determined to have brought a weapon onto any school property.

### **STUDENT WELFARE**

Each professional employee must maintain a standard of care and concern for the protection and welfare of all students. When a question arises regarding the welfare and/or protection of a student, the professional employee must report to the proper authorities. This request is explained in district policy 248 entitled Sexual Harassment and in policy 806 entitled Student Abuse. These policies are available for your review upon request. Please note violation of these policies may subject individuals to severe penalties.

MASD Board Policy #218 specifies that teachers and school authorities may use reasonable force in order to "quell a disturbance, to obtain possession of weapons or dangerous objects, for the purpose of self-defense or for the protection of persons or property."

In each district building, a team of teachers and staff are trained annually on the subject of deescalating and managing student crises. Physical intervention may be used as a last resort to keep students safe when de-escalation strategies have proven unsuccessful.

When a student requires physical intervention, district nursing staff will give a follow-up exam. School officials will notify parents/guardians whenever physical interventions are used so that appropriate behavioral planning and medical or mental health care can be determined. If you have any questions, please contact the building administrator.

## **ADDITIONAL EDUCATIONAL OPPORTUNITIES**

### **COMPUTERS**

The Mifflinburg Area School District has always supported the use of technology where appropriate in the educational environment. School District policy number 815.1 was developed to govern the ethical use of district computers. The policy forbids misuse of district computers and computer systems, expects students to respect school district technology resources and to respect the work of others. Penalties for any transgressions of the policy range from paying restitution, loss of privileges to expulsion. A copy of this policy is available for your review upon request. Violation of this policy may subject individuals to severe penalties.

### **GUIDANCE SERVICES**

The Elementary School provides the services of a guidance counselor in order to meet the varying needs of students. Guidance counselor support can be provided through parent or teacher request. Requests may be made either by contacting the Guidance Office or the principal's office at the Mifflinburg Elementary School.

### **SCHOOL PSYCHOLOGIST**

In addition to the guidance counselor, a school psychologist is available for counseling and testing. The school psychologist is also responsible for assessing the abilities, aptitudes, interests, achievements, and social-emotional adjustments of individual students with learning and/or emotional problems. If you observe your child having apparent social or emotional problems, please notify the school guidance counselor.

The following additional services are also available through the psychologist: hearing therapist, visual therapist, physical therapist (TMR children) and social worker.

### **HOMEBOUND INSTRUCTION**

The Pennsylvania Department of Education has specified that homebound instruction is to be provided for those students who are unable to attend school for an extended period of time because of a health or physical problem. It is necessary to have a written request from the child's physician stating the nature of the illness and the expected length of the absence. Once the written request is received, proper arrangements can be made for homebound instruction.

## **HEALTH TOPICS**

### **DRUGS/MEDICATION**

The misuse of drugs is a serious problem with legal, physical, and social implications for the school and community. Drug use, possession and distribution during school hours on school property are prohibited.

Mifflinburg Area School District Policy #210, Student Use of Medications, is designed to keep our schools safe from drug misuse while providing students with sufficient opportunity for the legitimate use of medication. We hope you will understand the precautions we must take and will support our efforts to do what is best for the students.

**Students are not permitted to carry any prescribed medicine or over-the-counter drugs (such as aspirin, cold tablets, etc.) at school.** All medications must be deposited with the school nurse and/or secretary upon the student's arrival at school. Procedures for the administration of medication to students by the nurse and school personnel are as follows:

1. Only emergency medication or maintenance medication will be given.
2. Only medication prescribed by a physician will be given.
3. The parent or guardian must present with the medication a physician signed, dated request that identifies the medication by name. The physician's note must indicate the dosage and recommended duration for the medication.
4. The parent or guardian must complete and sign the school's official form of consent/release that may be secured from the school.
5. All prescription medications must be in the original pharmaceutical container and must contain the label prepared by the pharmacy. All over-the-counter medication must be provided in the original container and be accompanied by a physician's order for the medication.

6. All medications must be brought to the school by the parent/guardian and not sent to school with the student unless special arrangements are made with the school nurse. Parents should notify the school nurse or administrator in advance that medication will be carried to school by the student. The medication must be in a sealed envelope with a label noting student's name and number of pills.
7. Requests for long-term administration of medications must be accompanied by a doctor's order and renewed at the beginning of each school year. Any change in dosage or frequency of long-term medication must be documented in writing by the prescribing physician and will constitute a new order.
8. As with medications, any medical equipment necessary for the administration of a medication must be provided by the parent. Clear written instructions must be provided and the equipment must be in the original container.
9. Inhalers for asthma sufferers may be carried with current doctor's permission on file in the office. However, allowing students to do so does raise concerns. To address these concerns the school district is offering parents two options for students who use inhalers:

**Option #1** – The student comes to the health room where the inhaler is kept, and uses it under supervision. The advantage is that the medication will be used correctly, in the proper amount, and records will be kept. A number of students keep inhalers in the health room and come before PE, recess, or as needed.

All medications brought to school must be in their original prescription container with a signed parental permission note giving the child's name, grade, dose and time for the medication to be given.

**Option #2** – Qualified students will be allowed to carry their inhalers. The advantage is that it is immediately accessible. A spare inhaler provided by the parent may be kept for them in the health room should they forget theirs or run out.

### **HEAD LICE**

Head lice are tiny insects that live only in human hair. They move very quickly but do not jump or fly. They hatch from small oval white eggs, called nits, which the female louse attaches to individual hairs with a glue-like substance. She can live on a head for 20-30 days and lay several eggs a day.

Lice are very social creatures and can spread very rapidly from one head to another by personal contact or from bedding, clothing, furniture, car seats, and other objects such as combs, brushes, barrettes, etc. For this reason, children should be instructed not to borrow clothing and personal items from other people.

Itching of the head and back of neck can indicate head lice. Bite marks may appear. Lice, or more often, eggs, might be seen. The egg might be mistaken for dandruff. Dandruff is easily removed but nits are difficult to remove because they are attached to the hair.

Students with lice are excluded from school until they have been treated with a special pediculocide shampoo or rinse and nits are removed. At the first signs of lice, please contact the school nurse, your doctor or pharmacist for advice on treatment of the affected person, family member and environment.

### **FIRST AID AND ILLNESS**

Children learn best when they are healthy, fed and well rested. As a parent you can help your child get the most out of school by making sure your child has a nutritious diet and gets plenty of sleep, especially on school nights. Listed below are a few suggestions and guidelines for parents.

Keep your child home from school if he/she has any of the following:

- Temperature greater than 100 degrees
- Behavior change – does not look or feel well enough to participate in usual school activities
- Symptoms – vomiting, diarrhea, skin rash, inflamed eyes with white or yellow drainage, drainage from ears, sore throat/unable to swallow, earache, difficulty breathing/wheezing, continuous coughing
- Lice – as soon as suspected. Your child may return to school after treatment, all nits are removed and the child is seen by the school nurse.
- Call or have your child seen by your physician if fever or symptoms persist.

Although every effort is made to provide a safe school, we know that accidents will happen. If an accident or illness occurs, first aid will be administered and the parent contacted if warranted. Please keep the school informed of changes in name and work addresses and phone numbers.

The phone numbers of trusted caregivers/babysitters are also needed on your child's school records. If unable to contact the parent or guardian when an emergency arises, the school provides medical attention when deemed necessary.

In a situation where immediate aid is needed that cannot be provided at school and the response time of ambulance and/or paramedics will be delayed, school personnel will transport the child to a local doctor's office.

### **SCHOOL HEALTH SERVICES**

Our school health services personnel work under the "Guide for School Nursing Services in Pennsylvania," which is approved by the Pennsylvania Department of Health.

The health and safety of your child is our first concern. The physical needs of a child are: an adequate and well-balanced diet, comfortable and appropriate clothing, protection from danger, opportunity for active play and exercise, sufficient rest and sleep, bodily cleanliness, and care during sickness. To insure proper care of your child it is essential that we are aware of any special needs he/she may have which require individual attention. Please notify the school nurse of any allergies, seizure tendencies, special fears, physical limitations, etc. Screening programs are provided to detect vision, hearing, growth and development problems, and other health needs.

### **CLOTHING AND HYGIENE**

Students are expected to dress in clothing that facilitates personal health and safety in the classroom and on the playground. Students who come to school dressed in a manner that poses harm to their personal health or safety, or that distracts from the educational process, may be temporarily excluded from regularly assigned activities or programs. Flip-flops and strapless sandals have proven to lead to foot injuries on the playground; therefore, these types of footwear should not be worn. Closed-toed sneakers or shoes are highly recommended for each and every school day.

Some suggestions to assist your child with their clothing during the day include:

1. Loops on coats, sweaters and hats so they can be hung up easily.
2. Shoelaces that are long enough so that they can be tied easily.
3. Boots and all outer garments should be large enough so that your child can put them on and take them off by themselves. This should be practiced at home prior to the start of school.
4. Leave toys and/or electronic devices at home unless otherwise directed by the teacher.

Please label your child's clothing, backpacks, lunch boxes, etc. Easy ways to do this include using a waterproof marker, attaching masking tape with the child's name on it to the item, or sewing nametags securely to each item.

Each child is required to bring in a paint shirt or smock to be kept in school. Make sure the shirt or smock is large enough to protect your child's clothes. It should be labeled with your child's name and brought in by the end of the second week of school.

All children are expected to go outside for physical activity during appropriate weather. We realize that on rare occasions it may be necessary for your child to stay inside for medical reasons. We have no objections to this. If staying inside becomes habitual with a child, we will require a doctor's excuse.

On days when recess cannot be held outside (due to rain, extreme cold, etc.), a modified recess will be held inside. Please be assured that during the winter months weather conditions are monitored by the school staff. Recess is only held outside when weather conditions will not jeopardize a child's health.

### **COMMUNICABLE DISEASE**

Any child showing symptoms of chicken pox, measles, mumps, strep throat, whooping cough, impetigo, ringworm, pinkeye, pediculosis (head lice), or any other communicable disease must be excluded by the teacher or school nurse. This is required for protection of the other children.

If your child shows any sign of communicable illness at anytime **DO NOT** send him or her to school. In order to prevent the spread of disease, it is advisable to keep a child from school when he shows any of the symptoms listed

here: fever, earache, vomiting, sore throat, pain, chills, headache, colds, coughing, skin rash, enlarged glands, red or discharging eyes.

If any of these symptoms occur, please consult your family physician at once. This will alleviate your child's distress and may help prevent the spread of illness in our school.

Pennsylvania State Health Department rules and regulations of communicable disease are followed when determining exclusion from and return to school. Please consult with your school nurse or family doctor for advice.

Any child who has been out of school because of having had any of the above diseases shall be readmitted when the school nurse is satisfied that the condition is not communicable or when the child presents a certificate of recovery or no infectiousness from the physician.

## ***ADDITIONAL SERVICES***

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association (HSA) is a parent-teacher association designed as a liaison between the school and community. Meetings are held throughout the school year with programs of mutual interest. The organization provides money for such things as the teacher supply fund, school libraries, assemblies, and parties. All parents are encouraged to attend these meetings and become active in home and school affairs. Babysitting services are usually provided by the Home and School Association at every scheduled meeting.

The dates and times of the parent-teacher association meetings to be held during this school year may be found on the school calendar. All home and school association projects involving students, teachers, and/or the school must be first approved by the elementary principal.

### **INSURANCE**

A special accident policy is made available to all pupils at a very reasonable cost. This policy covers any accident, from the time your child leaves home in the morning, until he/she arrives home in the evening.

The amount of coverage for special accidents is spelled out in the policy. These policies will be sent home at the beginning of the school year and should be read very carefully before a decision is made for or against this insurance.

A twenty-four hour policy, which covers all accidents at home or school, is also available for pupils at a higher cost. The school keeps a record of all accidents. Please encourage your child to report any accident or injury to his/her teacher.

### **INTEGRATED PEST MANAGEMENT**

The Mifflinburg Area School District uses an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds. From time to time, it may be necessary to use chemicals to manage pest problems. When pesticides must be used, students and staff in the school are notified. Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications at their school. To be on the notification registry, please do so in writing to Mr. George Boyer, IPM Coordinator, Administrative Office, 178 Maple Street, Mifflinburg, PA 17844 or by email at [gboyer@mifflinburg.org](mailto:gboyer@mifflinburg.org).

### **LOST AND FOUND**

Many articles of clothing and other personal property are found in school buildings and on school grounds. There is a "Lost and Found" area near the office. Children and parents are invited to check with the office personnel when necessary. Any student who finds lost articles should bring them to the office so they may be returned to the owners.

### **SCHOOL PICTURES**

Individual student pictures will be taken during the fall and again in the spring. Prior to the scheduled date of picture taking, information providing specific details will be sent home with your child. Please note that parents are not obligated to purchase any pictures.

The fall pictures are used for the school yearbook and for student records. During the spring session, class pictures are taken and given to all students regardless if the picture packet is purchased.

**ANNUAL ANNOUNCEMENT REGARDING NON-DISCRIMINATION PRACTICES AND POLICIES FOR  
TITLE IX, TITLE VI AND SECTION 504 OF TITLE XXII**

The Mifflinburg Area School District's programs are open and available to all students. The district does not discriminate on the basis of race, color, gender, religion, national and ethnic origin, handicap or disability, or political affiliation in the administration of its educational policies and programs.

The Mifflinburg Area School District is committed to ensuring that all educational programs and personnel actions including recruitment, application, screening, hiring, promotion, demotion, transfer, furlough, compensation, benefits, training, and social recreational programs are administered without regard to race, color, gender (except where gender is a bona fide occupational qualification), religion, national or ethnic origin, age (except where age is a bona fide occupational qualification), handicap or disability, political affiliation, or status as a disabled veteran.

In compliance with state and federal law, the Mifflinburg Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students or inquiries or complaints concerning possible discrimination, contact your school office. The office will also provide information regarding services, activities, and facilities which are accessible and usable by handicapped persons.

Publication of this announcement is in accordance with state and federal law, including Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitative Act of 1973, and Title VI of the Civil Rights Act. - (Refer to M.A.S.D. Policy)

Any reference to students which use the term "he" or "she" is not intended as a reflection on either gender. All such inconsistencies should be read as being gender neutral and have no gender bias connotations. Mifflinburg Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender and disability in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Ms. Linda Kline, Title IX Coordinator at Mifflinburg Area Intermediate School, Mabel Street, Mifflinburg, Pennsylvania 17844, (570) 966-8280. For information regarding services, activities and facilities that are accessible to and usable by a handicapped person you may also contact Ms. Kline at the Mifflinburg Area Intermediate School.