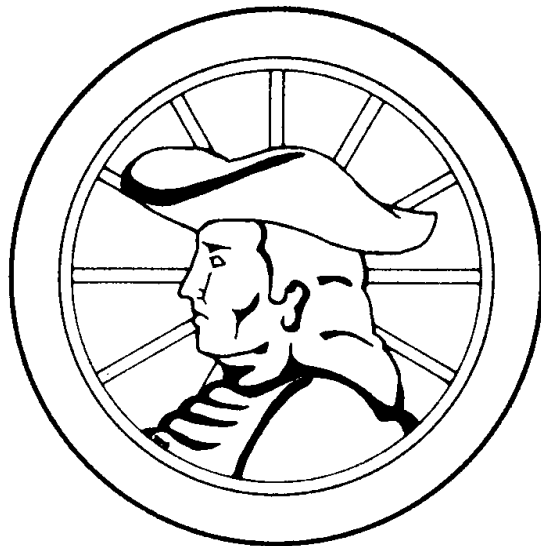


**MILLVILLE AREA
SCHOOL DISTRICT**



**STUDENT HANDBOOK
2010-2011**

MILLVILLE AREA SCHOOL DISTRICT

DISTRICT HANDBOOK

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MILLVILLE ELEMENTARY SCHOOL

HANDBOOK

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**MILLVILLE JUNIOR/SENIOR HIGH SCHOOL
HANDBOOK**

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SUPERINTENDENT'S WELCOME

Welcome to the 2010-2011 school year. It is appropriate to focus on the Mission and Vision Statements of the Millville Area School District:

Mission: The mission of the Millville Area School District is to provide a quality education for every student through the combined efforts of a dedicated staff, involved parents, and a supportive community.

Vision: Academic excellence in an ever-changing world.

To fulfill this mission, the primary focus of the Millville Area School District is the achievement of the academic potential of each student. The district strives to be responsive and accountable to its students and the community by providing a safe, positive, and supportive environment where everyone is treated with dignity and respect. If you believe your child may need some services, accommodations or program changes in order to participate successfully in school, please contact me for information. All inquires and information shall be treated confidentially in accordance with state and federal law.

The education of our young people is the responsibility of students, parents, teachers, and administrators. We welcome and encourage you to be part of this process. This year you will again be able to access academic information on your student(s), including grades, assignments, and attendance, from any computer with internet access. We will also continue to use the Parent Notification System to be sure that you are informed of schedule changes at the schools due to inclement weather, as well as special events. Both of these capabilities will provide us with additional opportunities to work together to encourage academic excellence and overall success for our students.

This will be the fifth year in the implementation of our Intervention Framework at the elementary level. This is a program that will eventually be in all districts in the Commonwealth. At the secondary level, we will continue high school reform focused on Rigor, Relevance, and Relationships.

Please read this handbook carefully. It contains information you need for this year. Please contact any administrator if you have questions or concerns about the contents.

Sincerely,
Kathleen Stark, Ed. D.
Superintendent

BOARD OF EDUCATION

William Berger Vice-President	458-4449	Larry Breech	458-4343
Richard Deihl	458-0520	Chris Farr	458-4332
Dean Kelchner	458-6120	Cheryl Kessler	458-6620
Heather Mausteller	784-0398	Susan Myers	458-6093
Frank Suchwala President	458-5195		

MILLVILLE AREA SCHOOL DISTRICT

Frequent Contacts

DISTRICT OFFICE

Kathleen Stark, Ed. D., Superintendent	458-5538 Press 4
David B. Bowser, Business Manager	458-5538 Press 5
Dee L. Davis, Special Education Supervisor	458-5538 Press 1
Warren Faust, Technology Coordinator	458-5538 Press 1
Ronald Zimmerman, Supervisor Buildings/Grounds	458-4719

ELEMENTARY

John Fetterman, Principal	458-5538 Press 1
Michelle Fischer, School Nurse	458-5538 Press 1
Andrea Harris, Elementary Guidance Counselor.....	458-5538 Press 1
Student Absence Report Line	458-5538, Ext. 504

HIGH SCHOOL

Eric T. Stair, Principal	458-5538 Press 2
Michelle Fischer, School Nurse	458-5538 Press 2
Alycia Fairchild, Secondary Guidance Counselor.....	458-5538 Press 2
Jari Farr, Athletic Director	458-5538 Press 2
Student Absence Report Line	458-5538, Ext. 503

MILLVILLE AREA SCHOOL DISTRICT DISTRICT HANDBOOK

GENERAL INFORMATION

The purpose of this handbook is to provide students and parents with information concerning the operation of the Millville Area School District. Please review it carefully so that everyone may understand the rules and regulations that govern this district, whether those be from federal laws, state laws, or school board policies.

For your information, a copy of the Asbestos Management Compliance statement is available in the school offices.

Bicycle Riding

Students in grades 4-12 wishing to ride their bicycles to school may do so after bringing written permission statements from their parents or guardians. These requests are to be taken to the principal's office for final approval. All bicycles are to be kept and locked in the area designated by the principal. Not following proper bike safety rules, either at school or to or from school, will cause a student to lose bicycle riding privileges. Use of helmets is a Pennsylvania law for children under the age of 12.

While bicycle riding is permitted, activities such as skateboarding, snowmobiling, roller blading, three and four wheel cycling, etc. are strictly prohibited on any school property. Offenders may be prosecuted.

See Policy #223 adopted by the Board of School Directors 4-28-08.

Cafeteria

The Millville Area School District uses a SNAP system for the payment of meals. Each student is provided with a bar code card to purchase meals. Deposits can be made to a student's account at any time. The cashier will notify students when their balance is low and parents need to put money in the account.

Students who are eligible for free or reduced lunches also receive a bar code card so that no differentiation is made among students. However, parents must complete the required form to receive this service, and it should be sent promptly at the beginning of the school year.

Breakfasts and lunches are available in both buildings. For the 2010-2011 school year the charges will be:

Breakfast	\$0.90	
Lunch	\$1.55 (Elementary)	\$1.75 (Secondary)
Students in grades 4 – 6 may purchase an additional entrée for \$1.00		

Care of School Property/Textbooks

Students should be very proud of the excellent buildings and facilities provided for them by their parents and other taxpayers in the community. With care, the school will remain clean and beautiful and, therefore, a pleasant place in which to study and learn.

Should students cause damage or breakage to items of school property (windows, lockers, desks, teaching equipment, etc.), they will be expected to bear the responsibility of the loss by paying for repair or replacement. Any damaged or broken items should be reported to the teacher or office at once. Students are responsible for the textbooks issued to them and for their return in proper condition, beyond normal wear, at the end of the school term. Charges will be made for books that are damaged or lost. The amount due will be based on the number of years the book has been in use and the condition of the

book when it was issued to the student. Damaged books do not become the property of the student upon payment of damages.

See Policy #224 adopted by the Board of School Directors 2-23-09.

Close or Delay of School

In the case of inclement weather or other emergencies, generally the following radio and television stations will carry the announcement of the close of school or any delays in opening:

WFBS – Berwick

WKAB – Berwick

WFYY – Bloomsburg

WKOK/WQKZ - Sunbury

WGRC - Lewisburg

WKSJ/WRAK – Williamsport

WHLN/WIMW – Bloomsburg

WBRE – TV Channel 28

WILQ/WHOT – Milton

WNEP - TV Channel 16

WYOU – TV Channel 22

This information may also be obtained by calling the school district's main number at 458-5538 and pressing "6" at the prompt. In the event school is cancelled for the entire day, please refer to the district's school calendar in this handbook for the make-up days. Extension "6" may also be called to receive information on bus delays. A form will be sent at the beginning of the school year for those who wish to participate in our Parent Notification System which is available at no cost to our families.

Contacting Students at School

The office telephones are for business use and may only be used by students in the case of extreme emergency. No student will be called to the telephone during school time. Messages will be taken and delivered at the appropriate time.

In the elementary building the teacher must send a note to the office giving the student permission to use the phone. The following situations do **NOT** warrant a call home:

1. Calling someone to bring homework or equipment to school.
2. Calling to get permission to go to someone's house.
3. Calling to arrange a ride home when the student knew beforehand of the need.

Emergency Drills

Occasional emergency drills are a necessary part of school safety routine. Emergency drills are extremely important because they help students become accustomed to what to do in the case of a real emergency. For this reason, running, shoving, pushing, or any other kind of thoughtless behavior cannot be allowed.

Fire drills will be scheduled at least once a month. Students should follow the directions posted in the classrooms and given to them by the teachers. During Secured Room drills the rooms will be locked, and students should remain in their classrooms. During an Emergency Weather drill all students will go into the first floor hallways against a wall and away from windows.

Field Trips

The Board of Education recognizes the value of field trips as part of an approved program of study that affords a first-hand educational experience not available in the classroom. Chaperones must be at least 21 years of age and have clearances when the trip involves an overnight stay.

Parental permission slips are necessary for all trips. Grades will be considered when permission is granted for a field trip. Failing grades, behavior or an absentee rate of 10% or more may eliminate a student from going on a field trip. Occasionally, family members may be asked to accompany a class on a field trip.

Absence just prior to the field trip may result in denial of participating in this privilege. All school rules apply when participating in a school-sponsored activity.

See Policy #121 adopted by the Board of School Directors 6-11-07.

Lockers

In grades five and six at the elementary building and at the secondary building, each student is assigned a locker at the beginning of the school year. Lockers are school property and are on loan to students and should not be exchanged or shared with other students. Students are responsible for any damage to the lockers. Students may not go to their lockers during class time except in an emergency and then only with teacher permission.

The school cannot assume responsibility for things that are missing or taken from lockers. Do not bring valuable items or large amounts of money to school and leave them in the lockers. These items should be brought to the office to be held until the end of the day.

Lockers are the property of the Millville Area School District and are subject to search by authorized school personnel with designated authorities at any time. Random, periodic searches may be conducted by school officials. The district also reserves the right to search jackets, backpacks, purses, and vehicles on school property.

Locks will be issued to all students at the secondary level. Students are to use only school-issued locks and keep their lockers secured at all times.

Online Access and Parent Notification

Parents are encouraged to sign up for 24/7 access to student grades and attendance via the internet for students in grades 2-12. You are also encouraged to sign up for notification of school delays/closings and other relevant school-related information. If you are interested in either or both of these free services, please contact the office in either school. If you had online access last year, there is no need to reapply. Parent notification requires completion of a new form each year.

Personal Property

Students should not bring to school personal property such as trading cards, playing cards, footballs, basketballs, baseballs, hackey sacks, stuffed animals, CD and cassette players, video games, cell phones and pagers, and other electronic equipment. When a need for such articles occurs, the school shall provide the necessary equipment.

At the elementary school personal property may only be brought to school with the consent of the classroom teacher (e.g., show and tell) and should be transported in a bag or backpack.

All electronic devices such as cell phones, MP3 players, etc. are to be turned off and placed in the student's locker or backpack. Any device that is seen will be confiscated.

First offense—Warning (secondary), and student may pick up device at the end of the school day.

Second offense—Reassignment Room, and parent must pick up device.

Subsequent offenses—Reassignment Room or OSS, and device is retained until end of year.

Any student refusing to give a teacher a cell phone or other electronic device will receive out-of-school suspension.

While pagers, beepers and cellular phones are prohibited on school grounds, at school sponsored activities or on buses or other vehicles owned by the district, this prohibition does not apply to a member of a volunteer fire company or ambulance or rescue squad. However, permission to possess such items must be given by the building principal.

Public Displays of Affection

Public displays of affection are not appropriate in a school setting. Examples: Putting arms around each other, or kissing. Violations of these rules will be referred to the office. Parents will be notified, and

discipline may range from a warning to suspension for repeated offenses.

School Activities

Individual students or student groups must secure permission before using the school building for activities when school is not in session. Such students or groups must be under the direct supervision of an adult advisor, and the advisor is responsible for the conduct of the individuals under his/her supervision. In order to participate in any school-sponsored activity, a student must be in school for a minimum of 3½ hours.

School Security and Safety

To provide for the safety of the students, access to the buildings after 8:10 a.m. will be only through the main entrance of each building. It will be necessary for persons to ring the bell and wait to be admitted.

Visitor Policy

Only visitors with school related business are allowed. These visitors are required to register at the school office and obtain a visitor badge. Visitors will return to the office upon completion of their business, relinquish the badge, and sign out before leaving. Such visitors are subject to administrative approval and escort.

At the elementary school, classroom visitation is encouraged by those who have set up an appointment to visit. However, at no time is a visitor allowed access to a classroom without the knowledge and permission of the building principal.

Young children or other guests are not allowed at school, as their presence may interfere with the educational process. Pets/animals may only be brought to classrooms if proof can be presented of current and proper vaccinations. The animal will only be allowed to stay to fulfill its purpose in the classroom.

Individuals making social calls during regular school hours are not here on school related business and will be deemed as trespassing. The safety and welfare of our school community is of the utmost importance.

ATTENDANCE POLICIES AND PROCEDURES

Introduction

The Millville Area School District requires that school aged pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the pupils and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and participation in well-planned instructional activities under the supervision of competent teachers is vital to this purpose.

The Millville Area School District follows pupil accounting procedures established by the Pennsylvania Compulsory School Attendance Laws. Since good attendance and grades are highly correlated, each school attempts to build close contact with parents through student attendance accountability. Students are reminded that attendance records become part of their permanent record and can have beneficial or detrimental results depending upon the record established.

With the passage of No Child Left Behind, attendance rates are one measure of the success of a school district. **The failure of students to maintain high attendance rates could result in sanctions to the district and increased costs to the taxpayers.** Parental encouragement of all students is vital.

See Policy #204 adopted by the Board of Education 2-22-10.

Attendance Guidelines

The following constitute reasonable cause for absence from school:

1. Illness or quarantine (Need a doctor's slip to return to school)
2. Recovery from accident/hospitalization.
3. Required court attendance.
4. Death in the family.
5. Approved class/school trips.
6. Religious holidays and instruction, up to 36 hours according to the School Code.
7. Extreme weather conditions.
8. Student educational travel as outlined in this handbook.
9. Other urgent reasons approved by the principal.

Any of the above reasons will be accepted as a legal excuse. If the principal has any reason to doubt the validity of an excuse, the school has the right to require a doctor's excuse in the case of future absences. In other words, the school reserves the right to require a doctor's excuse from students whose attendance is irregular, excessive, or questionable.

If a student is absent from school on a scheduled half-day of school, that absence is counted as one full day of absence from school. If the absence is illegal, that day is one full day of illegal absence.

Absence Reporting

When a student is absent from school, that absence should be reported to the office in the building where they attend school. Please call the district number (458-5538) and follow the menu for the appropriate office. With the voice mail system, these calls can be made at any time, but absences should be reported no later than 9:00 a.m. **A written excuse is still required. Please Note: Requests for homework should not be left on the absence reporting line. A parent/guardian should speak with a secretary in the student's respective building.**

Educational Journey

Students who travel with parent(s) or guardian(s) may be legally excused if the trip is educational in nature, approved by the building principal, and the following requirements are met:

1. The required form must be obtained from the school office, completed, and returned to the school office at least **one week** in advance of the start of a vacation of three (3) to ten (10) days in length.
2. The student must arrange with all of his/her teachers for the completion of homework assignments while traveling.
4. All work must be given to the teachers the first day back in class, and scheduling of make-up work is at the discretion of each teacher.
5. The student must complete the appropriate requirements on the Validation of an Educational Journey form.
6. No more than ten (10) school days per year will be approved for educational trips.

College Visitations

Juniors and seniors are allowed two (2) college visitation days each year. They must complete the required form prior to each visit even though the three-day rule is not met.

Excuses for Absences

Students who have been absent from school are required to bring a signed excuse to school

immediately upon returning after the absence. Students are considered to have an illegal/unexcused absence until the school receives such an excuse. **At the secondary level, failure to present an excuse within three (3) days of return will result in the absences being permanently recorded as unexcused or illegal.** The excuse is to contain the following information:

1. Date(s) of absences
2. Reason for absence
3. Signature of parent or guardian

If a student is sent home from school due to illness, a note is still required from the parent or guardian for the absence to be legal.

If a student is sent home from school because of the symptoms of any contagious disease, re-admission to school can be secured only by a permit from a doctor stating that the student has recovered from the illness.

A doctor's note is required for any absence due to illness or injury that results in absences of three or more consecutive days and may be required for any student who is absent a total of ten or more days during the school year.

At the secondary level, the student is responsible to notify the main office personnel if the student's name appears on the Daily Attendance Sheet and he/she is not absent.

Illegal or Unexcused Absences

Absences for any reason other than those listed previously will not be excused. If the student is not yet seventeen years of age, the absences will be designated as illegal absences. If the student is seventeen or older, the absences will be designated as unexcused absences.

In the case of any student who has accumulated three (3) days of illegal absence, the parents will receive an official notice, and any further absence of this kind will oblige the school to take legal action to enforce the compulsory attendance laws. Additional days of illegal absence will result in the school requiring a medical excuse for future absences and/or a fine/arrest to be initiated with the courts to comply with the compulsory attendance laws.

Make-Up Work Following Illegal or Unexcused Absences

Generally, no credit (a grade of zero) will be given for work, including daily class participation and graded exams or quizzes, missed due to unlawful absence from school. Following any illegal or unexcused absences, students will only be permitted to make-up work **at the discretion of the administration.**

Make-Up Work Following Excused Absences

On the day of return from an excused absence, **the student** should check with his/her teachers (during the class period) and make provisions to make up the work missed. Work should be made up as soon as possible and, with few exceptions, within the marking period for which it was assigned.

Students will generally be allowed one day for each day of absence to complete make-up work. If a student has an extended illness of three (3) days or more, parents or guardians may call the school office and ask for assignments. **Students should be cautioned that incomplete work is averaged into the grades as a zero and will significantly lower the earned average.**

Early Dismissal/Appointments

A student who finds it necessary to be excused from school must bring a written excuse from home, signed by the parents, with an explanation for the early dismissal. The only accepted appointments are doctor, dentist, or legal obligations.

At the elementary school, these notes are to be given to the teacher as soon as the student arrives at school. At the secondary building, these notes are to be taken to the main office before 8:00 a.m.

Students are expected to sign out before leaving the building and sign back into school if they return before the end of the school day.

Change of Name, Address or Telephone

It is extremely important that the office have the correct name and address for each pupil. **Any** change of address or phone number, no matter how short a distance it is from the original address is to be reported promptly to the school office.

Please send a note to the school indicating any changes or call the office at the appropriate school.

Late Arrival at School (Tardies)

Elementary

Tardy: Arriving after 8:00 a.m.
Students arriving between 8:30 and 11:30 a.m. will count as a half -day absence. After 11:30 a.m. will count as a full day absence.

Secondary

Tardy: Arriving after 7:55 a.m.
Secondary students arriving after 8:25 a.m. but before 11:30 p.m. will count as a half-day absence. After 11:30 a.m. will count as a full-day absence.

At the elementary level, tardies in excess of three (3) per semester will receive a half-day unexcused absence.

At the secondary level, a warning letter will be sent after three tardies in a semester. Each tardy thereafter will result in referral to the Reassignment Room..

Leaving School Without Permission

Any student leaving school without permission is subject to fines for truancy as per the Pennsylvania School Code.

Withdrawal from School

If a family moves from the Millville Area School District or for some other reason must withdraw a student from a Millville Area School District school, the following steps must be taken before the last day of attendance:

1. Bring a note from parents to the school office stating the last day of attendance and giving the name and address of the new home and school.
2. Secure a withdrawal form from the school office to be signed by parents and teachers indicating an accounting for all books, locks or other obligations.
3. Return the signed withdrawal form to the office. All obligations (i.e., textbooks, library materials, etc.) must be met before any school records are forwarded.
4. Records will be sent directly to the new school. They will not be given to the student, parents, or guardians.

SCHOLASTIC INFORMATION

High School

All students must have obtained 24 credits in designated areas of the curriculum to graduate.

The courses must include:

<u>Subject Area</u>	<u>Credits</u>
English	4.0
Mathematics	3.0
Science	3.0
Social Sciences	3.0
Computer Courses	1.0
Health and Physical Education	1.7
UnifiedArts/Humanities *	2.0
Fine Arts **	0.5
Fit for Life***	0.5
Personal Finance	0.5
Electives	4.8

* Examples: Shop, Family and Consumer Science, Foreign Languages

** Students must select one course from the 800 or 900 series of Fine Arts courses.

*** Required of all students beginning with the class of 2010.

Junior High School

Pupils who have successfully completed the academic program outlined for a particular grade level will be promoted to the next highest grade for the ensuing school year.

Elementary School

Pupils who demonstrate mastery of the academic standards of a particular grade level will be promoted to the next highest grade level for the ensuing year.

Special Education

Decisions on grade progression will be made through the yearly review process. Final decisions at all levels will be made by the principal except for areas promulgated by law.

Make-Up of Credits/Summer School

Students are encouraged to make up subjects failed during the school year in a summer program. Some of these include approved tutoring or summer school programs, or correspondence courses. All costs are to be borne by the student and/or the family.

Students must attain an average of at least 60% for the year to make up a course in summer school. No exceptions will be made without faculty approval.

Promotion and Retention

The Board of Education recognizes that students need to be placed in the most appropriate setting to meet their needs at the various stages of growth. If retention is a possibility,

1. Parents will be notified by mail no later than the midpoint of the 3rd quarter, if possible.
2. Every effort will be made to remediate the student's difficulties.
3. The building principal will have the final decision for determining the promotion or retention of each student.

Refer to Policy #215 adopted by the Board of School Directors 2-22-10.

MEDICAL INFORMATION

Introduction

The goal of the Millville Area School District Board of Education is to create a healthy environment that includes prevention, identification, and resolution of health problems. To meet this goal, communication among the nurse, teachers, and parents is essential.

The nurse is not a doctor. Therefore, please do not send students to school to receive medical care that only a physician can provide.

Emergency Form/Registration

Each student must have on file with the school a form listing his/her name, home address, telephone number, and the name of the family physician, and the hospital of choice. The emergency form includes a list of the student's illnesses or medical conditions for the school nurse. This form requires the signature of a parent or guardian and authorizes the school personnel to use their judgment in an emergency.

Health Screenings

As part of the school health program, certain screenings and examinations are required. Every student must have the following:

1. A complete medical examination upon entry into school, during the sixth and eleventh grades, and prior to issuing a work permit;
2. An annual vision screening;
3. Annually measurement of the student's height and weight;
4. Periodic hearing screening;
5. Periodic scoliosis screening;
6. A dental examination on entry into school and during the third and seventh grades.

Illness

It is difficult to function at normal capacity when ill. Students should be kept home if any of these symptoms are present: Fever over 100 degrees, vomiting, unusual skin eruptions or sores, inflamed or swollen eyes with drainage, diarrhea, and lice. Students with any of these symptoms will be excluded from school until deemed non-infectious by the school nurse or a physician. Children should not return to school until they are fever-free for 24 hours without using a fever-reducing medication. Students receiving antibiotics should be on medication 24 hours before returning to school.

Immunizations

All students are required to have a certificate of immunization on file. Students entering school for the first time in kindergarten or first grade are required to have a certificate of immunization on file before entering school. The only exemptions to the school laws for immunizations are medical reasons and religious beliefs. If your child is exempt from immunizations, he or she may be removed from school during an outbreak. The required immunizations are:

1. 4 doses of tetanus and diphtheria (1 dose on or after 4th birthday)
2. 3 doses of polio
3. ** 2 doses of measles-first dose administered at 12 mo. of age or older
4. ** 1 dose of German measles (rubella)-at 12 mo. of age or older
5. ** 1 dose of mumps-at 12mo. of age or older
6. 3 doses hepatitis B-children starting school or **entering seventh grade**
7. 1 dose of varicella (chickenpox) vaccine-at 12 mos. Or older, or history of chickenpox disease-

required for children starting school or **entering seventh grade** (if 13 yr or older when receive vaccine, will need 2 doses)

** Usually given as MMR

Medication Policy

The Millville Area School District Board of Education has instituted a policy pertaining to students taking medication while at school. The health and well-being of our children are of utmost concern and taken very seriously. Failure to following these guidelines will result in disciplinary action.

If a student must have medication of any type given during school hours, including over-the-counter drugs except acetaminophen (Tylenol), the procedures for the school nurse or other authorized personnel to administer any medications are:

1. A written request must be brought from the doctor that includes the student's name, the name of the medication to be administered, the effective date, dosage to be administered, and frequency of administration. Only a parent note giving permission and relieving the Board and its employees is necessary for administration of acetaminophen (Tylenol).
2. Parents or guardians must submit a written request for the medication to be administered as prescribed by the physician.
3. Medication brought to school is to be taken to the nurse's office or building office. Medication will be kept in the nurse's office. Students will not be permitted to carry pills or medication during school hours. Any exceptions should be in doctor's written instructions. (Ex: Occasionally a doctor may request for a student to carry an inhaler).
4. The medication must be received in an appropriately labeled container.
5. Unused medication should be picked up at the end of the time period stated on the form. All other medications should be picked up at the end of the school year. Unused medication not picked up will be destroyed.
6. These rules apply to medications obtained by prescription or over-the-counter medicines.

Refer to Policy #210 adopted by the Board of School Directors 4-27-09.

Student Insurance

Accident insurance is available to all students of the Millville Area School District. The school provides insurance only for students during the time they are participating in athletics. If you do not have private insurance, you may wish to consider these policies. Information is sent home with the students the first day of school.

Should a student be injured, the incident should be reported immediately to the school nurse. All bills resulting from treatment should be sent by the parents or guardian to the insurance company. Complete details concerning the limitations of coverage are clearly stated on each of the insurance pamphlets the student receives upon school entry and should be read thoroughly before insurance is purchased or claims are made.

The school has no obligation to process and follow up claims or pay for any medical needs as a result of injury or sickness.

EXTRACURRICULAR ACTIVITIES

Introduction

Extracurricular activities are all those carried on by the school as a part of the school program which are not directly related to the instructional program. Interscholastic athletics, intramural activities, club activities, Student Council, and performances of drama or musicals are examples of events considered to

be extracurricular activities.

Refer to Policies #122 and #123 adopted by the Board of School Directors 6-11-07.

Absences

Any absence from school on the day of a performance/game, not approved by the principal, will make the individual ineligible to appear on that same day regardless of whether the absence is legal or illegal. In the event that the performance/game is on a weekend, the student must be in school the preceding Friday (or submit an excuse prior to the event). It is administrative policy that a student who is absent from school due to illness will not be permitted to practice with the team or organization.

Suspensions

Out of school suspensions will disqualify a student from participating in practices and/or games or performances.

Academic Eligibility

The Millville Area School District Policy is as follows:

1. Faculty will report every Friday on each student who is involved in an on-going activity. The ineligibility period is from Sunday through Saturday.
2. If a person is failing one subject, he/she is on probation and may continue to participate.
3. If a person is reported as failing two subjects for a specific week, he/she is excluded from the activity for a period of one week, and practicing is not permitted.
4. If a person is failing two subjects at the end of a marking period, he/she is excluded from the activity for a period of 15 school days, including practice.
5. A student must attend school for at least 3½ hours to participate in an activity held on that day.
6. Students involved in any extra-curricular activity must get written permission to leave a contest or activity with a parent or guardian instead of using school provided transportation. Permission forms are available in the office and from the coaches. NOTE: Students are not allowed to leave an activity with anyone other than their own parent or guardian.
7. Final grades for the school year will be used to determine eligibility for the beginning of the next school year.

Athletic Physical Examinations

According to the Pennsylvania Interscholastic Athletic Association, students may not practice or participate in interscholastic athletics until there is evidence of a physical examination and parental permission.

Physical examinations may be given by the school doctor or the family physician. There will be a minimal charge for examinations by the school doctor; however, parents may prefer to have the family physician give the physical examination. The school cannot be held responsible for any fee charged by your personal physician.

When physical examinations are scheduled at the school for a sports season, the student must be present on that designated date with a parent's signature on the required form. If the student fails to report with the appropriate paperwork, or comes out late for a sport, he or she must secure a physical examination at personal expense.

SPECIFIC REGULATIONS

Changing Buses

If it is necessary to ride a bus other than the assigned one, a note from the parent or guardian must be brought to the office, signed by the principal or his/her designee, and given to the bus driver.

Conduct on Buses

The legal responsibility for each student on a school bus lies with the bus driver. The driver can safely fulfill this responsibility only if all students cooperate fully. Any improper behavior on the part of a student while on a school bus may mean the loss of the student's bus privileges. The bus driver is in charge of the vehicle, and the bus driver must govern. Parents will be informed of discipline problems occurring on the buses. The rules for conduct on the buses follow.

No passenger may:

1. Consume food or beverages.
2. Chew gum.
3. Change seats while the bus is in motion.
4. Use loud or vulgar talk.
5. Throw any object.
6. Possess or use of tobacco products.
7. Light matches, lighters or other flammables.
8. Take a guest home without prior permission in writing from the parent or guardian and from the principal or his/her designee.
9. Engage in conduct that jeopardizes the safety of any other occupant of the bus.
10. Possess water pistols, other spraying devices or laser pointers while on the bus.
11. Leave the bus at any stop other than his/her own without written permission from parent or guardian and formal approval by the building administration.
12. Bring an animal on the bus.

Each passenger will:

1. Remain silent at all railroad crossings.
2. Keep all parts of the body inside the bus.
3. Sit in the seats assigned by the driver.
4. Be at the bus stop at the proper time.
5. Obey any and all other rules in the student handbook.

Consequences for Bus Misconduct

Whenever problems arise that cannot be resolved, the following procedures will be used:

1. The bus driver will report the incident to the building principal.
2. After an administrator has investigated the incident, the bus driver will be informed of the action.
3. Persistent misconduct on the bus will result in loss of bus transportation.

Dress Code

There is a direct correlation between student dress and student behavior. This dress code has been developed to assist students of the Millville Area School District to dress in a manner that is supportive of a positive learning environment and free of distractions and disruptions.

Students

General

- All clothing should be neat, clean and properly fitting. Clothing that is excessively baggy or too tight may not be worn.
- Clothing that is dirty or gives off a foul odor is not to be worn.
- Clothing with tears or holes may not be worn.

Footwear

- Shoes or other foot covering must be worn at all times.
- Closed shoes and sneakers are recommended.
- Sandals are acceptable; however, some teachers may require closed shoes for safety reasons.
- Flip-flops, clogs and shoes with elevated heels are strongly discouraged due to the potential for injury.
- No bedroom slippers.
- Sneakers, with laces tied, must be worn in Phys. Ed.

Pants/Dresses/Skirts/Shorts

- All dresses, shorts, skirts, and skorts must not be any more than two (2) inches above the knee.
- Pants should not extend beyond the bottom of the shoe and should not drag on the floor. They should be worn around the natural waistline with absolutely no skin or underwear showing at any time.
- Biker shorts, spandex, and short shorts are not permitted.
- Pajamas are not allowed.

Shirts

- Tops may not be “low cut” or exposing. Bare shoulders, midriffs, and backs are not permitted.
- The following are unacceptable school attire:
 - Tank Tops/Muscle Shirts
 - Spaghetti Strap/Halter/Mesh Tops
 - See-through blouses or shirts
 - Tube Tops/Crop Tops
- Any top that is skin tight or allows the midriff, cleavage or undergarments to be exposed is not permitted.
- Hooded sweatshirts may be worn; however, the hood must be down.
- Coats and jackets worn for protection from the weather are prohibited in classrooms unless approved by the teacher.
- At the secondary level, all shirts, blouses, and dresses must have sleeves unless they are covered at all times with an appropriated top or jacket.

Miscellaneous

- Sunglasses, hats, bandanas, sweatbands and visors may not be worn in the building. At the secondary level, hats must be placed in lockers and may not be carried around the building.
- Spiked jewelry, wallet chains, choker chains, chains or straps hanging from pants or attached to wallets, or any jewelry that could cause injury or constitute a hazard are not permitted.

- Clothing/accessories that ridicule, mock, or otherwise demean people because of race, religion, ethnicity, or individual views are prohibited.
- Clothing/accessories illustrating and/or advocating drugs, alcohol, tobacco, sex, violence (including text with double meanings) are not permitted.

Consequences

Students will not be permitted to attend classes with inappropriate attire. Students may not leave school to change clothes. In addition to appropriate clothing changes, the following discipline actions will occur:

Elementary Students

First Offense	Verbal warning and parent notified
Second Offense	Parents notified and one hour of detention
Third Offense	Parents will pick child up from school and possible suspensions

Secondary Students

First Offense	Speak with principal, phone call home, copy of discipline referral sent home, student warned.
Second Offense	Speak with principal, phone call home, copy of discipline referral sent home, Reassignment Room.
Subsequent Offenses	Speak with principal, phone call home, copy of discipline referral sent home, Reassignment Room or Out-of-school suspension. Parent must reinstate student into school after suspension.

Refer to Policy #221 adopted by the Board of School Directors 2-23-09.

Discipline Policies

The proper functioning of a school requires adherence to certain rules and regulations. Proper conduct is sought through learning rather than arbitrary authority. This is done through an organized approach that includes:

1. Making the student cognizant of when he/she is disregarding a rule.
2. Setting up consequences.
3. Implementing those choices.
4. Rewarding appropriate behavior.

Detention has been implemented at the Elementary School. The detention class at the Elementary School meets every Monday and Wednesday, unless the school is closed due to weather or a holiday. There is no bus service, so transportation arrangements will have to be made.

1. Parents will be notified of the detention. Elementary students are to return their notification with parental signature.
2. A student who is absent from school the day of detention will be expected to serve it the next detention day.
3. If a student misses detention, he/she will be assigned an additional day and/or in-school suspension will be assigned.
4. Three detentions or failure to serve two successive detentions will likely result in in-school suspension.

Please see the secondary section for more specific information on discipline procedures at that level.

Some Reasons for Exclusion from School include, but are not limited to:

1. Possession and/or use of tobacco products in the building, on the school grounds, or on the school buses.
2. Possessing, using, buying or selling alcoholic beverages, drugs, or drug paraphernalia, as well as over-the-counter medications.
3. Possession, use, transfer of dangerous weapons or replica of weapons, dangerous chemicals, fireworks, firecrackers, laser pointers, or any other instrument that could cause harm.
4. Reporting or making false fire alarms or bomb threats.
5. Leaving the building during the school day without administrative permission.
6. Abusing school property.
7. Failing to follow reasonable instructions.
8. Cutting classes, truancy.
9. Fighting.
10. Stealing or possessing stolen articles.
11. Arson.
12. Accumulating excessive unexcused absences.
13. Behaving in an unreasonable manner.
14. Using obscene/vulgar language or gestures.
15. Using racial slurs or intimidation.
16. Making terrorist threats.

These suspensions may be of one to ten days duration or may result in a recommendation of expulsion to the Board of Education. Discipline guidelines may be found at the end of this book

See Policy #233 adopted by the Board of School Directors 4-28-08.

STUDENT POLICIES

Harassment

It is the policy of the Millville Area School District to maintain a learning environment that is free from harassment due to an individual's race, color, religion, ancestry, gender, national origin, handicap/disability or sexual preference.

Harassment includes, but is not limited to, slurs, jokes, bullying, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, national origin, handicap/disability, or sexual preference.

All employees must report all reported or observed incidents of harassment to a building administrator. Students are encouraged to report harassment complaints to a building administrator, teacher, counselor or nurse. Violators of this policy will be subject to disciplinary action.

See Policy #248 adopted by the Board of School Directors 4-27-09.

Internet/Computer Network and Facilities

The purpose of the Internet is to support research and the educational program in the schools of the Millville Area School District, to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The primary use of the Internet is educational purposes, and it is considered a privilege, not a right. The inappropriate use of the Internet may result in the denial, revocation, suspension, or cancellation of a user's privilege to utilize the Internet or any other district computer facilities. Disciplinary action will be based on guidelines listed below and shall be the responsibility of the administration. Illegal activities will

be reported to law enforcement officials.

Students and staff are expected to act in a responsible, ethical and legal manner. The uses that are prohibited include, but are not limited to:

1. Use of the network to facilitate illegal activities.
2. Use of the network for commercial or for-profit purposes or political lobbying.
3. Use of the network for non-educational related work.
4. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
5. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
6. Use of the network to access obscene or pornographic material.
7. Use of inappropriate language or profanity on the network.
8. Use of the network to transmit material deemed to be offensive or objectionable to recipients.
9. Use of the network to intentionally obtain or modify files, passwords, and data belonging to others.
10. Destruction, modification, or abuse of network hardware and software.
11. The use of e-mail in any of the above ways.

Internet users must take full responsibility for their actions. Therefore, the decision to allow Internet use rests with the family, and all Internet users must sign the *Millville Area School District Acceptable Use of Networks, Internet, and Computing Resources Contract* prior to initiating access to the Internet using district communications technology.

Refer to Policy #814.1 adopted by the Board of School Directors 6-25-07.

Integrated Pest Management Policy

The Millville Area School District shall utilize integrated pest management procedures to manage structural and landscape pests with the least possible hazard to people, property, and the environment. IMP promotes prevention over remediation and uses pest control methods that are economically, environmentally, and socially sound.

From time to time, it may be necessary to use chemicals to manage a pest problem. Pest control materials will only be used when necessary, and will not be routinely applied. When pest control materials are used, the school will try to use the least toxic product when possible. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parent(s) or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at school. To receive notification you must be placed on the school notification registry. A form will be sent home at the beginning of each school year or will be made available upon registration for this purpose. Please include your email address for electronic notification.

Refer to Policy #716 adopted by the Board of School Directors 6-25-07.

Weapons and Dangerous Instruments Policy

The Millville Area School Board believes that the physical safety of students, employees and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. Based on this premise, the School Board has adopted policies and procedures to promote a safe learning environment.

Weapons and replicas of weapons are forbidden on school property, on vehicles transporting students to or from district activities, and at district activities whether on or off school premises. Weapons shall include, but are not limited to, firearms; knives; metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents, and patrons.

“Dangerous weapons” means any weapon, device, instrument, material or substance which, under the

circumstances in which it is used or threatened to be used, is readily capable of causing death or serious physical injury.

Any student violating this policy or assisting in its violation shall be subject to disciplinary action, including suspension and possible expulsion. The Superintendent of the school district may recommend discipline short of expulsion on a case-by-case basis. The Superintendent, in the case of an exceptional student, shall take all steps necessary to comply with the Individuals with Disabilities Education Act (IDEA) (Public Law 91-230, 20 U.S.C. § 1400 et seq.)

Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings and may prescribe special conditions or procedures to be followed before giving such authorization.

Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. This information shall be maintained as part of the student's disciplinary record.

Each school within the district shall maintain updated records of all incidents of violence, incidents involving possession of a weapon and convictions or adjudications of delinquency for acts committed on school property by students enrolled therein. Records maintained under this section shall be contained in a format developed by the Pennsylvania State Police in cooperation with the Office for Safe Schools. A statistical summary of these records shall be made accessible to the public for examination by the public during regular business hours.

See Policy #218.1 adopted by the Board of School Directors 4-28-08.

Tobacco Possession and Use Policy

Tobacco possession and/or use by students is prohibited in school buildings, on school property, on school buses which are leased, owned, or under the control of the district, or at any school sponsored activity. This includes use or possession of a lighted or unlighted cigarette, pipe, or other lighted or unlighted smoking product or smokeless tobacco in any form. The use of tobacco products by all employees and visitors of the school who are in school buildings, on school property, or riding school buses which are leased, owned or under the control of the district at any time is also prohibited.

Act 145 of 1996 provides for violations of the above rules to be a summary offense. A student who commits an offense under this law shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine and court costs.

Possession of these materials anywhere on school property is sufficient reason for prosecution.

See Policy #222 adopted by the Board of Directors 6-25-07.

Drug and Alcohol Policy

The Board of School Directors of the Millville Area School District recognizes that the use and misuse of alcohol, drugs, and other chemicals is a serious problem with legal, physical, emotional, and social implications for the whole school community. Therefore, the Board of School Directors adopts the position that students must be alcohol, drug, and chemical free in order to develop in the most productive and healthy manner.

This policy applies to school grounds, school activities whether on or off school property, school buses, and travel to or from school by any mode of transportation. The possession, consumption, use, distribution, and possession with intent to distribute any and all illegal or controlled medications, drugs, or other such chemicals not approved in advance by the health office is prohibited. Furthermore, being under the influence of alcohol or other drugs is a violation of this policy.

Drugs include, but are not limited to, the following:

1. All dangerous controlled substances prohibited by law.
2. All "look alike" drugs.

3. All alcoholic beverages.
4. Tobacco and tobacco products.
5. Any drug paraphernalia.
6. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.

Violators of this policy will be referred to the appropriate Student Assistance Team and are also subject to disciplinary action including suspension and/or expulsion.

See Policies # 227 and #252 adopted by the Board of School Directors 4-28-08 and 4-27-09.

Student Discipline Policy

The Board of Education recognizes that the efficacy of the educational program is reflected, in part, in the behavior of the students. Therefore, rules are enacted to govern conduct that encourage students to:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.

Control of pupils is primarily the responsibility of the classroom teacher and other certificated staff under whose jurisdiction the pupil may be. Certificated staff may call for the assistance of the principal if a student control problem arises that they cannot control.

Reasonable force pertaining to all students may be used by staff members for the following reasons:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

See Policy #218 adopted by the Board of School Directors 4-28-08.

State Laws Which Apply to Students

Section 1317 Authority of Teachers, Vice Principals and Principals over Pupils

Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.

Section 777 Defacing, Injuring or Destroying Property Used for School Purposes, Penalty

If any person shall willfully or maliciously break into, enter, deface, or write, mark, or place any obscene or improper matter upon any public school building, or other building used for school purposes or other purposes provided for in this act . . . or shall deface, injure, damage, or destroy any school furniture, books, paper maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes . . . or shall injure, damage, or destroy any shade trees, shrubbery, fences, or any other property of any kind upon any public school grounds, or upon any public school playground, such person shall be guilty of a misdemeanor, and upon conviction . . . be sentenced to pay a fine . . . or undergo an imprisonment . . . or both.

In addition, the school retains the right to demand restitution, as well as exercise disciplinary action.

Student Records Policy

As required by the Family Educational Rights and Privacy Act of 1974, the Millville Area School District has a written policy regarding the control of data in student records. This policy may be seen at the offices of the Superintendent or the building principals following a written or telephone request for an

appointment. Parents have the right to inspect, review, copy and request correction of their child's school records.

In compliance with federal law, student directory information will be released unless written notification to the contrary has been received by the district. A form is available for this process at the beginning of each school year or upon admission for the appropriate secondary level grades.

Refer to Policy #216 adopted by the Board of School Directors 4-27-09..

STUDENT ASSISTANCE

Child Abuse

Under Child Protection Service Law (PA C. S. 23, 6311 & 6313) Section 4b the following have responsibility for accepting and servicing complaints of child abuse:

- Person in Charge – Superintendent of Schools
- Designated Agent – Principal or School Counselor

Under Child Protection Service Law (Act 151 of 1994) concerning student abuse, the following person has responsibility for servicing complaints of student abuse.

Administrator: Superintendent of Schools

Student Assistance Program

The Millville Area School District, in conjunction with the Pennsylvania Departments of Education and Health, has established a functioning Student Assistance Program at all school levels.

The purpose of the program is to identify high-risk students in grades K-12 who are having school-related problems because of alcohol and drug use, risk of suicide, or other mental health problems. It is also a method for intervening and referring these students to appropriate community services.

The function of the team is to identify patterns of behavior that are associated with high risk or usage situations. It is an intervention, not a treatment, program. The program is a systematic process, which makes it possible for school personnel to determine which students are having problems and refer them for help. The heart of the program is a Student Assistance Team. This team is composed of teachers, counselors, and administrators who have been given extensive training.

If you have concerns about a student, please contact the guidance counselor at either building. All referrals will be confidential.

SPECIAL EDUCATION/GIFTED SERVICES

Services

The Millville Area School District is dedicated to providing the best and most appropriate education to all students. Services provided by the district include Academic; Speech and Language; and Sensory and Physical. In addition, the district works with CSIU and other districts to provide services for students who need Life Skills Support; Emotional Support; Multiple Disabilities Support; Autistic Support.

Pre-Referral

Screening procedures are in place to meet student needs prior to referral for special education services. Students may be referred to the Student Support Team (elementary) or to the Child Study Team (secondary). Parents are informed of any referral and are encouraged to be involved in the process.

Referral

Before a child is considered for any special education services, parents must grant permission in

writing (Permission to Evaluate) for the evaluation. Teachers, other school personnel, or parents may refer a child for evaluation. Parents may send a written request for evaluation to the special education supervisor.

Evaluation

A multidisciplinary team evaluates a child to determine whether or not he/she has a disability that affects the educational process, behavioral patterns, physical condition and communication skills. The team may include teachers, guidance counselor, school psychologist, speech therapist, occupational or physical therapist, school nurse and administrators. The child's parents are also important team members. The team reviews the results of the evaluation (Evaluation Report) and determines if special education services are needed. If services are recommended, parents will be part of the team that develops an Individual Educational Program (IEP).

An **IEP** is an Individual Educational Plan and must be written for every student receiving special education services. An IEP is developed during a planning conference attended by the educational team members and parents. Students who are 14 years or older may also attend. The IEP must be reviewed annually, but it may also be revisited if major changes must be made.

A **NOREP** is a Notice of Recommended Educational Placement. It is a legal document that identifies the type of program recommended for a student. It is written parental approval that must be signed before an IEP can be implemented. The NOREP is reissued whenever programming is changed to a major degree.

Dispute Resolution

If parents disagree with the school district's special education proposal, they may select the following remedies: **Mediation** which is a voluntary process in which an impartial mediator will attempt to help resolve issues so a mutually agreeable settlement can be reached; **Pre-Hearing Conference** which is an opportunity for parents and the district to resolve issues before a formal due process is initiated; **Impartial Due Process Hearing** which is a formal process in which parties may be represented by legal counsel and a hearing officer conducts the hearing, and the decision may be appealed by either party.

Student Records

The school district is required by law to keep records of all students, including special education students. Included are: General information such as address and phone number; achievement and psychological test results; teacher progress reports; and routine medical records. According to school district policy, you may review your child's file and challenge the validity of any information or the maintenance of information on file.

Further Information

If you have concerns about your student and believe he/she may be eligible for gifted or special education services, please contact Mrs. Dee Davis, Supervisor of Special Education, Millville Area School District, PO Box 300, Millville, PA 17846 or by phone at 458-5538 ext. 288. Additional information is available on the district website.

DISCRIMINATION CLAUSE

The Millville Area School District is an equal opportunity education institution and will not discriminate on the basis of sex, race, color, national origin, creed, age, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

The Superintendent of Schools is the Title IX, Act 504 and IDEA compliance officer. For information regarding civil rights or grievance procedures, contact

Dr. Kathleen Stark, Superintendent
Millville Area School District
Millville, PA 17846
Phone: 570-458-5538, Press 4

MILLVILLE ELEMENTARY SCHOOL HANDBOOK

PRINCIPAL'S WELCOME

Our faculty and staff would like to welcome all of you to the Millville Elementary School. We are looking forward to the 2010 – 2011 school year and anticipate an excellent year for our children.

This handbook has a good deal of information pertaining to the elementary school and the district as a whole. Please take time to read through this handbook with your children to better acquaint yourselves with some of our policies and procedures.

I am looking forward to working with you throughout this year and seeing the school filled with our community's children. As always, the staff and I are here for our children and their families, and if at any time you have questions or concerns, please feel free to contact the school at 458-5538, Option 1.

Thank you for all your continued efforts and support in striving to make the 2010 – 2011 school year a positive and productive experience for all!

John Fetterman, Principal
Millville Elementary School

GENERAL INFORMATION

School Hours

Elementary Students	7:45 – 2:50
Kindergarten	7:45 – 2:45
Office	7:30 – 3:30
Summer	7:00 – 12:00
Teachers	7:40 – 3:10

Philosophy

It is the philosophy of the Elementary School staff to help each child grow to his/her full potential academically, socially, emotionally, and physically. The staff endeavors to help each child develop a feeling of self worth and to enable the individual to become a contributing and productive member of our society.

Assemblies

Assembly programs are scheduled and sponsored by Student Activities or by individual classes.

Fire Drills

Fire drills are scheduled (during the best weather possible) a minimum of once a month at different times during the school day.

Gum

Gum chewing is **NOT** permitted in the elementary building.

Lost and Found

Misplaced items may be put in a barrel at the Elementary School. Parents should check periodically for missing belongings.

Reading is Fundamental

The Millville Junior Women's Club has sponsored the Reading is Fundamental (RIF) program since 1980. The RIF program's mission is to motivate the area's children to read often and well. RIF makes reading fun through exciting motivational activities that culminate in "book distributions." These are opportunities for students to choose and keep books at no cost to them or their families.

RIF is evaluated yearly by administrators of federal programs. In order to retain its funding, the Millville RIF program must find local contributions for 25% of the program's budget. Anyone interested in contributing or volunteering can contact Hope Laubach.

School Pictures

School pictures will be taken on September 17, and photos will be distributed before Christmas.

School Store

The Millville Elementary School Store began as a service to students in providing school supplies. Funds earned through the store are used to support the Elementary Student Council. Sixth grade students operate the store as a learning process in handling money, making change, and pricing.

CURRICULUM

Language Arts

The Harcourt *Trophies* reading programs has been implemented at Millville Elementary which incorporates the subject areas of reading, writing, English, and spelling. The *Trophies* program is divided into themes. Each theme is designed to help student realize that they are part of a large interdependent world and to help students develop a sense of responsibility for themselves, their communities, and their world.

Trophies is a research-based, developmental reading/language arts program that includes the five pillars of reading: Phonological awareness, phonics, fluency, vocabulary and comprehension. Explicit phonics instruction; direct reading instruction; guided reading strategies, phonemic awareness instruction; systematic, intervention strategies; integrated language arts components; and state-of-the-art assessment tools ensure every student successfully learns to read.

Trophies has six universal themes:

- Self-Discovery (Individual)
- Working Together (Social)
- Growth and Change (Global/Intellectual)
- Creativity (Individual)
- Communities (Social)
- Explorations (Global/Intellectual)

At Millville Elementary School, we understand that children become good readers by having abundant opportunities to read books, and they become good writers by having abundant opportunities to write. In addition, since reading and writing are directly connected to language, children will have daily opportunities to use and hear correct language.

The Harcourt *Trophies* anthologies are the foundation of Millville Elementary reading program. All children have the opportunity to hear stories related to the themes. Big books, charts, instructional books, and independent classroom and library books are part of children's daily reading.

The format of language arts instruction is an **Intervention Framework**. This provides all students with reading instruction at or above grade level, as well as additional time each day for remediation, reinforcement, or enrichment. This is a cutting edge program that has been utilized in other states but has only recently begun to be used in Pennsylvania.

Mathematics

Our mathematics program is the Harcourt Pennsylvania Edition, 2006. This series incorporates the standards that have been developed and implemented at the national and state levels. The children will be working on grade level with the material that was deemed appropriate to their year of schooling. We will be utilizing and Intervention Framework for the content area.

Science

The Prentice Hall series is used throughout the elementary grades. A planned course of study has been revised to include health, AIDS, drug and alcohol education, and safety topics. The planned course is being extended to emphasize critical thinking skills.

Social Studies

The Harcourt series has been purchased for use in Social Studies to develop the appropriate concepts, appreciations, and understandings in grades kindergarten through six. Presently the emphasis is on the incorporation of thinking skills.

Art, Music, Physical Education

All students experience art, music, and physical education at least once in the six-day cycle.

Instrumental Music

Band instruments are introduced on a voluntary basis with the child supplying the instrument. We do provide a rental service through a local music store simply as an aid to families. Lessons are of a group nature usually lasting one-half hour.

Computers

All students in K-6 receive instruction in Computer Education courses exposing them to an overview of computers. This provides for continual growth in the use and understanding of computer knowledge. Specialization in computer areas takes place in the offerings at the senior high level. Students work with the following types of courseware: Application, word processing, CAI, problem solving, tutorial, drill and practice, and simulation.

Library

The purpose of the Millville Elementary Library is to provide a wide selection of quality materials and to motivate students to read. These materials, which are chosen according to professional library standards, are selected to support the curriculum, promote intellectual curiosity and to provide recreational reading.

We consider equally important the training of our students to properly use library resources and develop a lifelong library habit. Our professionally certified teacher-librarian provides appropriate training in library skills at each grade level, selection guidance to students, and is always willing to consult with parents and help in any way possible.

Enrichment Class

Students work in small groups or on a one-to-one basis in an effort to expand their creative abilities, to further develop their thinking skills and to help students understand themselves more fully.

Speech Therapy

A speech therapist is present to work with students having difficulty making specific speech sounds.

Reading Specialist

Reading specialists are employed by the district to test children's progress in reading and to provide special instruction. The reading specialists coordinate the program kindergarten through six and are responsible for grouping and pacing of students within those grade ranges.

Learning Support

A student with special needs work with members of the Learning Support team.

Title I Reading

Small groups of children receive special attention to problems in the development of reading skills. Reading specialists concentrate on remediating the specific problems.

Title I Math

Small groups and individuals work in the math lab to develop more proficiency in mathematics. Qualified teachers and aides work on developing both positive attitudes and specific skill achievement.

School Psychologist

A psychologist is available on a part time basis to test children and to make recommendations for student placement.

ESL

An ESL certified instructor is available to assist students who qualify as English Language Learners.

MILLVILLE ELEMENTARY SCHOOL HOMEWORK POLICY

Homework is necessary. Its purpose is to reinforce or to extend classroom work and activities. It may take many forms such as paper and pencil exercises, newspaper article collection, project work or even listening to radio and/or TV. These assignments are given for specific purposes and **are expected to be completed**. There is often some time given in school to work on the assignment but, if not completed, it should be finished at home. Below is a list of suggestions to help make your child's school experience fulfilling and worthwhile.

1. Ask child for school papers, or school news, each day.
2. Supply your child with a small notebook so he/she can write down their assignments. It also makes him/her feel as he/she has accomplished something as items are checked off the list.
3. Talk to your child. Take an interest in what he/she is doing in school. Be supportive of accomplishments and help your student through his/her difficulties.
4. Provide a good study area, away from interference, and as much as possible, a set time to do the work. Good study habits are essential to a successful school experience.
5. Study the pictures, diagrams and charts as much information can be visually obtained in this way.
6. Go over class notes to make sure they are understood.
7. Often times a short break of 15 minutes or so does a lot to relieve frustration.
8. If there are questions on assignments, feel free to call the teacher involved.

SUPPLEMENTARY SERVICES

Guidance Services

The guidance counselor works to enable children to become more effective and/or efficient in the school environment. Children often need some help in coping with individual concerns, peer relationships, learning problems, home and school adjustments, crisis situations, etc. The counselor gives additional help in individual and small group sessions. Classroom guidance sessions provide information and help for developmental needs, concerns and interest. The counselor often holds conferences with teachers, parents, school specialists and social service personnel to exchange information that will help the child.

The counselor is also responsible for coordinating the testing program, the special program, and kindergarten registration and clinic.

Testing Program

Several strategies are used to monitor children's progress. In the classroom, individual children are observed by the teacher to note interest, involvement, and motivation in the learning environment. Oral and written examinations are given on units of study being taught.

Standardized achievement tests are given to children in the academic areas every year. These tests measure the child's performance level and compare it to state or national norms.

The guidance counselor, reading specialists, or other school specialists, when needed, administer individual diagnostic evaluations and screenings. These identify specific learning needs.

Psychological tests are given to students referred by parents and/or teachers. These are administered when there is a specific need for an individual to have a more complete educational evaluation. Parental permission is needed for these tests.

The results of tests are used to help school personnel understand individual strengths and weaknesses of children and to guide personnel in selecting the most appropriate program for children. Parents or teachers may request a parent-teacher conference when necessary. When significant program changes are needed, parents are involved in the decision making process.

Title I Service

Title I is a federally funded program to offer supplemental instruction in reading and math. Eligibility for services is determined by use of teacher surveys/recommendations, classroom performance and scores on standardized tests. Students may be eligible for services in either math or reading or in both areas.

The goal of the program is to increase the reading and math ability of each student by providing additional activities that support the regular classroom instruction. This program does not replace the regular classroom instruction. The activities include supplemental activities for the basal reader, manipulatives, computer software, high interest books, taped materials, calculators, worksheets, library books and others.

Services are delivered in the classroom when possible. There are times when the students are given tutoring or small group instruction outside the classroom. Because the elementary school has been designated as a school-wide program, all students are eligible for supplemental services, as needed.

There are three parent meetings a year to provide information. The parents can request a meeting with the staff at any time during the year to discuss the program and their child.

The district has also instituted summer learning opportunities for students. This provides students with review and new learning experiences in a relaxed atmosphere.

BEHAVIOR EXPECTATIONS

Auditorium Rules

Disruptive students will be removed from the group. Students need to be respectful and be sensitive to a performer's feelings and applaud appropriately. It is not appropriate to start talking until intermission (break) or the end of the program. Children must enter and exit the auditorium by using a proper procedure.

Hall Rules

Walk on the right side. Walk quietly. No running. Keep hands and feet to yourself. Respect other people's rights to walk in the hall.

Lavatories

Children should use lavatories before school and at recess. The lavatories will be patrolled routinely to be sure that behavior is appropriate. Do not use playground exits of lavatories. They are to be used only in an emergency. Flush the toilets after use.

Lunchroom Rules

- Be on time.
- Children are to wash their hands before lunch.
- Children are expected to walk in an orderly way through the halls.
- Children are to have lunch tickets or money ready for the cafeteria staff.
- There is no "saving places" for friends in the lunch line.
- Be careful in getting and carrying lunch trays – if you spill, YOU CLEAN UP!
- Students may talk **quietly** to friends who are near.
- Try new foods—you may like them.
- Children may give away unwanted food—selling of food is not allowed.
- When ketchup, mustard, and onions are on the tables, use and pass them on so that everyone will have access to the items.
- When finished eating, clean up table area, take trays to the designated area. Return to the group and wait quietly until the cafeteria duty aide excuses you.
- After being excused, line up at the assigned exit.
- Walk quietly to the classroom for the playground supplies and outdoor clothing.

During the school year, a day will be scheduled for parents/grandparents to have a meal with their child/grandchild. Please limit lunch visitation to this particular day due to space limitations.

Playground Rules

Designated Areas

Fair weather--play area behind the school

Poor weather--play in bus area on hardtop, the outdoor basketball courts, inside in the gymnasium or cafeteria. If play is in the gymnasium, students must wear sneakers.

General Rules

ROUGH PLAY WILL NOT BE TOLERATED.

No tackle football.

No hardballs.

No sharp items allowed on the playground.

Do not play close to the building.

Stay off fence that borders the school.

Keep out of the fields and off all shrubbery around the building.

Do not use bikes during school hours.

Equipment

General Equipment

Hold all balls and equipment while leaving the building and entering the building.

Be responsible for all equipment taken out. All equipment should be returned to its proper place.

Swing Set

Be willing to take turns.

DO NOT leap from swings.

Be seated at all times.

DO NOT climb on the support brackets.

Stay clear of swing area while they are in use. This includes those students waiting for a turn.

Sliding Board

Stay on the inside of the confined area of the platform.

DO NOT walk up the slide.

Stay seated while sliding.

Macadam Area

This area is designated for both basketball and other surface games. It must be shared.

Kick ball on grass field.

Goals And Backstop

DO NOT climb on the goals or the backstop.

*Flip flops and open-toed shoes are strongly discouraged during outdoor recess and on the playground equipment due to safety concerns and the well being of your child.

ARRIVAL AND DISMISSAL

Morning Rules

Walkers and bus students should arrive at the Elementary Center by 7:45 a.m. and may go directly to their assigned classrooms.

Dismissal

Safety patrol members leave at 2:40 p.m. and report to their posts. Kindergarten dismisses at approximately 2:45 p.m. and grades 1-6 dismiss at 2:50 p.m. Bus students go directly to the bus and board immediately. No students are to be in the rooms after 2:55 p.m. unless requested to stay by a teacher and supervised by the teacher.

Students Riding School Buses

The bus driver is in charge of each bus and represents the principal. Since students are under the full authority of the school while on the bus, all school regulations are in force during all bus trips.

In addition to the rules in the district section, students are reminded that they must:

1. Stand behind white line while waiting for bus.

2. Ride only on assigned bus.
3. Face forward at all times while bus is in motion.
4. Avoid all unnecessary conversation with the driver.
5. Talk only in low conversational voice with seat partner; loud talking or calling to persons in other portions of the bus is forbidden.
6. Keep the bus clean and free from litter at all times.
7. Refrain from marring the bus in any way. Any person willfully damaging a bus will be held responsible for the vandalism.
8. Walk only on the left side of the road facing traffic.
9. Stand where the driver can see you. Stay out of the danger zone, which is 10 feet around the bus.

Notes:

Infractions involving school bus regulations and the Code of Student Discipline and Responsibilities may lead to removal of bus transportation privileges.

After a student had received three bus conduct notices he/she will be removed from the bus for three days. Transportation will be the responsibility of the parent.

Children must go home on their regular bus unless they have a parental note indicating otherwise. Phone calls requesting a change in transportation should be made no later than lunchtime. Requests made after 2:30 will be honored only in extreme emergencies.

Picking Up Students After School

1. Parents who wish to pick children up at the end of the school day must come into the office. Students will be waiting in the cafeteria to be picked up after sign-out.
2. Parents who wish to pick up students in addition to their own children must have a note from that child's parent stating that this is permissible.
3. No child will be released from the bus.

Safety Patrol

The objectives of the Safety Patrol are as follows:

1. To safeguard school children as they cross streets, move through school corridors, and school buses.
2. To develop in school children a constant awareness of traffic hazards.
3. To provide activities and opportunities, the development of character, leadership, and cooperative citizenship.

In order to accomplish the above objectives, children have been placed at many locations at various crossings on the way to school, at the bus stop areas and in the corridors inside the school.

There are two patrol people stationed at the entrance of the Elementary School and Batten Lane. There is one patrol person located at the bike rack (parking lot of elementary school). There are also three patrols on duty during bus loading and discharge. Inside, there are two patrols by the library entrance.

In order for these people to do their jobs correctly and efficiently, the cooperation of children, parents, and teachers is needed. Please report any problems to the Elementary Office.

Walker's Rules

1. Walkers report to the cafeteria at dismissal and leave the building at 3:00.
2. Listen to the crossing guard.
3. Don't run.

4. Go directly home.
5. Look both ways when crossing the street.
6. Don't get into cars with strangers.
7. Go with a buddy.

In order to accomplish the above objectives, children have been placed at many locations at various crossings on the way to school, at the bus stop areas and in the corridors inside the school.

The District Website is located at

www.millville.k12.pa.us

Please visit it often for up to date

Information about the district

MILLVILLE JUNIOR/SENIOR HIGH SCHOOL HANDBOOK

PRINCIPAL'S WELCOME

Welcome to the 2010 – 2011 school year at the Millville Junior/Senior High School. The Student Handbook represents the efforts of many people within the school district. Its purpose is to give students and parents an understanding of the general rules and guidelines for attending Millville Junior/Senior High School.

This handbook is reviewed annually and revision is an ongoing process. If there are any changes made during the school year, they will be communicated to both students and parents. If you need clarification of any policy, feel free to contact the school.

We are continuing our efforts to provide the best educational program possible in order to meet the needs of all students. We have excellent teachers and staff here at Millville. You are encouraged to take advantage of all that is available to you. School is what you make it! Have a great year.

Eric T. Stair
Principal

GENERAL INFORMATION

Announcements

Announcements for the day are broadcast during first period. Announcements may be made at the end of the day, with the approval of the principal. All announcements must be signed by a faculty member and submitted to the office by 7:45 A.M.

Assemblies

All students in Millville Junior/Senior High School are expected to display good manners and respect for others during assembly programs. Performers are guests in our school and receive a lasting impression from their brief contact with Millville Junior/Senior High School students. Whistling, waving, shouting, or any other displays of poor manners will not be tolerated. **NO ONE IS EXCUSED FROM ATTENDING ASSEMBLY PROGRAMS.**

Dances

When a class or a club sponsors a dance, the class president or committee chairman must make the initial contact at the school office to select a date, discuss arrangements, and secure a dance report form from the guidance office which must be returned and placed on file prior to the dance. Six chaperones, two of which must be faculty members, are necessary.

In addition, a school custodian and two security police will be assigned to the dance. The sponsoring organization is responsible for their salaries.

The dances are closed, which means that once a student enters a dance and leaves, he or she may not return to the dance. The same rules apply to the student at a dance as apply in school.

Students who are suspended from school may not attend dances.

For selected dances, a student may bring one guest from another school. Registration forms are available in the office and are to be completed at least two days before the dance.

Food and Beverages

Sanitary standards and difficulty in cleaning make necessary a prohibition of eating food and snacks or drinking beverages in the hallways and all classrooms. Such items are not to be taken from the cafeteria or brought into school.

Bottled water in its original, clear container is permitted with the permission of the classroom teacher.

Hall Passes

Students are not to leave class during class time except for emergencies. Every student, without exception, found in the halls during class time must have a pass.

Guidance passes will be issued prior to or during Activity Period. In the case of an emergency, a teacher may issue a pass for a student to see a counselor.

Lavatory Use

Students are encouraged to use the lavatory between classes or after lunch rather than during classes. At no time should students congregate in or near the lavatory.

Lost And Found

All articles which are found in the building or on the school grounds should be turned in to the main office. Students who have lost articles should check with the office after they have made a conscientious effort to find them.

Opening Exercises

Opening exercises consist of the Pledge of Allegiance to the flag and morning announcements. In pledging allegiance, students are expected to stand and be respectful. During announcements, students will be silent and listening attentively. Failure to do so will result in a disciplinary referral to the office.

Study Halls

During periods when a student is not scheduled for a class or lunch, he or she will be assigned to a study hall. Study halls are supervised by a member of the faculty, and students are expected to use their study time for completing homework assignments, preparing for tests, and reviewing notes.

ACADEMIC INFORMATION

Class Materials

All students will report to all classes, including study halls, prepared for class. This means having a pen or pencil, writing paper or notebook, and a textbook. Teachers will check before class starts to make sure every student is prepared for class. Repeated violation of this policy will result in a parent conference and possible disciplinary action. Every student should make sure they leave homeroom prepared for the coming day with everything they need.

Final Exams

Students in grades 9-12 will be required to take final exams in their four main subject areas: Math, Science, English, and Social Studies. Students who take an AP test will be exempt from taking the final exam for that particular subject. Final exams will be weighted as one-ninth (1/9) of the student's final average for the course. Student who are absent for the final exam will be given a grade of zero unless they have prior approval from the principal or a written excuse from a doctor.

Grade Weighting

In order to give more weight to courses which require more effort, the system of grade weighting has been approved by the Board of School Directors. The students' grades will be multiplied by 1.04 for Honors Courses and 1.08 for Advanced Placement classes listed below. This grade will be figured into the GPA (grade point average) and, therefore, the class rank.

Example #1: A student receives a grade of 90 in AP English. Multiplying that 90 by the grade weighting value of 1.08 equals 97.2. The grade value of AP English for this student then figuring out his GPA will be 97.2. Note: The grade of 90 is this person's grade but the value of the grade when figuring out GPA is 97.2.

Example #2: A student has a grade of 90 in chemistry. Multiplying 90 times 1.04 (the value of courses listed under the Honors section) results in the student earning a 93.6 when figuring out GPA ($90 \times 1.04 = 93.6$).

The following courses are listed with their weighted values:

<u>Honors (1.04)</u>	<u>Advanced Placement (1.08)</u>
English 9E	AP English 11
Honors English 10	AP English 12
Honors Algebra II	AP Calculus
Trig/Pre Calculus	French V
Science	Spanish V
Biology 10 A	
Biology II	
Chemistry	
Physics	
Spanish III	
Spanish IV	
French III	
French IV	
Independent Study – Computers	

Honor Roll

Distinguished honor roll requires an average of 93% or above with no grade lower than 90%. The regular honor roll requires an average of 88% or above with no grade lower than 80%.

Library

The Millville Junior/Senior High School Library provides services for students in grades 7-12. Students may come to the library from their study halls. Those with term papers or research to do are given preference when filling the study hall's library quota each period. Students are also welcome in the library for recreational reading or book selection as long as their behavior is appropriate. Students lacking a purpose in using the library facilities will be sent back to their study hall. Failure to abide by library rules and regulations will result in the loss of library privileges.

Subject area teachers assigning research topics regularly bring their classes to the library by reserving time in advance.

Most books circulate for a two-week period and may be renewed. There is unlimited sign-out unless it becomes apparent that a student is violating this privilege. Upon request of a teacher, reference materials and periodicals may circulate overnight.

Library fines for overdue books are 5¢ per school day and 15¢ per day for overnight books and periodicals.

Opportunities

School Counts

The district “School Counts” program gives students the opportunity to earn a certificate and an advantage in being hired for a job. Information can be found at www.schoolcounts.org. The criteria for School Counts are:

- Obtain a grade of C or better in all courses
- Achieve a 95% attendance and punctuality record
- Complete high school in 8 consecutive semesters
- Take more than the minimum graduation requirements

Ace Program/Dual Enrollment

Students are invited to participate in the ACE program at Bloomsburg University and obtain college credits at greatly reduced tuition costs. Details are available in the Guidance Office. If funds are available through a state grant, students may receive a portion of or full funding for tuition, fees and books.

SAT Preparation

SAT preparation is offered through a computer program available in the computer labs and the Library.

BEHAVIOR EXPECTATIONS

Progressive Discipline

At the secondary level, it is assumed that students will behave in a manner appropriate to an educational setting. However, increasing levels of discipline are provided for those who need such supports. Parents/guardians will be notified of the need for these increasing levels of consequences for inappropriate behaviors.

- FIRST OFFENSE: Speak with the principal, phone call home, copy of discipline referral sheet mailed home, student warned.
- SECOND OFFENSE: Speak with the principal, phone call home, copy of discipline referral sheet mailed home, reassignment room.
- THIRD OFFENSE: Speak with the principal, phone call home, copy of discipline referral sheet mailed home, parent must reinstate student back into school after suspension.

Every situation requires the administrator to make the best judgment possible. This may involve other relevant information which is part of the overall student record. Therefore, subsequent offenses may result in additional reassignment room days, rather than out-of-school suspension.

Lunch Procedures

Students with individual problems or questions should see Ms. Doty in the cafeteria.

Please observe the following regulations during your lunch period:

1. Closed lunch periods are observed at Millville Junior/Senior High School.
2. All students must return trays to the dishwashing area after clearing their tables.
3. Students should remain seated until the dismissal bell.
4. Appropriate manners should be observed.
5. Visitors are not permitted during lunch.

6. Other than lunches brought from home, food such as pizzas, hoagies, etc. purchased from businesses, is not permitted to be brought into school. If an unusual situation arises concerning this policy, discuss the situation with Mr. Stair.
7. Chairs must not be moved at any time from tables in the cafeteria. Round tables have 7 chairs. Rectangular tables have 8 chairs. Keep the same number of chairs at each table.
8. Backpacks and book bags are not to be brought into the cafeteria. They should be placed in lockers before going to the cafeteria or placed in the assigned area outside the cafeteria.
9. Charging of lunches is not allowed.

Profanity

The use of profanity in school will not be tolerated. Students using profanity will receive consequences consistent with the Progressive Discipline System. Repeat offenders are subject to a citation and fines for disorderly conduct. Any profanity directed at a staff member will result in out-of-school suspension and a citation for disorderly conduct.

Student Responsibilities

A student's responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

The students' responsibilities are to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school staff if they have knowledge of importance in relation to such cases.
3. Assist the school staff in running a safe school for all students enrolled therein.
4. Be aware of and comply with the state and local laws.
5. Protect and take care of school property. It is likewise each person's responsibility to respect the property of all other members of the school community.
6. Attend school daily, except when excused, and be on time for all classes and other school functions.
7. Make all necessary arrangements for making up work when absent from school.
8. Complete the course of study prescribed by state and local school authorities.
9. Avoid indecent and obscene language.
10. Be aware that a report card will be withheld if a student owes any monies, for any reason, to the cafeteria, library, music department, a fund-raising activity, sport uniform, etc.
11. Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials. Random, periodic or sweeping searches of all lockers may be conducted by school officials. Vehicles on school property are also included in possible searches by school officials.

Refer to Policy #226 adopted by the Board of School Directors 2-23-09.

ARRIVAL AND DEPARTURE

Parking Regulations

All student vehicles must be registered in the office during the first week of school. A copy of the student's license, registration card, and proof of insurance is required.

Driving a vehicle to school and parking on school property is a privilege which can be revoked for not following the rules for safe and courteous driving and for other school related discipline issues. When coming to school in the morning, passengers and drivers should exit their vehicles and enter the building immediately. No one should sit in his/her vehicle after entering the parking areas.

Drivers should park in an orderly manner in the specific areas set aside for student parking. Students are not allowed to go to their cars during the school day without asking permission from the office.

Drivers and passengers must wait to leave the building to go to their vehicles. Leave the parking lot in an orderly manner and at a safe slow speed. Remember that driving is a privilege for students who obey the rules and procedures for safe driving. Violations of this policy will result in disciplinary action ranging from detention to loss of driving privileges.

No smoking is allowed in the parking areas. This is school property.

Refer to Policy #223 adopted by the Board of School Directors 4-28-08.

Students In The Park

Any student who rides the bus or drives a vehicle to school is required to enter the school immediately upon arrival. Students are not to go to the Millville Park. Students who walk to school must not come on to school property and then go to the park. Once any student is on school property, he/she must remain on school property. Violations of this policy will result in consequences relevant to the circumstances.