

2011-2012  
STUDENT HANDBOOK

# GMIS



BE THERE  
AND BE  
READY



FOLLOW  
DIRECTIONS



BE RESPECTFUL



BE RESPONSIBLE



Governor Mifflin Intermediate School  
600 Governor Drive, Shillington, PA 19607  
610-775-5083 phone • 610-685-3761 fax  
[www.GovernorMifflinSD.org](http://www.GovernorMifflinSD.org)

# Governor Mifflin Intermediate School



## Parent – Student – School Agenda

**Mr. Lee Umberger  
Principal**

**600 Governor Drive  
Shillington PA 19607**

**Telephone: 610-775-5083**

**Fax: 610-685-3761**

**This agenda belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

## PRINCIPAL MESSAGE

It is with great pleasure that I take this opportunity to welcome you to our school. You are one of many "Mustangs" here at GMIS. To operate such a great school requires the cooperation and hard work of everyone - especially YOU! We, the administrators, teachers, and staff need your help. Please keep the expectations outlined in this book, and those given by your teacher, in mind throughout your education here at GMIS.

## MISSION STATEMENT

The Governor Mifflin School District is committed to providing each student, every day, with the attitudes, skills, and knowledge to be successful in tomorrow's world.



**GENERAL SCHOOL INFORMATION**  
**School for GMIS students is from**  
**8:50 a.m. to 3:20 p.m.**



### Arrival Procedures

Students may arrive at GMIS in various ways:

- Students may enter the school at 8:15 a.m. to eat breakfast in the cafeteria.
- Students arriving on busses between 8:25 and 8:35 will report to the gym.
- Parent – Student drop off area (located at the main office) will be available at 8:35 a.m. Please do not drop your student off before 8:35 a.m. as there is no one available to supervise them.
- Students arriving on busses after 8:35 a. m. will report directly to their homebase classroom.

area near the main office. Children should follow the directions of the teacher on duty.

### Communicating with Staff Members

A teacher's regular workday is 8:30 a.m. to 3:50 p.m. You may leave a voicemail message for your child's teacher by calling (610) 775-5083. In addition, please do not hesitate to communicate with our staff through written notes or e-mail. Often this method of communication is just as effective as using the telephone.

### Walkers and Bikers

Students who walk or ride their bike to school should not arrive before 8:35 a.m.



Bikes must be locked at the bike rack while parked at school. Walkers and bikers are instructed to go directly home after school.

### Act 80 Days

Certain days on the school calendar have been designated as Act 80 days. On these days, school staff is involved in meetings, in-service training, or parent conferences. On ½ day Act 80 days, dismissal will be at 1:00 P.M.

### Morning Drop Off

Students who are dropped off in the morning should not arrive before 8:35 a.m. Parents who drive their children to and from school are asked to use extreme caution. The school driveway and parking lot are particularly busy in the morning and after school. In the morning, parents who drive their children to school should drop them off in the parent – student drop off area located at the main office.



### 2011-2012 Act 80 Days:

- \* Wednesday, September 21st ..... (full day)
- \* Friday, October 28<sup>th</sup> ..... (1/2 day)
- \* Monday, November 21st ..... (full day)
- \* Tuesday, November 22nd ..... (full day)
- \* Monday, March 12<sup>th</sup> (tentative)..... (full day)
- \* Friday, March 30<sup>th</sup> (tentative) ..... (1/2 day)
- \* Friday, May 25<sup>th</sup> (tentative) ..... (full day)

### Connect-ED

Connect-ED is a service the district will utilize for Community Outreach, Attendance Notification, and Emergency Communication initiatives, including weather delays/closings. For the system to work properly it is vital the school has your accurate and up to date contact information.

### Afternoon Pick-up

Student safety and security are essential – if your child will be picked-up from school, proper notification is required. Please send a note with your child in the morning. The note needs to be turned in to the teacher and sent to the office to be recorded on the afternoon pickup list. In the afternoon, children who are to be picked up will be on the sidewalk at the parent student drop off

### EMERGENCY CLOSING OF SCHOOL

Decisions about school closings or late starts are normally announced via our Connect Ed® phone notification system, are posted on our school website

(www.GovernorMifflinSD.org) and are forwarded to local radio/television stations (WEEU 830 AM, WFMZ Channel 69, WGAL Channel 8, WIOV 105.1 FM, and WRFY 102.5 FM) by 6 a.m.

On occasion, an announced delayed school start may change to school being closed. Therefore, another Connect Ed call will be made, our website will be updated and the media will be alerted. The Intermediate School automated phone message will also be updated to announce the change in schedule. Should school close early, secondary students are dismissed first, then elementary students.

All early dismissals are announced via Connect Ed, posted on our website and announced on local radio stations. Please refrain from calling the schools during these situations, as telephones are needed for emergencies. Please be alert to the possibility that school may close early, and if you are not home during the day, make sure your children know what to do if they are dismissed early.

### **Visitors & School Security**

**All adults must wear either a visitor badge/name tag or school identification while in the building.** All visitors and volunteers are required to report to and sign in at the office before proceeding anywhere in the school. Please sign the visitor log in the office and pick up a visitor's badge. Office personnel will gladly assist you in any way necessary.

All doors are locked during the school day. If you need to access the building, please report to the main office entrance.

### **Fire Drill**

1. All pupils must keep to the part of the hall designated as a fire drill route and move in single file.
2. In leaving the building, keep moving until everyone is out of the building. No talking will be permitted.
3. If the fire alarm should sound when a student is in an area not having a pre-assigned exit pattern, or when he/she is not under the direct guidance of a faculty member, the student should quickly, calmly and quietly join another class and exit the building.

### **Lost and Found**

Students should make every effort to keep track of the many articles that they own and have in school. Please label items with your name.

Lost articles should be placed in the area provided in the gym lobby. These articles will be kept for a reasonable length

of time and then will be discarded or donated to a charity.

### **Bookbags**

Students are asked to carry only books to classes. All bookbags are to be placed in lockers upon arrival to school and remain there until the end of the school day. Please do not use book bags with wheels as they will not fit into the locker.

### **Care of the Building**

It should be evident to all students and faculty members that if we are to maintain our building's present state, there are some rules which we must all follow:

1. Candy or food is not allowed in the classroom except when related to class or club activity approved by the teacher and principal.
2. There will be no eating of food in the hallways.
3. Students should avoid wearing shoes that will mark the floors.
4. All persons should remember to place trash and waste paper in the proper receptacles. If you see a piece of paper on the floor, please pick it up and place it in a waste basket.
5. Proper care should be taken of lockers, and items in lockers should be kept in a neat arrangement.
6. At all times, handle school furniture with care.

### **GMIS School Expectations**

- Possession of a weapon of any kind, including toys that resemble weapons, will result in immediate suspension, police involvement and possible expulsion.
- Gum chewing is not allowed in the school building, on the playground, or on the bus.
- Toys, balls, electronic toys and devices are to be left at home.
- Electronic devices should not be brought to school as they disrupt the learning environment.

GMIS has established four expectations everyone should abide by while in our school. These expectations include:

- Be Respectful
- Be Responsible
- Be There/Being Ready
- Following Directions

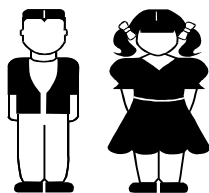
# GMIS SCHOOL WIDE EXPECTATIONS

<b>Voice Levels</b> 0- Silent 1- Whisper 2- Speaking Voice 3- Outside Voice	<u><b>CLASSROOMS</b></u>	<u><b>HALLWAYS AND STAIRS</b></u>	<u><b>BATHROOMS AND WATER FOUNTAIN</b></u>	<u><b>CAFETERIA</b></u>
<u><b>BE RESPECTFUL</b></u>	<ul style="list-style-type: none"> <li>• Eyes on the speaker</li> <li>• Ears listening</li> <li>• Raise your hand and wait to be called upon to speak</li> <li>• Use encouraging and kind words</li> <li>• Keep your hands, feet, and objects to yourself</li> <li>• Inside Voice Level: 0-2</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the hallways clean by picking up trash</li> <li>• Stop for announcements and pledge to flag</li> <li>• Take one step at a time on stairs</li> <li>• Keep your hands, feet, and objects to yourself</li> <li>• Quiet Voice Level: 0-1</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the bathroom clean</li> <li>• Wait your turn</li> <li>• Respect the privacy of others</li> <li>• Keep your hands, feet, and objects to yourself</li> <li>• Quiet voice level: 0-1</li> </ul>	<ul style="list-style-type: none"> <li>• Use good table manners</li> <li>• Use kind words with classmates</li> <li>• Listen to the lunch aides</li> <li>• Respond politely to adults</li> <li>• Keep your hands, feet, and objects to yourself</li> <li>• Use polite voice - level: 2</li> </ul>
<u><b>BE RESPONSIBLE</b></u>	<ul style="list-style-type: none"> <li>• Complete work to the best of your ability and in a timely manner</li> <li>• Stay in your assigned seat or area</li> <li>• Keep the classroom clean</li> <li>• Accept consequences without arguing or complaining</li> <li>• Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Use good manners</li> <li>• Use “Hello, Goodbye, Please, Thank You, You’re Welcome, Excuse Me,”</li> <li>• Avoid walking through a conversation</li> <li>• Hold door for others</li> <li>• Accept consequences without arguing or complaining</li> </ul>	<ul style="list-style-type: none"> <li>• Use the bathroom in an appropriate and timely manner</li> <li>• Wash hands with soap and water</li> <li>• Put trash in trashcans</li> <li>• Form line against wall while waiting for a drink</li> <li>• Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Speak only to students at your table</li> <li>• Raise your hand for help or to leave the table</li> <li>• Eat your own lunch</li> <li>• Clean up your eating area</li> <li>• Accept consequences without arguing or complaining</li> <li>• Report problems to lunch aide</li> </ul>
<u><b>BE THERE BE READY</b></u>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Have necessary materials</li> <li>• Have the appropriate pass when leaving the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Use shortest, direct route to your destination</li> <li>• Have a pass at all times</li> <li>• Stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>• Sign in/out of the classroom</li> <li>• Have a pass at all times</li> <li>• Return directly to class</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly to your table</li> <li>• Wait to be called to line</li> <li>• Walk at all times</li> <li>• Order lunch in the morning</li> </ul>
<u><b>FOLLOW DIRECTIONS</b></u>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in single file on right side</li> <li>• Eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain permission</li> <li>• Leave pens/pencils/erasers, etc. in classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated until dismissed</li> <li>• Maintain place in line and at lunch table</li> <li>• Get all food, utensils, and napkins the first time in line</li> <li>• Follow lunch aide directions</li> </ul>

	<u>RECESS</u>	<u>ARRIVAL</u>	<u>DISMISSAL</u>	<u>BUS</u>
<u>BE RESPECTFUL</u>	<ul style="list-style-type: none"> <li>• Take turns and cooperate</li> <li>• Include everyone</li> <li>• Use encouraging and kind words</li> <li>• Voice Level: 3</li> </ul>	<ul style="list-style-type: none"> <li>• Remove hats when entering the building</li> <li>• Keep your hands, feet, and objects to yourself</li> <li>• Quiet Voice Level: 0-1</li> </ul>	<ul style="list-style-type: none"> <li>• Take one step at a time on stairs</li> <li>• Keep your hands, feet, and objects to yourself</li> <li>• Quiet Voice Level: 0-1</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words with classmates</li> <li>• Listen to the bus driver</li> <li>• Respond politely to bus driver</li> <li>• Keep your hands, feet, and objects to yourself</li> <li>• Use polite voice - level: 2</li> </ul>
<u>BE RESPONSIBLE</u>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Return equipment</li> <li>• Use good sportsmanship</li> <li>• Be aware of others around you</li> <li>• Accept consequences without arguing or complaining</li> <li>• Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Hold door for others</li> <li>• Accept consequences without arguing or complaining</li> <li>• Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Wait until your bus is announced to be dismissed from homebase</li> <li>• Hold door for others</li> <li>• Accept consequences without arguing or complaining</li> <li>• Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Speak only to students near you</li> <li>• Raise your hand for help</li> <li>• Face forward</li> <li>• Respect the possessions of others</li> <li>• Keep the bus clean</li> <li>• Accept consequences without arguing or complaining</li> <li>• Report problems to bus driver</li> </ul>
<u>BE THERE BE READY</u>	<ul style="list-style-type: none"> <li>• Line up calmly and quickly when signaled</li> <li>• When in line, return voice level to 0</li> </ul>	<ul style="list-style-type: none"> <li>• Use shortest, direct route to your destination</li> <li>• Be on time</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly outside to your bus when dismissed</li> <li>• Be on time</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly to your seat</li> <li>• Walk at all times</li> <li>• Go right to your seat</li> </ul>
<u>FOLLOW DIRECTIONS</u>	<ul style="list-style-type: none"> <li>• Play in designated areas</li> <li>• Use playground equipment properly</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in single file on right side</li> <li>• Eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>• Line up, single file to board the bus</li> <li>• Follow adult directions</li> <li>• Wait for adult permission to board the bus</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all bus safety rules</li> <li>• Remain in seat until arrival at destination</li> <li>• Follow bus driver directions</li> </ul>

## Dress Code

Appropriate clothing should be worn to school. Please make sure that jackets, sweatshirts, and lunch boxes are clearly



labeled with your child's first and last name.

The following guidelines will be enforced:

- ❖ Hats, sweatbands, hoods (hoodies), bandanas (worn around the forehead), and sunglasses are for outside wear only and are not to be worn indoors. Bandanas that cover the head are not permitted.
- ❖ Short shorts are inappropriate. They must reach fingertip length.
- ❖ Bare midriffs, spaghetti straps, halter tops, muscle shirts, and tank tops are not permitted. Straps of less than 2 inches wide are not acceptable for school.
- ❖ Clothing should not contain suggestive or offensive language involving drugs, alcohol, tobacco, or obscenities. No clothing with writing across the buttocks.
- ❖ Please wear sneakers or sturdy shoes on a daily basis that allows for running, jumping and climbing. Sandals with no back strap, clogs, open toe shoes, and flip flops are not permitted at any time.
- ❖ Excessive cosmetics or colored hairsprays are not permitted.
- ❖ Sagging clothing or clothing with holes that expose undergarments are not permitted.
- ❖ Pajama bottoms are not permitted.
- ❖ Valuable jewelry should be left at home.
- ❖ Large jewelry, like chain necklaces, hoop and long dangling earrings are not permitted.
- ❖ Pocket chains are not permitted.
- ❖ Purses and pocketbooks are not permitted.

## Academic Program

Governor Mifflin

Intermediate School

follows a six-day cycle

for scheduling special

classes for students. Students will be made aware of their special class for each day. In order to implement the goals of education, GMIS offers a strong program in the following curricular areas:

- Mathematics
- Language Arts - Reading, Writing, Spelling, Grammar
- Social Studies
- Science
- Special Areas - Music, Art, Physical Education, Aquatics, Computer Technology, Library, and Guidance



## Marking System

The following grading system is utilized for evaluating student performance:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Everday Math is evaluated via a checklist that is shared with parents. Additionally, the special areas (Music, Art, Computer, Physical Education, and Aquatics) are evaluated on a semester basis using the following scale:

O	Outstanding
S	Satisfactory
N	Needs Improvement

***In order to enhance our program, the following special services are also available for students:***

Elementary Student Assistance Program (eSAP) – this program allows teachers, parents, and administrator to refer students to be evaluated by a specialist who screens for issues that may be non-academic, but are affecting the student's social, emotional, and/or mental welfare.

Response to Intervention (RtI) - A comprehensive, multi-tiered intervention strategy used for early identification and intervention for students who are an academic or behavioral risk.

Reading Specialist Support - Reading Specialists assist both teachers and students with remedial instruction, previewing, co-teaching experiences and professional development on best instructional practices in reading education.

Speech, Hearing, Vision - Specialists are available to work with children who have documented impairments in these areas.

English as Second Language (ESL) - An ESL teacher is available to work with students who require help in this area.

Instrumental Music - Music instructors provide lessons for students who are interested in learning a band or orchestra instrument.

Choral Music - Music instructors provide opportunities for students to sing in a group setting for choral programs.

Psychology - A district psychologist is available and consults with staff about students experiencing academic or behavioral difficulty in the classroom.

Gifted Education Program (GEP) - The goal of the Governor Mifflin School District's Elementary Gifted Program is to acknowledge the need for gifted students to work with other like-minded students. This

program is intended to build a community of learners that will learn both independently and cooperatively. In a group setting, students will be engaged in units studying topics in science and social studies, while incorporating math and literacy, as well. These topics will be separate from those being studied within their grade level curriculum. Throughout the program, students will be introduced to and will begin to develop higher order thinking skills, including creative thinking, critical thinking, analysis, and problem solving. In addition, students will receive differentiated instruction within their regular education classroom to extend the grade level curriculum and challenge their abilities.

Special Education - In accordance with state and federal regulations and standards, the Governor Mifflin School District actively seeks to identify students who are eligible for special education. Classroom teachers, guidance counselors, reading specialists, school nurses, and speech clinicians conduct screenings to determine the needs of children who are thought to be exceptional. The entire staff working in the Response to Intervention model will monitor the progress of students and evaluate comprehensive assessments before recommending the multidisciplinary evaluation process. This process is conducted to determine a student's eligibility for special education programs. Parental permission is required before any student evaluations can occur.

Parents who believe that their child is in need of either special education or gifted services may request that a multidisciplinary evaluation be conducted. The request must be in writing, addressed to the building principal, and should explain why the parents believe that an evaluation is necessary. Inquiries regarding special education may be directed to the Governor Mifflin School District Special Education Department at (610) 775 – 5085.

#### **Assembly Programs and Field Trips**

Student assemblies and field trips are carefully planned as learning experiences directly related to some aspect of the educational program. They are designed to provide enrichment, enjoyment, appreciation and varied learning experiences for the children.

Assembly programs are planned by the principal in cooperation with a member of the PTO and several staff members. Programs might include artistic performances, scientific displays by outside professional groups, musical performances - student and professional, live theatre groups, animal programs, etc. Assemblies do not always

involve the whole school and may be as simple as one class performing for another. The PTO generously provides funding for these special programs.

Classes are encouraged to take educational field trips. All trips are expected to be related to the curriculum and must be approved by the principal. Subsequent classroom activities are developed which relate directly or indirectly to the trip. Parental permission is required for students to be included. Trips are part of the school program and all students are expected to participate.

#### **HELPING CHILDREN SUCCEED IN SCHOOL**

*One of the most meaningful ways for parents to help their child succeed in school is by revealing a strong, positive interest in their education.*

- Review the contents of your child's folder each week.
- Ask your child specific questions about school such as, "What topic are you studying in science?"
- Provide a consistent time and place for your child to complete homework and ask to see your child's homework assignment book.
- Pay careful attention to papers and projects your child brings home. Find a special place to display your child's work.
- Let your child know that you expect his/her best efforts toward all schoolwork, whether it is completed at home or in school.
- Take the time to read with your child, as well as to your child. Join the library and visit it regularly. Make sure that your child sees you reading for enjoyment.
- Make a point of sharing with your child any writing that you might do. Let your child see you writing letters, making lists, reports for work or minutes for a club.
- Attend parent-teacher conferences, "Back to School" nights, book fairs, school programs, and PTO functions. If you are available during the day, volunteer at school.
- Offer positive encouragement whenever possible. "Wonderful, you got nine problems out of ten correct on your math test" is more motivating than "How come you got one problem wrong?"

***Children are excited about all the interesting things they are learning in school! Your encouragement and active interest in your child's education is essential for academic growth and future success.***

### **Homework**

Homework is a part of the Governor Mifflin educational program. Assignments should reinforce learning and/or provide practice that has taken place in school. As a rule of thumb, an age appropriate amount of homework for grades 5 and 6 would be 45-60 minutes. Homework grades should not be more than 10% of your child's quarterly grade.



Each child receives an assignment book. (There will be a \$5.00 charge for a replacement assignment book. Parents should help their child plan a daily time and place for homework. Some children work best if they do their homework right after school; others need a time to play before settling down to work. Although homework is your child's responsibility, your support and encouragement (i.e. reviewing problems or helping to review for a test) can promote a positive school experience and increase academic achievement.

### **Reporting Pupil Progress**

Pupil progress is formally reported to parents four times during the school year. After the first report period a formal parent-teacher conference is scheduled by the school. Parent-teacher conferences can be scheduled by request by the teacher or parent during the 2<sup>nd</sup> or 3<sup>rd</sup> report periods. Each report period, written report cards are sent home with your child.

### **PowerSchool**

<http://pschool.gmsd.k12.pa.us/public>

In order to continue to facilitate better communication between home and school, the Intermediate School has instituted PowerSchool. This program allows teachers, students, parents and administrators to view student information through a secured Internet site and password system. All parties will receive passwords early in the school year.

Teachers will use PowerSchool to record progress on daily and long-term assignments. There will be e-mail capability between the home and school. Students and parents will be able to view attendance records and grades throughout the year.

Mid-Quarter reports are sent to parents in the middle of all marking periods if your child

is doing unsatisfactory work in an academic area. Parents should sign the form and return it to the child's teacher. Please contact the teacher to discuss ways your child may improve his/her performance.

Parents are encouraged to contact their child's teacher at any time during the school year in order to communicate concerns about their child's progress.

### **PARENT INVOLVEMENT**

#### **School Visitation**

Parents and community members are invited to visit GMIS for special events and informally throughout the school year. Out of respect for the students, teachers, and instructional environment, classroom visits must be arranged in advance. If there is a particular part of the program you would like to observe, please contact the teacher to schedule a visit. **Please** keep in mind that teachers will not have time to answer visitors' questions while teaching class. It is best to leave small children with a babysitter while you are visiting. **For the safety of the students at GMIS, all visitors to our school must sign in at the school office.** All visitors will receive a pass, which must be worn prominently for the duration of the visit.

#### **Volunteers**

Volunteers are a valued part of our school community. There are a variety of ways a parent or community member may become involved in our school. Volunteers are needed to provide extra assistance as a reading or math tutor, read aloud to children, work on publishing student writing, share talents in the arts, help to keep the library functioning smoothly, and assist the classroom teacher for special activities. The PTO also uses volunteers for program planners/organizers and activity participants. If you would like to become a school volunteer we would love to have you join us. Contact the school for more information or our PTO.

#### **Guidelines for Volunteers**

- **All Volunteers must fill out ACT 34 and 151 Clearances.** For more information, please refer to the [district website](#)
- Sign in and obtain a "Visitor" badge/tag from the office.
- Confidentiality: Please don't discuss with anyone any personal details (skill or ability levels, home situation, problems, etc) of students or staff you may learn while volunteering.

- You may be asked to do many activities – clerical, bulletin boards, hall displays, collating, etc. You may not always be working with children.
- Please commit to a time and be punctual and consistent.
- If you are unable to commit on a weekly basis, you can volunteer on an occasional basis, volunteer for a once-a-year event (Civil War Re-enactment, Medieval Faire), or split time with another parent on a bi-weekly basis.

### **Parent Teacher Organization**

The Parent-Teacher Organization (PTO) exists to support and promote the education of all our children and is composed of parents, teachers and other interested persons joined to accomplish this goal. Executive board meetings are open meetings held once a month where business is discussed and new ideas are developed. The GMIS PTO seeks to aid and augment the education of all the children by providing financial support for additional equipment, educational experiences and special events. All PTO dues are kept within GMIS and directly benefit our children. When needed, volunteers are provided for a variety of jobs and events. Members of the PTO also provide a forum of parents with whom the administration can communicate. It is hoped that you will join this active, viable organization.



### **ATTENDANCE/ ENROLLMENT**

#### **Reporting Student Absences and Requesting Homework**

PARENTS ARE EXPECTED TO CALL THE OFFICE IN THE EARLY MORNING TO INFORM THE SCHOOL OF THEIR CHILD'S ABSENCE. Homework may also be requested (*before 10:30 a.m. please*).

#### **Calling Procedure (you may leave a message on this line 24 hrs. a day/7 days a week):**

- dial the Intermediate School phone number 610-775-5083
- press "1" to report your child's absence or tardy

You will then be asked to state the following information:

- your child's name
- grade
- homebase teacher
- your relationship to the child
- the reason for the absence or tardiness
- the date of the absence or tardiness

(You may also wish to request homework at this time. Please see options below.)

### **Homework Request Options**

Option 1 – You will pick the homework up in the office between 3:30-4:30 p.m.

Option 2 – You may request all homework be sent home with another GMIS student (Please state that student's name and teacher).

### **Tardiness**

School begins at 8:50 a.m. Any student arriving after 8:50 a.m. must report directly to the office upon their arrival at school and be signed in *before* proceeding to their homebase class. Repeated tardiness will result in disciplinary action.

### **Early Dismissals and Late Arrivals**

A student entering or leaving the school building for any special reasons during regular school hours is required to sign in/sign out in the office. A written request from the student's parent or guardian stating the exact time and reason for leaving early or arriving late must be presented to the office. A parent or guardian is required to come into the school office to sign out their child.

### **Attendance will be recorded as follows:**

- Arrival before 10:30 a.m. – tardy
- Arrival at 10:30 a.m. or later – half-day absence
- Dismissal before 2:00 p.m. – half-day absence
- Dismissal at 2:00 p.m. or later – no absence

### **Appointments**

Regular medical and dental care appointments should be scheduled so that they do not conflict with school hours. However, because we know this is not always possible, we require parental requests the day before or the morning of the appointment. Parents/Guardians must physically sign out the student in the office. Students are not permitted to leave the building without a parent or guardian.

Please note: Any absence of this nature of 90 minutes or more will be counted as a half-day excused absence.

### **Absence Excuses**

When a student is absent from school *for less than three days*, the district requires that a **written excuse** be given to their teacher upon their return to school. State law requires a written excuse within three days of an absence. If no excuse is received, the absence will be considered unlawful.

The excuse should contain the following information:

- The date the note is written
- Student's name
- Date(s) of absence
- Reason for absence
- Parent/Guardian signature

**When a student is absent for three or more consecutive days, a doctor's note is required** when the student returns to school. Please forward a doctor's note to school within three days in order for the absence to be excused. Your physician may fax a note to the school; GMIS fax #610-685-3761. If a doctor's note is not received, the absence will be considered unlawful.

### **Unlawful Absences**

Under Pennsylvania Law, students are allowed three days of unlawful absence before any legal action is taken by the school district. After the third day, the district is required to file a "First Notice of Unlawful Absence" which officially notifies the parent that subsequent unlawful absences could subject them to legal action and a possible fine.

### **Excessive Absences**

An accumulation of absences regardless of excuse could result in a violation of the compulsory attendance laws and result in a citation at the district justice level. Doctors' notes may be required for all absences if a student is excessively absent from school. Parents will be notified when doctors' excuses are required.

### **Upcoming Absence or Pre-Planned Trips**

When you know your child/children will be absent from school due to an upcoming event or a pre-planned trip, we ask that you please fill out a special form we have for this purpose. This form is entitled "Request for Excused Absence from School for a Pre-Planned Educational Tour or Trip." If there is more than one child in a family, from more than one building, only one form needs to be completed and returned to the oldest child's principal **ten days before the trip**. Please Note: The school district will approve educational trips up to a maximum of five (5) school days per student per school year. No trip will be approved for excused absences after the trip has been taken.

This form is available in any school office or the Education Center. This form can also be found on our website at: [www.governormifflinsd.org](http://www.governormifflinsd.org). (under "DISTRICT INFO", choose "Forms & Publications" scroll down and select the appropriate form from Request for Excused Absence from School for a Pre-planned Educational Tour or Trip".) We can also send this form home with your child upon request. This form must then be

approved by the building principal(s) and Mr. Eric Wolf, Director of Instructional and Pupil Services. You will receive a response in the mail from Mr. Wolf as to whether the absence is approved or not.

### **Custody and Visitation Agreements**

We try to be very sensitive to the needs of our families. Please contact the school and provide legal documentation when modifications to custody agreements or visitation arrangements occur. Please send all copies of legal documents to the attention of the building administration. The district takes the following position in these rules:

- When custody is established by a court, the school-parent relationship will be maintained consistent with the decision of the court.
- When custody is not formally established, the school will presume that the parent with whom the child resides is the parent responsible for reports, excuses and authorization of any deviation from the routine transportation arrangements for the child.
- Copies of report cards, calendars, and other such informational items may be provided to non-custodial parents upon written request on an annual basis.

### **Transfer and Withdrawal Information**

Parents should notify the school of a pending transfer and/or withdrawal of a child. Please do this a week in advance if possible of the withdrawal. In this manner, student obligations may be resolved prior to leaving.



### **Health Services**

The Health Room is staffed daily by the school nurse or the nurse's secretary/aide. Minor first aid is available as needed. In the event of an accident, emergency first aid is administered and parents are notified by the nurse. If your child becomes ill in school, you may be contacted and asked to take your child home, if necessary.

Immunizations must be on record in the nurse's office and kept up to date in your child's file.

**Medications may be sent to school only if the following guidelines are met:**

- Note from a doctor stating the name of the medication, how it is to be given, amount, time, and the diagnosis of the illness. The medication must have the prescription label on the container.
- Note from the parents giving approval for medication to be administered.
- Medication must be taken to the health

office and administered there. Please notify the nurse of any changes in medication.

Health services provided by the District include: hearing screening tests, vision screenings, and height and weight measurements. Physical examinations and dental examinations are required by state law. These examinations may be completed by your family physician and dentist or by the District doctor and dentist at school.

Accidental insurance plans are available to students but are not compulsory. Information relative to insurance coverage and costs of premiums will be sent home with students early in the school year. In the event of an injury, a claim form should be obtained from the school nurse.

In the event that your child has a serious medical condition, please be sure to contact our school nurse to develop a plan to address the condition.

### **Emergency Contact Sheet**

This contact sheet was sent with each student's assignment letter approximately two (2) weeks before the start of school. It is **vitaly important** that you review all information, correct errors and/or add missing data, and return this paper to the school as soon as possible after the start of school so that we can contact you in the event of illness or emergency concerning your child. Please be sure to inform the office of any changes during the school year, especially phone number changes (home, cell and work). It is also important to provide alternate contacts in case you are unavailable.

This sheet includes a place to grant or refuse permission to the nurse to administer Tylenol and/or Maalox when deemed necessary. You will be notified when any medication is given to your child. These medications are never repeated during the same day at school.

### **Cafeteria Services**

Every child has the option each day of bringing lunch from home, purchasing milk or juice in school, or buying the cafeteria meal. Menu bulletins are sent home monthly with your child and include the prices for these items.

**The cost for a lunch during the 2011-2012 school year is \$2.10.**

Under the federally funded national school lunch program, **free and reduced price breakfasts/lunches** are available based upon need. Also, breakfast is available at GMIS. Breakfast is served from 8:15 – 8:45 a.m. Students are to report to the cafeteria for breakfast and after completing their breakfast report to their classroom. The cost for a

breakfast during the 2011-2012 school year is \$1.25. Information and forms for this program are distributed each fall. Additional information is on the school's website.

### **Transportation Guidelines**

The school bus is an extension of the classroom. A few guidelines to follow are:



1. It is expected that the student be at their assigned stop five minutes before the scheduled departure time.
2. Students are to get on and off their assigned bus only at their assigned bus stop. Parents requesting that their child be allowed to get off at a different stop or for their child to ride a bus other than the one to which they are assigned must call the transportation office at 610-775-1464 one day in advance **and** provide a note to the school office stating the change.
3. The bus driver must be obeyed at all times.
4. Nothing may be placed in the aisles or in front of security doors. Do not litter, destroy or damage property at bus stops or on the bus. Animals, large objects or glass containers are not permitted on the bus.
5. Respect the school bus "danger zone", a 10 foot wide area surrounding the bus on all sides. When waiting to board, students must remain far enough away from the bus so that they can clearly see the driver's face.
6. When you are sure that your driver has seen you and the bus has come to a complete stop, approach the bus in a single file without running or pushing.
7. Use quiet voices on the bus. Foul language, cursing and put-downs will not be tolerated.
8. Keep all body parts and belongings inside the bus. Be responsible for your belongings and do not touch other's belongings.
9. Students who must cross the road after leaving the bus must cross after the driver signals that it is safe to cross – NEVER cross behind the bus.
10. Any student not following bus rules will be reported to the building principal and appropriate disciplinary action will be taken.

Misconduct coming to and from school is considered a **level two** misconduct. Continued misconduct is a level three offense. Any unfavorable conduct not specifically outlined here, but which is

determined by the bus driver or administration to be detrimental to the safe operation of the bus, shall be considered a violation.

### **Summary of Code of Student Conduct and Discipline**

Students, parents, teachers, and the Board of School Directors share the responsibility to develop a climate within the school that is conducive to wholesome learning and teaching. Every student has the right to learn while every teacher has the right to teach. Appropriate conduct encourages interaction with others, which is beneficial to the learning and teaching process. Inappropriate conduct is detrimental to the individual involved and others.

An effective student code of conduct requires that students, parents, and staff are aware of the policies and procedures outlining the discipline code. The following is a clear explanation of appropriate behavior versus student misconduct. This guide provides a framework for which types of student conduct are unacceptable and offers consequences for such conduct, all in an effort to improve student behavior.

The implementation of this code is intended to ensure every effort is made to make disciplinary practices and procedures consistent, reasonable, fair, and equitable.

This Code of Student Conduct and Discipline applies to conduct that occurs while students are in attendance at school, while students are in transit to and from school, and any other times which impacts on the school district. This code intends to promote cooperation among all people involved in the Governor Mifflin School District and to emphasize the district's intolerance of disrespect in any form.

### **LEVEL ONE MISCONDUCT**

Level One misconduct on the part of the student is misconduct which: (1) impedes orderly classroom procedure, (2) infringes upon the rights of others to learn or teach, or (3) interferes with orderly operation of the classroom or school. Level One misconduct may occur outside of the classroom and school. This misconduct usually will be handled by the individual staff member but at times may require the intervention of an administrator.

#### **Types of Level One Student Misconduct**

1. Disruptive classroom behavior
2. Classroom tardiness
3. Disrespectful speech or action
4. Failure to complete assignment
5. Unprepared for class
6. Failure to follow established procedures for the school wide expectations:

- the classroom
- the hallways and stairs
- the bathrooms and water fountains
- the cafeteria
- recess
- dismissal
- the bus

7. Failure to follow established procedures:
  - a. at co-curricular activities
  - b. at extra-curricular activities
8. Horseplay
9. Failure to follow reasonable directions
10. Inappropriate speech or behavior in hallways/cafeteria
11. Any form of distraction
12. Inappropriate use of a computer or computer network
13. Other offenses not listed, but fitting the definition of Level One Misconduct as determined by the administration

#### **Disciplinary Consequences for Level One Student Misconduct**

- Verbal reprimand
- Personal conference
- Behavioral contract
- Involvement with grade counselor
- Withdrawal of privileges within the classroom
- Suspension or revocation of social privileges
- Detention
- Telephone call to parent or guardian
- Recess suspension

#### **Procedures for Level One Student Misconduct**

In the event of Level One student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct.

Repeated misconduct requires a conference with the teacher and student which may involve the principal.

A proper and accurate written record of the misconduct and disciplinary actions for each student must be prepared by the staff member involved and kept by the staff member to be used in the event that the misconduct continues and moves to Level Two misconduct consideration.

### **LEVEL TWO MISCONDUCT**

Level Two misconduct is misconduct that is frequent or serious and disrupts the learning climate of the classroom and/or school. Level Two misconduct may also occur outside of the classroom and school.

### Types of Level Two Student Misconduct

1. Continuation of Level One misconduct.
2. Profane and/or obscene, abusive language. (For the purposes of this code, obscene is defined as "offensive to feelings of modesty or sense of decency of the school community; lewd)
3. Obscene gestures or actions
4. School tardiness
5. Truancy
6. Classroom disturbance
7. Cutting class
8. Failure to cooperate with substitute
9. Failure to report to a teacher's detention
10. Failure to identify oneself correctly
11. Leaving school or an assigned area without permission.
12. Misconduct going to and from school
13. Loitering
14. Lying
15. Unauthorized use of a telephone paging device or a beeper, scanner, cell phone or any other electronic device
16. Disruptive hallway behavior of a physical nature
17. Throwing food and/or other items
18. Installation of games, programs or other files not owned or authorized by the district on computers or networks
19. Using data networks for lobbying and non-school related activities
20. Possession of pornographic material at school or during school related activities
21. Other offenses not listed but fitting the definition of Level Two Misconduct as determined by the administration.

### Disciplinary Consequences for Level Two Student Misconduct

- Any appropriate disciplinary consequence from Level One
- Withdrawal of privileges
- Class schedule change
- After School Detention
- Parental conference
- Suspension from student activities
- In-School suspension

### Procedures for Level Two Misconduct

In the event of Level Two student misconduct, there is an immediate intervention by the staff member who is supervising the students or who observes the misconduct.

The student is referred to the principal for appropriate disciplinary action.

A proper and accurate written record of the misconduct and the disciplinary actions for each student must be maintained by the staff member and forwarded to the principal.

### **LEVEL THREE MISCONDUCT**

Level Three misconduct is misconduct which is directed against persons or property or

where as the consequences may seriously endanger the health or safety of others.

These acts are considered serious. These acts may result in the intervention of the law enforcement authorities.

### Types of Level Three Student Misconduct

1. Continuation of Level Two misconduct
2. Harassment and bullying
3. Fighting
4. Stealing
5. Threat to others
6. Turning in false alarms
7. Obscene and/or threatening calls, letters, or e-mail. (For the purposes of this code, "obscene" is defined as "offensive to feelings of modesty or sense of decency of the school community; lewd")
8. Using and/or supplying forged notes or illegal excuses
9. Cheating
10. Vandalism
11. Failure to report to an office assigned detention.
12. Violence, force, coercion, intimidation
13. Alteration or use of school documents with intent to defraud.
14. Smoking or possession of tobacco or tobacco product paraphernalia
15. Trespassing
16. Possession/use of firecrackers, smoke/stink bombs, etc.
17. Disrespectful speech or action to a staff member
18. Transmitting or receiving offensive materials, obscene or pornographic materials, on the Internet, computer network or single computer.
19. Modifying files or other data on a computer or on the data network.
20. Changing passwords belonging to other users or misrepresenting other users on any computer or data network.
21. Using the data network to disrupt the work of others.
22. Modifying computer hardware or software.
23. Other offenses violating Pennsylvania Crime Codes.
24. Other offenses not listed but fitting the definition of Level Three Misconduct as determined by the administration.

### Disciplinary Consequences for Level Three Student Misconduct

- Any appropriate disciplinary option from Level Two
- Temporary removal from class
- Alternative program
- In-school suspension
- Out-of-school suspension

#### Procedures for Level Three Misconduct

In the event of Level Three student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely.

The Principal initiates disciplinary action by investigating the infraction and conferring with appropriate staff or agencies on the extent of the consequences.

The Principal meets with the student and confers with the parent or guardian about the student's misconduct and the resulting disciplinary action.

A proper and accurate written record of offenses and disciplinary actions is maintained by the Principal.

There maybe consideration for restitution of property and damages and, when appropriate, possible referral to law enforcement officials.

#### **LEVEL FOUR MISCONDUCT**

Level Four misconduct on the part of the student is misconduct which results in violence to another's person or property or which poses a direct threat to the safety of others. The possession, sale, furnishings, use or involvement of any nature with an unauthorized substance or the act of bringing a weapon to school, on school property, to any school sponsored activity or upon any conveyance providing transportation to a school or a school sponsored activity is a considered a Level Four misconduct.

These acts may be criminal and always require administrative action which may result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.

#### Types of Level Four Student Misconduct

1. Continuation of Level Three misconduct.
2. Extortion
3. Bomb threat
4. Conspiracy involving dangerous weapons
5. Assault/battery
6. Sexual Harassment
7. Institutional vandalism
8. Theft/possession/sale of stolen property/conspiracy to commit theft
9. Arson
10. Disruptions resulting in endangerment
11. Harassment
12. Illegal distribution, reproduction and/or use of copyrighted software
13. Using the data networks for illegal activity, commercial or profit making purposes
14. Theft of computer hardware or software
15. Abusing or destroying computer hardware or software

16. Using, furnishing, selling or possession of over-the-counter medications  
(Please note that all medication must be dispensed by the school nurse.)
17. Use of an unauthorized substance
18. Furnishing an unauthorized substance to others
19. Selling an unauthorized substance
20. Possession of an unauthorized substance
21. Involvement of any nature with an unauthorized substance
22. Act of bringing a weapon to school, on school property, to any school sponsored activity or upon any conveyance providing transportation to a school or a school sponsored activity
23. Other offenses violating Pennsylvania Crimes Code
24. Other offenses not listed but fitting the definition of Level Four Misconduct

#### Disciplinary Consequences for Level Four Student Misconduct

- Any appropriate disciplinary option or response from Level Three
- Possible expulsion
- Alternative school
- Other Board action which results in appropriate placement.

#### Procedures for Level Four Misconduct

In the event of Level Four student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely. The administrator verifies the offense, confers with the appropriate staff or agency and meets with the student.

The student is immediately removed from the school environment. Parents or guardians are notified.

Law enforcement officials are contacted, unless the discipline is based on the continuation of Level Three Misconduct, in which event the administrator determines if such referral is appropriate.

A complete and accurate written report is submitted to the Superintendent who will consider recommending expulsion.

