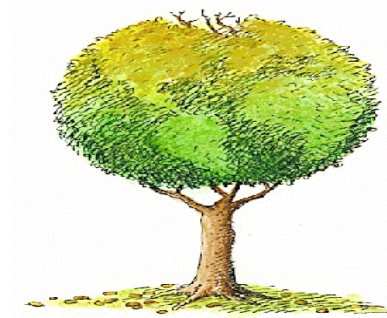


MIFFLIN PARK



Elementary School

2011-2012

STUDENT/PARENT HANDBOOK

GOVERNOR MIFFLIN SCHOOL DISTRICT

10 S. WAVERLY ST.

SHILLINGTON PA 19607

TABLE OF CONTENTS

Principal’s Message.....	1
School Mission/Vision	1
District Mission/Vision.....	2
District Administrators	2

GENERAL INFORMATION

Calendar of Events.....	3
Communicating with Staff Members.....	3
Resolving Problems/Concerns Chain of Access	3
Parent Teacher Conferences.....	4
Act 80 Days.....	4
YMCA Before/After School Care	4
Photographs/Videos & Recording of Students.....	5
Change of Information	6
Custody Issues	6
Connect-Ed.....	6
Emergency Closing of School.....	6

ACADEMICS/INSTRUCTION

Academic Program	6
Library Instruction	8
Circulation of Materials.....	8
Overdue Procedures	8

PARENT ORGANIZATIONS/VOLUNTEERS

Parent/Teacher Organization.....	8
Mifflin Park PAC.....	9
Guidelines for Volunteers	9

ATTENDANCE

Reporting absences	9
Requesting Homework.....	9
Absence Excuses	10

TABLE OF CONTENTS

TRANSPORTATION

Arrival & Dismissal.....	11
Bus Transportation	12
Kindergarten Bus Information.....	12

SCHOOL SERVICES

Lost and Found/.....	13
Lunch/Breakfast Procedures	13

SCHOOL WIDE RULES AND EXPECTATIONS

Expectations	14
Matrix	15 & 16
Communicating Behaviors.....	17

DISTRICT WIDE DISCIPLINE PROCEDURES/BOARD POLICIES

Board Policy & Philosophy	19
Offenses	20
Dress Code	21
Discipline & Discipline Situations.....	22-25
Board Policies of Note.....	25

HEALTH AND SAFETY

Examinations.....	26
Student Contact Information Verification & Health Maintenance Form	26
Medication at school & Food Allergies.....	27
Exclusion from School	27
Screenings	28

SPECIAL EVENTS AND PROGRAMS..... 29-31

INTERNET USE REGULATIONS.....31

Acceptable Use Policy	33
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MIFFLIN PARK ELEMENTARY SCHOOL

598 Governor Drive
Shillington, PA 19607

Telephone (610) 898-1489
Fax (610) 898-0635



PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to our school. You are one of many "Mustangs" here at Mifflin Park Elementary School and this handbook is an important part of your educational program. Please read it carefully and use it for future reference.

Your signature on the card that comes with this book indicates that you have read and discussed its contents with your child. Please make your child aware of the school's mission, expectations, and activities. Your cooperation and support is very much appreciated and is vital to effectively operate our school. Please keep the information outlined in this book for your reference, as well as any information given to you by your teacher.

MIFFLIN PARK MISSION STATEMENT

To educate, nurture, inspire, and serve

MIFFLIN PARK VISION

Mifflin Park Elementary School is committed to initiating, implementing, and sustaining school wide success through continuous school improvement by doing the following:

- We will provide a safe and engaging learning environment that honors different learning and teaching styles, and displays respect for diversity.
- We will maintain high levels of collaboration and communication within our learning community.
- We will monitor each student's learning on a timely basis and provide additional time and support for learning.
- We will create partnerships with home and the community to help students become respectful, responsible, and prepared citizens.
- We will promote high expectations to help students become respectful, responsible, and prepared.
- We will foster effective school leadership that focuses on mutual respect and trust.
- We will deliver instruction through child-centered classroom where students are actively engaged.

DISTRICT 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.

DISTRICT VISION STATEMENT

In partnership with our community, we will provide a strong foundation and nurturing environment that enables students to become life-long learners and contributors in a culturally diverse and ever-changing world. To that end, our vision is to empower all students to reach their fullest potential throughout their scholastic careers and into the rest of their lives.

DISTRICT BELIEFS

- We believe in providing a comprehensive scholastic program that meets the needs and challenges the abilities of all students
- We believe that lifelong learning is essential for one to flourish in a rapidly changing world.
- We believe the partnership among the school district, the home, and the community has a direct correlation to the quality of the educational system and the experiences of each student.
- We believe that individuals are responsible for their choices and accountable for their actions.
- We believe that a commitment to continuous improvement is vital in order to achieve our mission.
- We believe that honest and integrity are essential to healthy relationships.
- We believe everyone can learn.
- We believe it is important to develop within our students the attitude to "learn to live and live to learn."

DISTRICT ADMINISTRATORS

EDUCATION CENTER(610) 775-1461

- Dr. Daniel G. Bulinski – Superintendent of Schools
- Mr. Mark R. Naylor – Business Manager
- Mr. Eric L. Wolf – Acting Assistant Superintendent
- Mrs. Kristine Rosenberger – Director of Curriculum K – 12
- Mr. Todd Stitzel – Director of Human Resources
- Mr. Tom DeAngelo– Director of Technology
- Mr. Kevin J. Smith – Director of Safe Schools

MIFFLIN PARK ELEMENTARY SCHOOL



GENERAL SCHOOL INFORMATION

Student school day: 9:00 AM – 3:20 PM

Teacher Day: 8:30 AM – 3:50 PM

Students may enter the school as early as 8:25 a.m. at which time they are to report to the cafeteria. Please do not drop your student off before 8:25 a.m. as there is no one available to supervise them.

CALENDAR OF EVENTS

A District calendar will be posted on the district website at: <http://www.governormifflinsd.org/> under “News and Events.” The calendar lists events of all the schools in the District.

COMMUNICATING WITH STAFF MEMBERS

A teacher’s regular workday is 8:30 a.m. – 3:50 p.m. You may leave a voicemail message for your child’s teacher by calling (610) 898-1489. 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.

RESOLVING PROBLEMS AND CONCERNS/CHAIN OF ACCESS

If your child is experiencing a problem in school or you have a concern, the quickest way to resolve the issue is to start at the source. It is never a good idea to let a problem go and assume it will “go away.” Please follow the “chain of access” shown below to resolve any issues:

Area of Question or Concern	CLASSROOM	BUS	CAFETERIA
<i>First</i>	<i>Teacher</i>	<i>Driver</i>	<i>Cafeteria Manager Kristine Brightbill</i>
<i>Second</i>	<i>Principal</i>	<i>Director of Transportation Joanne Witmoyer</i>	<i>Food Service Director Jenelle Himmelreich</i>
<i>Third</i>	<i>Asst. Superintendent Mr. Eric Wolfe</i>	<i>Business Manager Mark Naylor</i>	<i>Business Manager Mark Naylor</i>
<i>Fourth</i>	<i>Superintendent Dr. Daniel Bulinski</i>	<i>Superintendent Dr. Daniel Bulinski</i>	<i>Asst. Superintendent Mr. Eric Wolf</i>
<i>Fifth</i>			<i>Superintendent Dr. Daniel Bulinski</i>

PARENT-TEACHER CONFERENCES

Fall Conferences will be scheduled on November 21 and 22 from 1:10PM-8:30PM. If any problems develop, additional conferences may be scheduled at any time during the school year at the discretion of the teacher or the parents. All report card envelopes have a place to designate a request for a conference.

Parents can help their children be successful by:

1. Providing a time and place for children to do homework and assisting when necessary.
2. Making sure their children receive plenty of rest, a balanced diet and daily exercise.
3. Providing a bagged lunch or lunch money daily with which to purchase a hot or bagged lunch from the Cafeteria.
4. Conferring with their children’s teachers and attending school activities.
5. Discussing teachers and the school program in a positive way in front of their children.
6. Discussing classroom activities with their children daily.
7. Encouraging their children to do their best in all school activities.

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. There are three Act 80 days that are full days (no school for students). All other Act 80 days are ½ days and students are dismissed at 1:00 p.m.

2011-2012 Act 80 days:

- Wednesday, September 21.....(full day)
- Friday, October 28(1/2 day)
- Mon. & Tues., November 21-22(1/2 day)
- Monday, March 12(full day)
- Friday, March 30(1/2 day)
- Friday, April 8(full day)
- Friday, May 25.....(1/2 day)

YMCA BEFORE AND AFTER SCHOOL CARE:

Location: Brecknock Elementary, Cumru Elementary, Mifflin Park Elementary, Intermediate Schools

Age: Kindergarten – Fifth Grade

When: First day of the 11/12 school year – Last day of the 11/12 school year

Days: Monday – Friday

Times: 7:00 AM – Start of School and School Dismissal – 6:00 PM

Registration : \$25.00/family

Fees: Before = \$9.00 daily, \$45.00 weekly

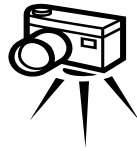
After = \$9.00 daily, \$45.00 weekly

For more information contact Britney Kelly at (610) 750-5036 or visit your Mifflin Area YMCA, 140 Chestnut Street, Mohnton, PA 19540



PHOTOGRAPHS/VIDEOS AND RECORDING OF STUDENT ACTIVITIES

As the Publications Department continues to enhance the District's newsletters, website, brochures and other forms of communication, photographs and video clips of students are being utilized more often. As the parent/guardian, you can request that your child(ren)'s picture or video not be used in any internal media publication or provided to any external media businesses.



Please note, we cannot prevent external media businesses' use of photos and video clips they possess, but we can control whether we provide these companies with requested images of our students.

Examples of where student photos and video may be used:

- Internal: Governor Mifflin publications and media
- Newsletters, website (www.GovernorMifflinSD.org), GMTV television, yearbooks, internal publications
- External: Business publications and media
- Reading Eagle, Channel 69 News, Tri-County Record, various television stations and newspapers from surrounding areas

At the beginning of every school year, the District's office of Public Information sends a letter to the parents of every student informing them of this practice and detailing how to prevent their child(ren)'s image from being used. To prevent your child's picture or video being used in the above mentioned examples, please request this in writing and clearly state the following:

- current date
- child (ren)'s name(s)
- school(s) and grade(s) of child (ren)
- parent/guardian's name and signature
- where the photos and/or videos cannot be used (internal and/or external publications and media).

Send this request to:

Governor Mifflin School District
Attn: Director of Public Information
10 South Waverly Street
Shillington, PA 19607

If you approve the District's use of your child's photos and/or videos, you do not need to respond in any manner to the letter sent to you by the Publications office. All written requests will be considered in effect for the current school year only. At the beginning of each school year, parents will again need to request that their child(ren)'s picture or video not be used.

CHANGE OF INFORMATION

Parents are responsible for reporting to the principal, secretary or teacher any change of address, telephone number or other pertinent information which occurs during the school term. It is vital that we have accurate, current information, including alternate contacts, in case of illness or emergency.

CUSTODY ISSUES

It is the responsibility of the parent(s) to notify the school principal of the circumstances regarding custody of the child.

The position of the school district is as follows:

- 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.

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.



EMERGENCY CLOSING OF SCHOOL

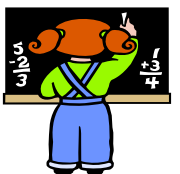
Decisions about school closings or late starts are normally announced via our Connect Ed® phone notification system, are posted on our school website (www.GovernorMifflinSD.org) and are forwarded to local radio/television stations (WEEU 830 AM, WFMZ Channel 69, WGAL Channel 8, WIOV 105.1 FM, and WRFY 102.5 FM) by 6 a.m. The stations request that you do not call them.

In the event of an early dismissal, secondary students are dismissed first, then elementary students. Also, 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.

ACADEMICS/INSTRUCTION

ACADEMIC PROGRAM

Mifflin Park Elementary follows a six-day cycle for scheduling the day for students. Students will be made aware of their special class for each day. In order to implement the goals of education, Mifflin Park 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, Guidance, Library.

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 administrators, to refer students to be evaluated by a specialist who screens for issues that may be non-academic, but are affecting the students social, emotional, and/or mental welfare.

Gifted Education Services (GEP) – The GMSD’s Elementary GEP philosophy recognizes that gifted students should have programs that provide enrichment experiences for the students to exercise higher order thinking skills. In a group setting, the program attempts to address the students’ potential in various curriculum areas, enhance each student’s self concept, and develop personal attributes necessary for leadership. Beginning in the 2011-12 school year the GEP for K-4 students will be in all primary schools.

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, co-teaching experiences and professional development on best instructional practices in reading language arts education.

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

English for Speakers of Other Languages (ESOL) - An ESOL teacher is available to work with students who require help in this area.

Special Education - In accordance with state and federal regulations and standards, the GMSD 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.

LIBRARY INSTRUCTION

All students in kindergarten through grade four receive a structured library experience. There is a curriculum and objectives, but the most important goal is to introduce the library and its books as wonderful, exciting possibilities.

CIRCULATION OF MATERIALS

Mifflin Park children are encouraged to use the library frequently. Children may check out and return books on any school day.

All students select their own library books. Students taking books also take on the responsibility of caring for the book. Keeping it in a safe place and telling the library staff if they have noticed tears, crayoning, pages missing, or other things are all part of this responsibility.

OVERDUE PROCEDURES

Overdue notices are written to remind the students to return the book. Parents are notified of the price when the book is at least one month overdue. Payment must be made to the library. If a book that has been paid for is found and returned to the library, the money will be refunded.

PARENT ORGANIZATIONS/VOLUNTEERS

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 Mifflin Park 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 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.



MIFFLIN PARK PARENT ADVISOR COMMITTEE (PAC)

The Mifflin Park PAC will meet four times a year and will enable parents to participate in presentations and discussions pertaining to the school and district related issues. It is a forum for parents to bring ideas, praise, concerns and suggestions. Time is allotted for dialogue with the principal as well as on a special topic for presentation. It is truly a time to learn about Mifflin Park, its programs, and to share our enthusiasm and ideas. An invitation to join the committee is sent home in September.

GUIDELINES FOR VOLUNTEERS

As mandated by the GM Board of School Directors, all volunteers in direct contact with children must obtain Pennsylvania Criminal Record and Child Abuse clearances; each costs \$10, which will be reimbursed by the District with paid receipts. Contact the school office for the forms or more information. Volunteers do NOT need to renew their clearances every year as long as they remain active in the District. Volunteers are expected to follow the visitors sign-in and sign-out procedures.

ATTENDANCE

Governor Mifflin School Policy states that the education program is predicated on the presence of the student. Success requires continuity of instruction and classroom participation to achieve our academic standards and continue to make consistent progress. Our attendance procedures are designed to comply with this school policy directive as well as to uphold the compulsory education laws. Attendance is, therefore, extremely important and is in the best interest of your child.

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 Mifflin Park's telephone number 610-898-1489
- press "1" to report your child's absence

You will then be asked to state the following information:

- your child's name
 - grade
 - homeroom teacher
 - your relationship to the child
- (You may also wish to request homework at this time. Homework may be picked up in the office between 3:30-4:30 p.m.)

Picking up Homework:

- Option 1 – You will pick the homework up in the office between 3:30-4:30 p.m.
- Option 2 – Request all homework be sent home with another Mifflin Park student. (Please state that student's name and teacher who you wish to bring the homework home.)

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. For security purposes: If the adult picking up your child is someone other than the parent or guardian, please indicate who it is that will be picking up the child.

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; Mifflin Park's fax number is: 610-898-0635. 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**. 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. (under "DISTRICT INFO", choose "Forms & Publications" and select the appropriate form.) 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, Assistant Superintendent. You will receive a response in the mail from Mr. Wolf as to whether the absence is approved or not. The School District will approve educational trips up to a maximum of five (5) school days per student per school year. Any days beyond five (5) will be considered unlawful absences. No trip will be approved for excused absences *after* the trip has been taken.

TRANSPORTATION

WALKERS AND BIKERS



Students who walk or ride their bike to school should not arrive before 8:30 a.m. Bikers are encouraged to wear helmets and are asked to walk their bikes while on school property. Bikes must be locked at the bike rack while parked at school. Walkers and bikers are instructed to go directly home after school.

MORNING DROP OFF



Students who are dropped off in the morning should not arrive before 8:30 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 parking lot. Students should not walk across the bus lane unless escorted by an adult. A school official will be posted at 8:30 a.m.

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. For security purposes: If the adult picking up your child is someone other than the parent or guardian, please indicate who it is that will be picking up the child.

In the afternoon, children who are to be picked up will be dismissed from different exits at the front of the building.

Kindergarten: Door number: 3

First & Second Grade: Door number 5

Third & Fourth Grade: Door number 6

To maximize safety parents should park their car in the parking lot and meet your child at their respective location. Students are not permitted to walk across the bus lane to the parking lot to meet you. If you have more than one child the dismissal area will be from where the younger child is to be dismissed.

BUS TRANSPORTATION

Please take your child to your assigned bus stop location. Do not allow your child to go to the bus stop more than five minutes before the normal arrival of the bus. Please review the following bus rules with your child so he/she does not lose riding privileges:

1. Observe the same conduct as in the classroom.
2. Be courteous – no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands and feet inside the bus.
9. The bus driver is authorized to assign seats.
10. Do not bring electronic devices, trading cards, or toys on the bus.

KINDERGARTEN BUS INFORMATION

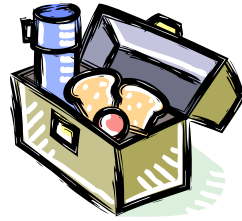
Because of the young age and inexperience of our kindergartners, the District policy requires an adult be at the designated bus stop before we will allow a kindergartner to exit the bus. This is very important. The bus cannot wait at a stop for an adult. If an adult is not at the stop, the child will be brought back to the school and the parent will be required to arrange for pickup at the school.

Please keep in mind that bus schedules can vary by a few minutes. You should always plan on being at the bus stop before the scheduled arrival time, just in case the bus arrives early. Also, do not panic if a bus runs late. As with all traffic, an occasional problem may arise to detain the bus.

SCHOOL SERVICES

LOST AND FOUND

Lost-and-found items will be located in the main office and will occasionally be placed on display in the main lobby when parents visit the building. At the end of the school year, and during the year if necessary, unclaimed items are donated to Goodwill.



STUDENT LUNCH/BREAKFAST PROCEDURES

We stress that all students follow the school wide expectations in the cafeteria.

Breakfast – A “grab n’ go” breakfast is available beginning at 8:30 AM and includes assorted dry cereal bags, low fat muffins, single-serving reduced fat pop tarts, fruit juice and milk.

Lunch – Lunch time includes time to eat in the cafeteria (30 minutes) as well as recess (15 minutes).

Menus will be posted on the district website (www.GovernorMifflinSD.org/district_food.asp). Children who are allergic to milk products can receive an orange juice substitute. A doctor’s note is required for orange juice to be substituted for milk and this must be submitted to the nurse on a yearly basis.

The Governor Mifflin School of District utilizes a Point-of Sale (POS) system in its cafeteria. We finger scan the students for the cafeteria Point-of-Sale system at Mifflin Park Elementary. This technology allows us to provide debit accounts for purchases. Parents will enjoy the convenience of prepaying for their child’s purchases at whatever amount they choose.

Envelopes for making deposits will be included in the class assignment packet sent home in August. When your child’s account is getting low, another envelope will be sent home. The POS system also eliminates the overt identification of students who are eligible for free and reduced meal benefits.

The POS system identifies students using a biometric finger-imaging device. The device converts the finger image into a numbered pattern that is then stored for future identification at the point of service.

This system is NOT associated with fingerprints. It CANNOT be used to identify students by lifting fingerprints and comparing them with the digital finger image. The fingerprint is NOT stored in the computer. This is a positive identification system. Only your child can access his/her account. Students also have the option of paying with cash.

The Food Service Department will register the image of your child’s index fingers. This will only have to be done once while your child is enrolled in the Governor Mifflin School system. The information stored on the POS system is only for use by this software in the Food Service Department.

If a student forgets their lunch money or has a zero balance in the POS account the cost of the meal for the day will be shown as a negative balance. After two days of having a negative balance, the cafeteria manager will call home as a reminder that a deposit needs to be made to their child’s account.

We suggest placing enough funds in your child’s lunch account to cover at least one week. Please be sure to discuss with your child what he/she can and cannot purchase with these funds. A new envelope will be given to your child when the account is low or empty. Have your child bring new funds in the Cafeteria envelope to his/her teacher.

SCHOOL WIDE RULES AND EXPECTATIONS

In order to maintain a safe, secure learning environment for all students, expectations regarding behavior and disciplinary action and consequences must be established and defined clearly. In the event disciplinary action must be taken, school district policy provides guidelines for appropriate disciplinary action.

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

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

These expectations should be demonstrated by all people who are in the building and are expected across all settings.

The following Matrix describes the expectation and settings at Mifflin Park:



MP School Wide

<u>Voice Levels</u> 0- Silent 1- Whisper 2- Speaking Voice 3- Outside Voice	<u>CLASSROOMS</u>	<u>HALLWAYS AND STAIRS</u>	<u>BATHROOMS AND WATER FOUNTAIN</u>
<u>BE RESPONSIBLE</u>	<ul style="list-style-type: none"> Raise your hand and wait to be called upon to speak Keep area clean Voice Level: 0-2 	<ul style="list-style-type: none"> Walk at all times Take one step at a time on stairs Voice Level: 0 	<ul style="list-style-type: none"> Flush toilets Wash hands w/ soap Put trash in trash cans Report problems to teacher
<u>BE RESPECTFUL</u>	<ul style="list-style-type: none"> Give an Interested Message Keep hands, feet, and objects to yourself Treat others the way you want to be treated 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Hold door for others Use good manners <ul style="list-style-type: none"> Use “excuse me” Avoid walking through a conversation 	<ul style="list-style-type: none"> Wait your turn Keep hands, feet, and objects to yourself Voice level: 0-1
<u>BE THERE BE READY</u>	<ul style="list-style-type: none"> Have materials (homework, books, pencils, etc.) Class transition: be on task; voice level: 0-1 	<ul style="list-style-type: none"> Go directly to your destination 	<ul style="list-style-type: none"> Sign in/out of the classroom Return directly to class
<u>FOLLOW DIRECTIONS</u>	<ul style="list-style-type: none"> Follow adult directions Stop for announcements and pledge to flag 	<ul style="list-style-type: none"> Walk in single file on right side Eyes forward Stop for announcements and pledge to flag 	<ul style="list-style-type: none"> Obtain permission Leave belongings in classroom

Expectations

<u>CAFETERIA</u>	<u>RECESS</u>	<u>DISMISSAL</u>	<u>BUS</u>
<ul style="list-style-type: none"> Speak only with students at your table Raise your hand for help or to leave the table Eat your own lunch Keep your area clean Tell adults about any problems 	<ul style="list-style-type: none"> Use good sportsmanship Return all equipment Be aware of others around you Exercise self control 	<ul style="list-style-type: none"> Walk at all times 	<ul style="list-style-type: none"> Keep hands and objects inside the bus Keep aisle clear of backpacks and feet Stay in your seat Report problems to the driver Keep items in book bag
<ul style="list-style-type: none"> Use good table manners Keep hands, feet, and objects to yourself Talk quietly: Voice level: 1-2 	<ul style="list-style-type: none"> Include everyone Take turns Use appropriate language Share equipment Accept consequences 	<ul style="list-style-type: none"> Voice level 0 – 2 Keep hands and objects to yourself 	<ul style="list-style-type: none"> Voice level 0 – 2 Use appropriate language Respect the possessions of others Face forward Keep the bus clean Raise your hand if you have a problem
<ul style="list-style-type: none"> Walk at all times Bring all belongings 	<ul style="list-style-type: none"> Line up when signaled When in line, return voice level to 0 	<ul style="list-style-type: none"> Be on time Take all belongings 	<ul style="list-style-type: none"> Board bus promptly and go directly to your seat Be in line for bus Walk onto bus
<ul style="list-style-type: none"> Remain seated until dismissed Get all food the first time in line Follow adult directions 	<ul style="list-style-type: none"> Play in designated areas Use playground equipment properly Follow adult directions 	<ul style="list-style-type: none"> Stay in your own bus line, single file Stay behind your bus leader Follow adult directions Wait for teacher permission to board the bus 	<ul style="list-style-type: none"> Follow all bus safety rules Remain in seat until arrival at destination Listen to the bus driver

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavioral Intervention and Supports (PBIS) is a systemic approach to proactive, school-wide behavior based on a Response to Intervention (RtII) model. PBIS applies evidence-based programs, practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture.

PBIS is a framework for creating and sustaining effective school-wide behavior system. Unlike a behavior plan or program, the emphasis of a behavior system is on preventing problems and providing a comprehensive, consistent method for demonstrating expectations. Shifting the focus to prevention minimizes behavioral problems and increases academic time for students.

When this type of system is fully in place:

- Staff are more consistent in their expectations and actions.
- Students and staff are positively recognized for demonstrating expectations.
- Families and the community know these expectations.
- A more positive relationship exists between and among staff and students.
- Focus is on an educational approach to teaching, modeling and acknowledging expectations.

The school wide expectations are used to define appropriate behaviors in various school settings. Students are taught what appropriate actions look like in each setting. Mifflin Park will focus on the four behavioral expectations across seven settings as listed in the matrix. The behaviors with in the matrix are positively stated and easy to remember. Parental support in using similar language and defining additional settings outside of school is encouraged.

COMMUNICATING STUDENT BEHAVIORS

Reinforcing positive social behavior is an important step in a student's educational experience. To this end it is vital that a child knows where he/she stands as a result of his/her actions. Mifflin Park Elementary will use the following continuum (60-100%), via a chart, to communicate to students and parents where a child stands as a result of behavior.

- **GREEN (100%)** All students start the day with 100%. Green indicates that the student is following the four expectations. One warning is given before the student drops to 90%.
- **YELLOW (90%)** - My teacher will show me what is expected of me and, through demonstrating the appropriate expectation(s). I can work my way back to 100%.
- **RED (80%)** - Five minute timeout and my teacher may contact my parents using an "I goofed note."
- **BLUE (70%)** - My teacher will contact my parents. Office is notified. Office Discipline referral form is filled out. Student will visit with principal.

- **WHITE (60%)** – Parent/Teacher/Student Conference.

An **"I Goofed Note"** is used when a teacher wants to inform parents that a child had difficulty following the school wide expectations even after being redirected. The student will have an area to write how he/she will improve their behavior. The form is in triplicate with a copy going to the office, the parent, and the teacher.



An **Office Discipline Referral** This form is used when the teacher wants the office and parents to know that the behavior is either more serious in nature and/or continues to be present.

All behavior will be tracked via the "Office Discipline Referral" form and the "I Goofed Notes." If data shows a student to be struggling with an expectation at a particular time, in a particular setting, or with a specific behavior the student will be taught/re-taught and practice the desired expectation. The primary intent of the continuum is to remind the adult in charge that expectations need to be taught/re-taught/practiced.

POSITIVE BEHAVIORS



In addition to what the classroom teacher has in place to reinforce student positive behavior, school wide systems to recognize positive behaviors include, "Caught Following the 4" cards and "Good News Referrals."

"Caught Following the 4" cards are issued by the principal when a student is caught demonstrating one of the school wide expectations in any of the settings.

A **"Good News Referral"** is issued by a teacher on a weekly basis when he/she sees a student demonstrating one of the school wide expectations. Similar to a discipline referral students get it signed by a parent, visit with the principal, and a copy is filed.

Please be aware that ...

- ❖ Things that may be harmful to others are not allowed.
- ❖ Possession of a weapon of any kind, **including toys** that resemble weapons, will result in an immediate out-of-school suspension and possible expulsion.
- ❖ Fighting is considered a Level Three Offense (defined as a "suspendable offense").
- ❖ Teasing, bullying, threatening or intimidating classmates or other students are unacceptable and is considered to be a Level Three Offense (defined as a "suspendable offense").
- ❖ Selling items for purposes other than authorized fundraisers for a non-profit organization is unacceptable.
- ❖ 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.

- ❖ Laser pointers or other objects that are potentially dangerous or deemed unsafe by the building administration are not permitted in school. Such devices will be confiscated and returned only to a parent. Other disciplinary measures may be taken by school administration.

DISTRICT-WIDE DISCIPLINE PROCEDURES

BOARD POLICY

Discipline is the ability of the student to conform to the demands that the school society places on the individual for an accepted level of behavior, largely in terms of ensuring the rights of other students, teachers, and other school personnel. Discipline is, of course, best when it is self-imposed. One of the central goals of our schools is to help students develop self-discipline. Our school program will make every effort to help each student learn to self control and conform within reasonable limits to his/her environment.

Discipline so conceived is developmental rather than punitive. Based upon faith in the worth and dignity of each individual, discipline becomes a guiding, rather than a punitive, device. The teacher's role in discipline should be like that of a kind, firm, judicious parent in the home, helping children and youth grow in their capacities for self-discipline and self-direction.

It is the school administration's role in discipline to ensure the rights of all students, teachers and other school personnel from infringement by students who are unable to discipline themselves. This is to be accomplished in such a manner as to preserve the offending students' right to a basic education.

PHILOSOPHY

Discipline begins in the home at an early age. Parents are responsible to introduce and to reinforce appropriate behaviors to ensure success in the school setting. Parents are encouraged to use the four school wide expectations across various settings at home and in the community.

Our school promotes a safe and secure climate in which children succeed academically and socially. Quality instruction depends on an orderly and productive environment characterized by respect, responsibility and caring of all members. The goal of our school community is to promote student self-discipline by focusing on the developmental needs of the individual as well as holding the student accountable for his/her own actions.

Students whose behavior interrupts the instructional program will receive appropriate attention from school personnel. Consequences for disobeying rules may include the following: loss of class/lunch recess time; lunch in the office; logical consequences; loss of field trips or special privileges; in-school suspension; after school detention; out-of-school suspension; or expulsion and an alternative education program.

CLASSROOM OFFENSES

Since classroom discipline is primarily the responsibility of the classroom teacher, teachers utilize their own classroom management and behavior system that supports the school's philosophy of discipline.

Examples of offenses which are subject to disciplinary action by the classroom teacher include but are not limited to:

- disrupting class
- refusing reasonable teacher requests
- overt disrespect
- cheating, lying and misrepresentation
- carelessness with property belonging to the school and to others
- profane language

Appropriate disciplinary action for classroom offenses:

Disciplinary actions taken by the teacher include but are not limited to:

- student-teacher conference before, during or after school
- parent-teacher conference in person or by phone
- notation on report cards or correspondence home
- loss of recess privileges
- loss of special event privileges including field trips or assemblies
- after-school detention with advance notice given to parents to permit transportation arrangements
- other reasonable procedures consistent with the offense

In the event these teacher procedures prove ineffective, the teacher should discuss the case with, and/or refer it to, the building administrator. In the event that the severity or frequency of the offense warrants immediate overt administrative support (for example, a suspension category offense) the principal will intervene.

NON-CLASSROOM OFFENSES

Examples of non-classroom offenses include but are not limited to:

- leaving class or assigned area without permission or not reporting to class or assigned area
- property defacement, abuse or vandalism
- endangering the health and safety of others
- smoking or having tobacco products in one's possession
- profane or abusive language
- making obscene gestures or salacious statements, either verbally or in writing, including inappropriate drawings
- overt disrespect to the staff
- refusing a reasonable request

- using photographic devices including cell phone cameras
- harassment of any kind to any person
- misrepresentation or lying to any authority figure
- failure to report to detentions or other disciplinary assignments
- inappropriate dress
- possession of obscene images



- acts which jeopardize the safety of others
- minor physical confrontation/altercation between students
- engaging in violent actions threatening to the safety of pupils and school personnel
- loud statements which may possibly lead to disruption of the school
- fighting and bodily assault
- gambling or forgery
- threatens members of the staff or other students
- repeated classroom and non-classroom offenses
- vandalism
- possession of obscene images
- any other violations of school rules and regulations

Dress Code

In a primary school building, dressing and grooming should meet standards of safety and health and should not cause disruption to the educational processes. The school aspires to a standard of good grooming which will reflect in a positive way upon the student, his/her home and the school. Inappropriate dress includes but is not limited to:

- any garment containing words or symbols that are profane, obscene, sexual in nature or make reference to drugs or alcohol
- any garment that, by its nature, disrupts attention from the educational process
- clothing that reveals any part of the student's mid-section, including low rise jeans, pants, or skirts, halter tops and midriff tops
- spaghetti-strap tops are inappropriate
- shorts or skirts must be appropriate length with garment below fingers when standing with arms at side
- flip-flops and sandals that compromise the student's safety during physical education class and recess play – sneakers or low heeled shoes should be worn at all times

Appropriate disciplinary action for non-classroom offenses

The appropriate range of administrative disciplinary actions in these cases includes but is not limited to:

- conference with student and parent
- loss of recess and/or recess privileges
- lunch detention
- changing inappropriate clothing
- student-teacher conference before, during or after school
- parent-teacher conference in person or by phone
- notation on report cards or correspondence home
- loss of special event privileges including field trips or assemblies
- after-school detention with advance notice given to parents to permit transportation arrangements
- other reasonable procedures consistent with the offense

MAJOR BREACHES OF DISCIPLINE WARRANTING SUSPENSION

21 *Mifflin Park Elementary School Parent/Student Handbook*

- failing to report to recess detention
- stealing of property belonging to the school, school employees, or other students

Students may be charged with a criminal offense by the police. The minimum offense for fighting or bodily assault is disorderly Conduct (Crimes Code of PA, Section 5503) or Harassment (Crimes Code of PA, Section 2708), which could result in a fine up to \$300, plus court costs, restitution, and possible incarceration.

Students may also be denied the privilege of bus transportation for an appropriate period if engaging in acts which jeopardize the safety of others while on the bus and at the bus stop.

HARASSMENT (CRIMES CODE OF PA SECTION 2709)

The Governor Mifflin School District is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. The Governor Mifflin School District requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

Definition of Harassment

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation or disability. The age and maturity level of the child is considered when interpreting the harassment policy. By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive. Harassment is a

Mifflin Park Elementary School Parent/Student Handbook 22

EXTREME BREACHES OF DISCIPLINE

Examples of offenses which warrant 10-day out-of-school suspension by the principal,

involvement of the Superintendent and/or action by the Board of School Directors include but are not limited to:

- **WEAPONS:** 18PACS912 – The possession, sale, use or threat of harmful explosives, weapons, incendiary or destructive devices on school property.
- **DEFINITION:** “weapon” for the purpose of this section shall include, but not be limited to:
 - any knife
 - cutting instrument
 - cutting tool
 - nun-chunk stick
 - firearm
 - shotgun
 - rifle
 - any other tool, instrument or implement capable of inflicting serious bodily injury
 - any weapon “look-alike” that resembles any implement listed here, including toys
- **OFFENSE DEFINED:** A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school. Per Title 18, Pennsylvania Crime Code, Chapter 9 (18PACS912).

EXTREME BREACHES OF DISCIPLINE REQUIRING REFERRAL TO THE BOARD OF SCHOOL DIRECTORS

Any act requiring suspension beyond ten (10) days or expulsion includes but is not limited to the following:

- Bodily assault on any member of the school staff, volunteer worker, agent or visitor.
- Possession, sale or use of harmful explosives, weapons or incendiary devices.
- Any acts which lead to the student being cited as a “disruptive student.” (A “disruptive student” is one who through his actions detracts in a serious manner from the well-being of the general school population.)

BEHAVIOR SUPPORTS AND INTERVENTIONS FOR CHILDREN WITH DISABILITIES

Whenever behavior interferes with the learning of a child with disabilities or with the learning of others, the IEP team of that child shall consider and shall include in the IEP of the child, as needed, appropriate positive behavior interventions, strategies, and supports to address the behavior.

Whenever possible such interventions, strategies, and supports shall be based on a functional
23 *Mifflin Park Elementary School Parent/Student Handbook*

shall form the basis of behavior support programs. Behavior support programs include a variety of techniques to develop and maintain skills that will enhance an individual child's opportunity for learning and self-fulfillment. The types of intervention chosen for a particular child shall be

the least intrusive necessary and parent consent shall be obtained prior to the use of any highly restraining or intrusive procedures. Nothing in this policy shall be construed to require the development of a separate behavior support or intervention plan when appropriate positive behavioral interventions, strategies, and supports that address the behavior can be incorporated into the body of the IEP.

Adverse techniques for handling behavior that is a manifestation of a disability which may not be used in educational programs of the district include corporal punishment; punishment for a manifestation of a child's disability; locked rooms or other locked structures or spaces from which the child cannot readily exit; deprivation of basic human rights, such as withholding meals, water, or fresh air; suspensions constituting a pattern (see Article XIII D); or, treatment of a demeaning nature.

CELL PHONES and ELECTRONIC DEVICES (GMSB Policy 237)

Please refer to: http://www.governormifflinsd.org/board_policies.asp under “Pupils.”

CORPORAL PUNISHMENT

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. The use of corporal punishment is prohibited. The use of reasonable force for restraining a student or for escorting a student from a class or to the office in a disciplinary situation is not considered corporal punishment within this section.

Pennsylvania regulations permit reasonable force to be used by teachers and school authorities:

- To quell a disturbance; or
 - To obtain possession of weapons or other dangerous objects; or
 - For the purpose of self-defense; or
 - For the protection of persons or property
- School authorities will notify all parents of this policy.

STUDENT POSSESSION OF DRUGS/ALCOHOL

A student found to possess drugs, alcohol, drug paraphernalia or material represented to be a controlled substance on his person, in his locker, or otherwise in his control on school property, shall be taken immediately to the principal or his designee.

The principal shall:

- Notify the parents or guardian immediately

Mifflin Park Elementary School Parent/Student Handbook 24

ten (10) days and urge the parents to seek professional help from an appropriate agency. With the approval of the principal, the student may be readmitted to school upon receipt of a written statement from an appropriate agency that the student has

reported to for help. Guidance personnel have the responsibility of keeping the principal informed of the progress the student is making while attending the agency. If circumstances warrant, the student may be suspended from school for an extended period of time and placed in an alternative educational program by action of the Board of School Directors. Police will be contacted. The parents or guardian, superintendent, and local police shall be contacted.

A second related incident at any subsequent point in a pupil's school career shall be considered grounds for expulsion and/or placement into an alternative educational program. The second incident of a student possessing drugs or alcohol shall also result in the notification of the local police.

CELL PHONES and OTHER ELECTRONIC DEVICES: SCHOOL BOARD POLICY 237

Students may transport cellular phones to and from school, provided they adhere to the following requirements:

- 1) The phone must be turned off upon entering any school building and remain off until the student leaves the school building.
- 2) The cellular phone must be properly stored during school hours within the student's assigned locker or other area designated by the school.
- 3) The cellular phone must remain off during a school evacuation.

Depending on the circumstance students are reminded of the policy via a warning. A subsequent violation results in the phone being taken and stored in the office for parental pickup. Continued violation will result in progressive discipline including suspension.

SCHOOL BOARD POLICIES OF INTEREST: GMSD school Board Policies can be accessed in their entirety at: http://www.governormiffilinsd.org/board_policies.asp. Policies that may be of interest include:

Homework	Policy 130
Religion in the Schools	Policy 136
Dress and Grooming/Students	Policy 221
Student Assistance Program	Policy 236
Electronic Devices	Policy 237
Acceptable Use (page 32-41 of this handbook)	Policy 815

HEALTH AND SAFETY



A physical examination is required on entry to school. It may be completed at school by the school physician or privately by the family's physician. If your child is to be examined by your private physician, please have the physician complete the "Private Physician's Report of Physical Examination

of a Pupil of School Age" form (available from the Health Room or school office).

This exam must have been completed no earlier than September of the previous school year. Return this form to the school nurse as soon as possible. If this form is not returned to school by the date of examination by the school physician, your child will automatically be scheduled for the exam in school. You will be informed of this date and invited to be present.

DENTAL EXAMINATIONS

A dental examination is required on entry to school and third grade. It may be completed at school by the school dentist or privately by the family's dentist.

If your child is to be examined by his/her private dentist, please have the dentist complete the "Private Dentist's Report of Dental Examination of a Pupil of School Age" form (available from the Health Room or school office). Return this form to the school nurse as soon as possible.

If this form is not returned to school by the date of examination by the school dentist, your child will automatically be scheduled for the exam in school. You will be informed of this date and invited to be present.

STUDENT CONTACT INFORMATION VERIFICATION & HEALTH MAINTENANCE FORM

This is sent with each student's assignment letter approximately two (2) weeks before the start of school. It is vitally important that you accurately complete and return this paper to the school as soon as possible after the start of school. This form is used 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 numbers changes (home 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.

MEDICATION AT SCHOOL

Please do not send prescription or over-the-counter medicines to school with your child. If unavoidable, we must have the proper form signed by a parent.

the child's name and dosage marked on the label.



All medication must go to the school nurse and will be dispensed only once during the school day. Any medication that is to be given periodically for the entire year (e.g., inhalers for asthma,

allergy medications, etc.) also requires a special form that must be signed by a physician. These forms are available in the Health Room.

Tylenol and Maalox may be administered by the nurse if parents have given permission in writing or have checked such on the enrollment sheet. Parents will be notified when a medication is given to their child.

FOOD ALLERGIES

Please notify the nurse of all food allergies. A form must be completed and returned to the Health Room if cafeteria personnel need to make substitutions.

HEALTH ROOM VISITS

The nurse is available to assess a problem, not to treat it! If anything requires more than very basic first aid or there is a problem that requires a child be excluded from school, the parent will be notified. The parents or someone they designate will be expected to pick up the child as soon as possible.

Some things for which a child will be excluded are:

- Fever – Children should not return to school until he/she has been fever-free a full 24 hours without the use of fever-reducing medications.
- Vomiting or Diarrhea
- Head lice – Lice can come from almost anywhere (another child's hat or comb/brush, an upholstered seat, etc.). Please don't be ashamed if this occurs. Lice outbreaks are common among school children. Classrooms will be checked periodically throughout the year as needed. Any child found to have head lice or nits (eggs) will be excluded from school until completely clear of lice and nits.

It is important that you act immediately to prevent spreading to other members of your family. You will be given further information if this occurs to your child.

Children must report to the Health Room accompanied by a parent immediately upon entering the school on the morning of return to be checked by the nurse before reporting to his/her classroom.

- Reddened eyes with drainage
If a physician deems that medication is unnecessary, a note signed by that physician

27 *Mifflin Park Elementary School Parent/Student Handbook*

If eye drops, ointment or oral medication are prescribed, the child may not return to school until 24 hours after the first dose has been given.

- Chicken pox
All pox marks must be dried and have scabs before the child will be allowed to return to

school.

The child must report to the Health Room accompanied by a parent immediately upon entering the school on the morning of return to be checked by the nurse before reporting to his/her classroom.

- Infectious condition that requires antibiotic treatment
it is advisable that the child not return to school until 24 hours after receiving the first dose.

If at any time during the school year your child should develop a health problem or have a change in his/her health, please notify the nurse in order that his/her health record can be kept up-to-date.

VISION/HEARING SCREENINGS

Each year the school nurse screens all students for possible vision and hearing problems. If a problem is found during the initial screening, a follow-up screening is done. If the problem continues to appear, a notice and form will be sent home. Please have a physician complete the form and return it to the nurse as soon as possible.



HEIGHT/WEIGHT/BMI

Each year all students will be weighed and measured by the school nurse. Calculation of the student's BMI (body mass index) will be performed. You will receive notification of these results and are encouraged to discuss them with your child's physician.

CHILD ABUSE REPORTING

Whenever there is a reasonable cause to suspect child abuse, school officials are required by law to report to county and state agencies. These agencies have the legal right to interview students at school without parental permission.

RECESS ACTIVITIES

appropriately according to the weather. Please check the forecast daily. A note is required if a student should remain indoors for health reasons.

Mifflin Park Elementary School Parent/Student Handbook 28



SPECIAL EVENTS AND PROGRAMS

STUDENT PICTURES

We are required to take individual pictures of students once each year. Parents wishing to have a pictorial record of their children may purchase these photographs on a pre-paid satisfaction-guaranteed basis. The school and PTO benefit by the profits realized from the sale of pictures taken in both the fall and the spring.

BACK TO SCHOOL NIGHTS

The purpose of this evening event is for parents to become acquainted with their child's teacher and for the teacher to explain the daily activities and curricula. This is a parent information session that is not appropriate for students. Please plan on childcare at your home for this evening. Kindergarten Back to School Night was held in August. Back to School Night for grades 1-4 are as follows:

Wednesday, September 7, 2011

Grade 1 – 6:15 – 7:45

Grade 2 – 6:45 – 8:15

Wednesday, September 14, 2011

Grade 3 – 6:15 -7:45

Grade 4 – 6:45–8:15



PARENTS AS READING PARTNERS (PARP)

Sponsored by the PTO, this activity encourages reading between children and parents. PARP calendars document reading time and are issued on a monthly basis, October through March.

PUBLISHING CENTER

A publishing center has been established where all Mifflin Park students can have their writings published into books complete with cover, title, pages, dedication, and author page. The entire center is run by trained volunteers who type and collate student-made books. Volunteers are always needed for this program.

AUTHOR TEAS/WRITER'S RECITALS

The Governor Mifflin School District emphasizes student writing as part of the total language arts program. In support of this, Mifflin Park holds an Author Tea several times a year (when scheduling permits), which features original, creative writings by our kindergarten to grade 4 students. Each classroom teacher is given the opportunity to nominate a student and a particular piece of writing to be recognized at this special event. Not every student is

29 *Mifflin Park Elementary School Parent/Student Handbook*

members to attend. Children view the Author Tea as an honor and are thrilled to be invited.

HALLOWEEN PARADES

Every year all K-4 elementary students celebrate Halloween by marching in a parade. The parade is always held on the Act 80 ½ day at the end of October. Our students parade around the school grounds for their family and friends to see and end the day with classroom parties.

All children may wear their costumes or bring them in a well-marked bag. We encourage students to dress as storybook characters and refrain from violent characters. You are welcome to paint your child's face as no masks are allowed. Please do not allow children to carry toy weapons (axes, guns, knives, swords, etc.). All children should have a well-marked bag to be used in bringing clothes back home. Teachers will arrange for homeroom mothers to assist children with dressing, escorting classes along the parade route and serving treats in the classroom.

Watch for information to come home in early October. If, for religious reasons, you do not agree with the scheduled activities and choose to keep your child at home on the day their grade parades, please send a note to this effect to your child's teacher. Your child's absence will be marked as excused.

READING IS FUNDAMENTAL (RIF)

First grade students are fortunate to be able to participate in RIF through the generosity of UGI Utilities Corporation and the PTO. Book giveaways occur during the year as students celebrate reading with a special theme and activity. The RIF program is enjoyed by everyone and is coordinated by the Reading specialist.

FIELD TRIPS

As an extension of the classroom, educational field trips are planned throughout the year. Teachers provide information to the parents when field trips are scheduled. Parental permission via a signature on the form given to you by the teacher is required for all field trips and must be turned in prior to the trip.



ART SHOW/OPEN HOUSE/BOOK FAIR

Each March the hallways of Mifflin Park are decorated with students' artwork. This celebration of Art will be held in conjunction with our Open House and Book Fair. Parents will have the opportunity to visit classrooms on this evening while view art work throughout the school. This event will take place from 6:30 – 8:00 PM on:

Mifflin Park Elementary School Parent/Student Handbook 30

AMERICAN EDUCATION WEEK

November 14-18 schools will celebrate American Education Week. Parents and grandparents are invited to visit their student's classroom on November 17 & 18 from 9:00AM-3:00PM to observe the learning environment in the school. More information will be sent prior to the dates.

SPECIAL VISITATION DAYS

In an effort to promote an entire school community Mifflin Park and the PTO will be running the following “special events” for each grade level.

- Kindergarten.....Goodies for Grandparents September 12, 2011
- Second GradeMuffins for MomsOctober 3, 2011
- First Grade.....Donuts for DadsNovember 7m, 2011
- Third GradeBring your Hero to SchoolJanuary 30, 2012
- Fourth GradePopsicles after the Performance.....May 22, 2012

WELCOME WAGON

In conjunction with the office secretaries the “Welcome Wagon” guides new students with adjusting to the Mifflin Park Community. New students and their families will be afforded a tour and are given the opportunity to meet teachers, students, and staff. If “upper classman” are available they will be utilized to “welcome” the new student.

SPRING CONCERTS

Each spring the entire fourth grade class will participate in a culminating musical performance. The music teacher at Mifflin Park, with the assistance of parents and staff, direct this production which can include singing, dancing, acting, and playing instruments.

PARTY INVITATIONS

The only instance where invitations for a party can be passed out in school, with or with out, the teacher’s assistance is WHEN the entire class is invited.

INTERNET USE REGULATIONS

INTRODUCTION

The Governor Mifflin School District's goal in providing Internet service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and
31 Mifflin Park Elementary School Parent/Student Handbook

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities as a Governor Mifflin student. The full text of the Governor Mifflin Internet Use and Safety Policy is found in Appendix A, on page 26. Violation of these regulations could result in a loss of computer privileges and other disciplinary action.

ACCEPTABLE USE

Students’ use of the Internet and computer technology must support education and research and be consistent with the educational objectives of the Governor Mifflin School District. The following practices are prohibited:

1. Engaging in any computer activity that is not directly related to schoolwork and is not supervised by the classroom teacher or technology assistant.
2. Searching for or sending any material in violation of any United States or state regulation. This includes, but is not limited to, threatening or obscene material, and any material deemed offensive and incongruent with the purposes of any elementary school.
3. Viewing another person’s score or progress reports for any academic area.
4. Using the Internet for commercial activities including purchasing or browsing for merchandise, or advertising.
5. Visiting any personal web pages or corresponding with another party without the supervision of the teacher or technology assistant.

CONSEQUENCES FOR VIOLATING ACCEPTABLE USE

The use of the Internet and computer technology is a privilege, not a right. Violation of the acceptable use guidelines could result in any of the following consequences, or a combination thereof, depending on the severity of the infraction.

- Loss of computer privileges for an extended period of time
- Loss of recess
- After-school detention